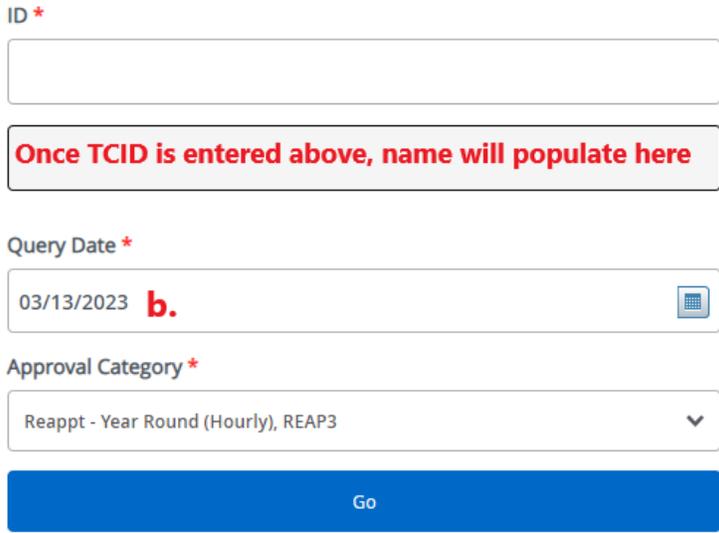
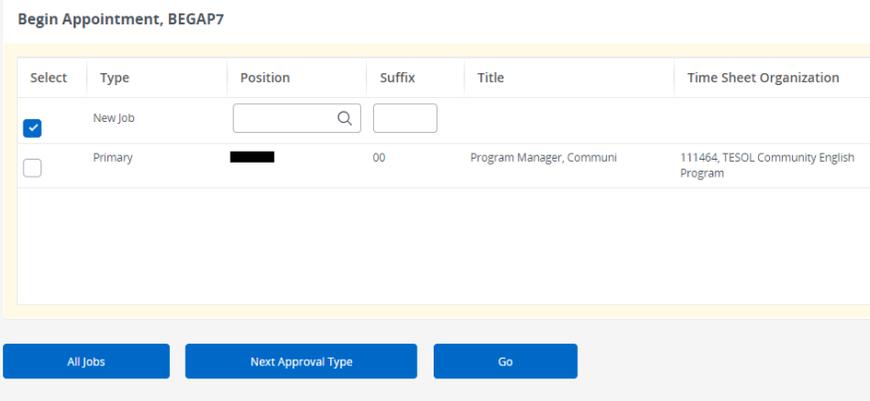
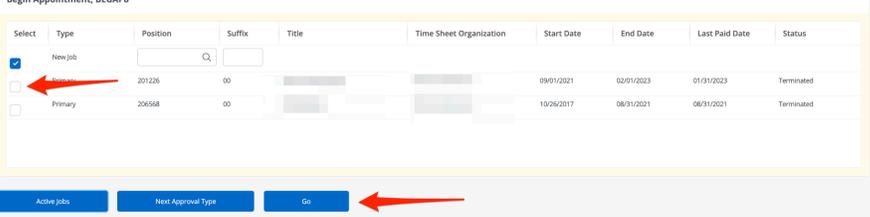


## Reappt - Year Round (Hourly), REAP3

This ePAF is used to reappoint the following employee groups: Full Time and Part Time Non-Exempt Professionals, Interim Employees, Interim Students, and Admin Fellows. The employee must have an active employment record AND must be returning to the same appointment that is (or will be) terminated by the begin date of the new reappointment.

What you need to do	What you will see
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <ol style="list-style-type: none"> <li>Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li> <li>Select Reappt – Year Round (Hourly), REAP3 in the approval category.</li> <li>Click Go.</li> </ol>	
<p><b>STEP 2: Select Job</b></p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p>	
<p><b>STEP 2.1 : Select Job</b></p> <p>Select the appropriate terminated job to be reappointed.</p> <p>Click Go to navigate to the Electronic Personnel Action Form page.</p>	

**STEP 3: Input Begin Record Information.**

- a. Input the hourly rate to be paid to the employee.
- b. Effective Date and Personnel Date will default from the Query Date input in Step 1. For reappointments, this effective date must occur after the last paid date. Please update if needed.
- c. If applicable, update the supervisor information. Input the TCID or UNI in ALL CAPS

Begin Appointment, 201245-00 [redacted] Last Paid Date 01/31/2023

Hourly Rate \*  ← a

Job Status

Effective Date \*  ← b

Personnel Date \*

Job Change Reason

Salary Group

Factor

Pays

Supervisor TC ID/UNI \*  ← c

**STEP 4: If necessary, update the funding information.**

The Effective Date should match the begin date, which can only occur after the last paid date.

If the funding information needs to be updated, enter your index number and click the button for "Default from Index."

Please Note: When you click "Default from Index," the system removes the defaulted account, which must then be added back. If you forget your account, you can always refer to the [e-class & account chart](#).

Confirm that the percentage equals 100%

New

Effective Date null  ←

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6462	6000					100

←

**STEP 5: Input End Record Information**

Enter the end date of the appointment in both Effective Date and Personnel Date.

**\*\*Manually type in date in this field.** Do NOT use the calendar picker tool

End Appointment, 201226-00 Senior HR Generalist, Last Paid Date: 01/31/2023

Job Status  
T

Effective Date \*  
Due to a known defect, do not use the datepicker tool. Type the date into the field.  
01/01/1900

Personnel Date \*  
Due to a known defect, do not use the datepicker tool. Type the date into the field.  
01/01/1900

Job Change Reason  
EAP

**This is defaulted. Please manually type in with the end date of the appointment in both fields.**

**STEP 6: Input Routing Queue.**

Click on the drop down menu to enter the approver for each approval level.

Do not touch the “Required Action”

If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPART) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	

+ Add Row

**STEP 6A: Include Budget AND Grants as approvers in the routing queue.**

- a. Click Add Row.
- b. Go to the empty row

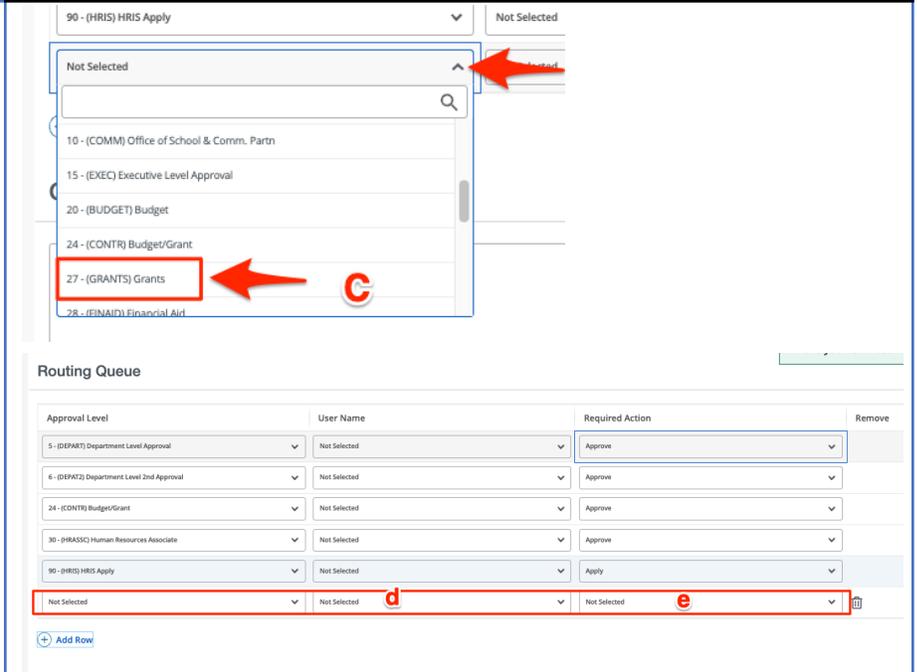
Routing Queue

Approval Level	User Name	Required Action	Remove
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
+ Add Row <b>a</b>			
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPART) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected <b>b</b>	Not Selected	Not Selected	

+ Add Row

**STEP 6A (continued)**

- c. From the drop down, select **27- Grants**.
- d. In User Name, select John Hernandez as the approver.
- e. In Required Action, select Approve.



The screenshot shows a dropdown menu for 'Required Action' with the following options: 10 - (COMM) Office of School & Comm. Partn, 15 - (EXEC) Executive Level Approval, 20 - (BUDGET) Budget, 24 - (CONTR) Budget/Grant, 27 - (GRANTS) Grants (highlighted with a red box and arrow), and 28 - (FINAID) Financial Aid. Below this is a 'Routing Queue' table:

Approval Level	User Name	Required Action	Remove
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPART) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSO) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected	Not Selected <b>d</b>	Not Selected <b>e</b>	

**STEP 7: Create auto-generated letter by adding comments (max 4000 chars).**

Enter the relevant information in the comment section as outlined in the Auto-Generated Letter Guides:

- [Interim & Interim Students](#)
- [Admin Fellows](#)

Professional Staff do not require any comment codes, but will receive a letter when the ePaf is applied.

You may also include any relevant comments or information pertaining to the transaction.

For hourly employees, enter the total amount to be paid for this job. This is a Budget requirement.



The screenshot shows two 'Comments' sections. The first section contains the following text: **DETAILS=Position as an interim research assistant under Prof. XYZ;** **TITLE=Interim Research Assistant;**

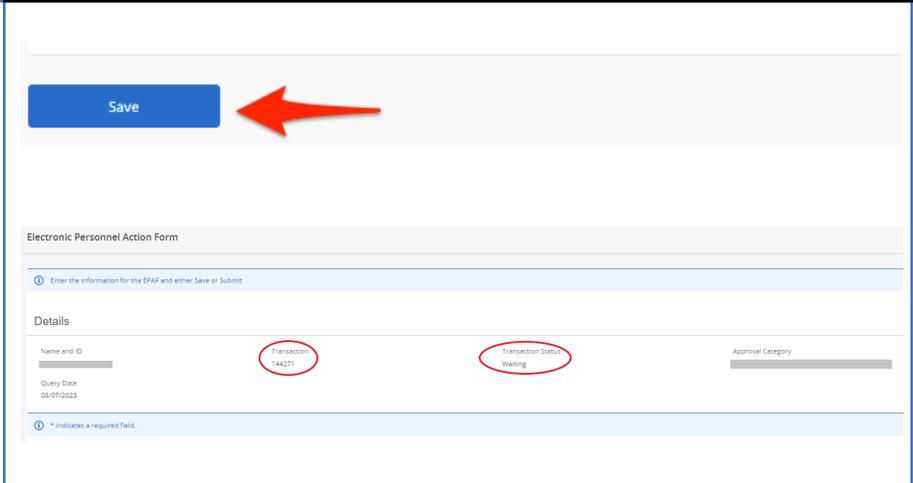
The second section contains the following text: **COURSE=Intro to Learning;** **DETAILS=Admin Fellow to Assist Prof. Rogers in XYZ;** **HOURS=4.5;** **POINTS=1;**

**STEP 8: Save the ePAF.**

Click the Save button located at the bottom of the screen

\*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen



The screenshot shows the 'Save' button at the bottom of the screen, highlighted with a red arrow. Below it, the 'Electronic Personnel Action Form' details are visible, including fields for Name and ID, Transaction (144271), Transaction Status (Waiting), and Approval Category.

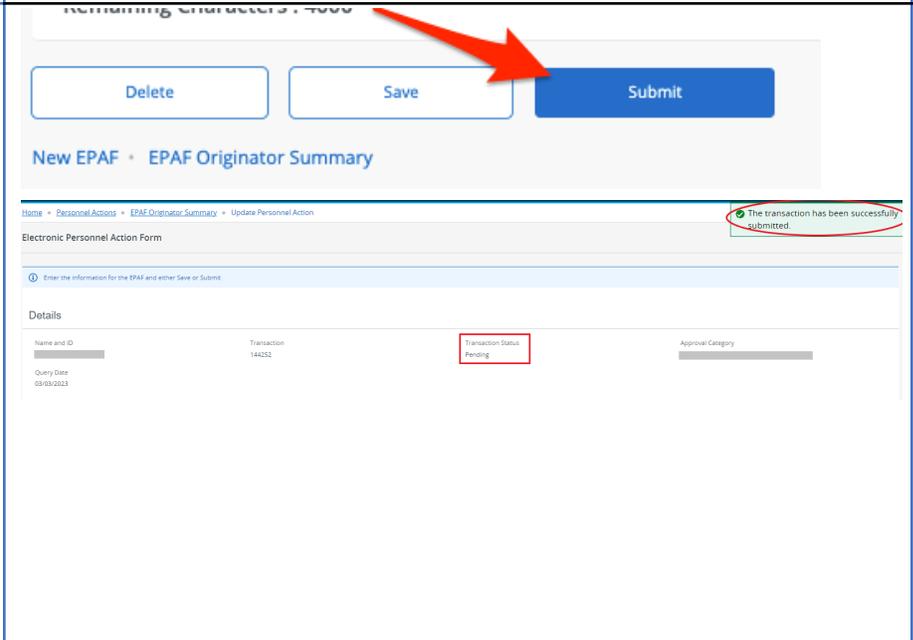
**STEP 9: Submit the ePAF.**

**Do not submit** until you have created the reappointment letter in STEP 7

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.



The screenshot shows the 'Submit' button at the bottom of the screen, highlighted with a red arrow. Below it, the 'New EPAF - EPAF Originator Summary' is visible. A notification at the top right corner states 'The transaction has been successfully submitted.' The details section shows the Transaction Status updated to 'Pending'.