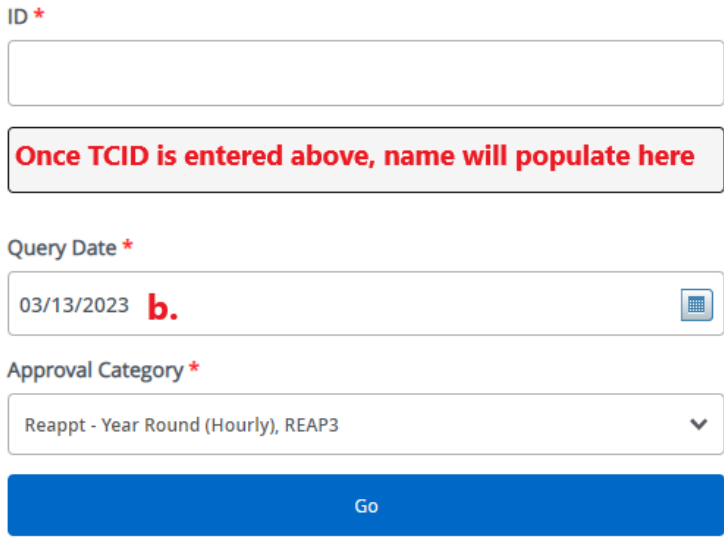
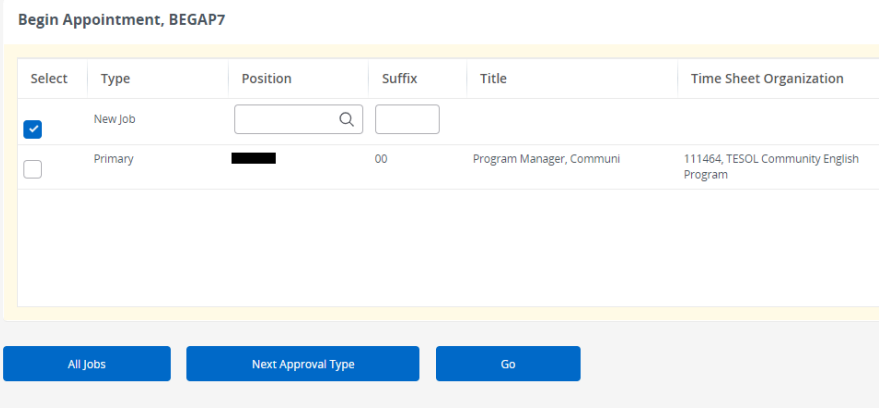
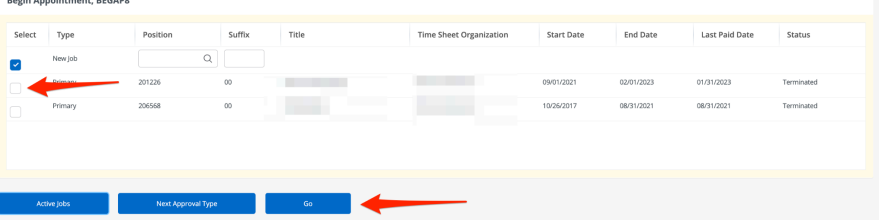


## Reappt - Year Round (Hourly), REAP3

This ePAF is used to reappoint the following employee groups: Full Time and Part Time Non-Exempt Professionals, Non-Exempt Temporary 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.
- 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 job in both the Effective Date and Personnel Date fields. If the Job has no end date, enter **8/31/2049** and indicate no end date in the Comments section.

**\*\*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 \*  
01/01/1900

Personnel Date \*  
01/01/1900

Job Change Reason  
EAP

Due to a known defect, do not use the datepicker tool. Type the date into the field.

Due to a known defect, do not use the datepicker tool. Type the date into the field.

**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

30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	

+ Add Row **a**

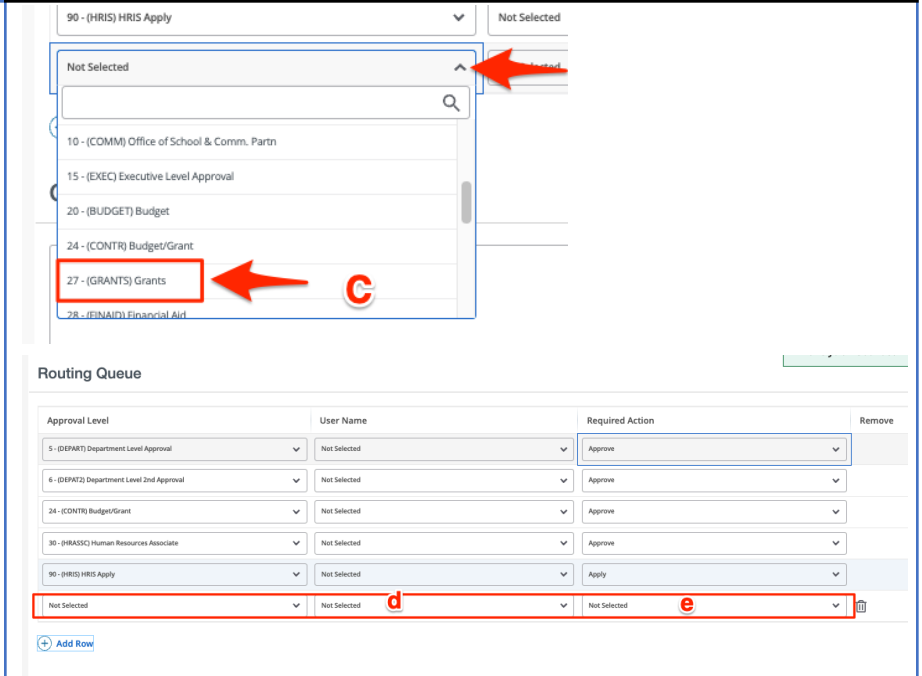
Routing Queue

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	
Not Selected	Not Selected	Not Selected	

+ Add Row **b**

**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 with columns for Approval Level, User Name, Required Action, and Remove. The table contains several rows, with the last row highlighted in red and containing 'Not Selected', 'Not Selected', 'd', and 'e'.

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	Not Selected	

**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.



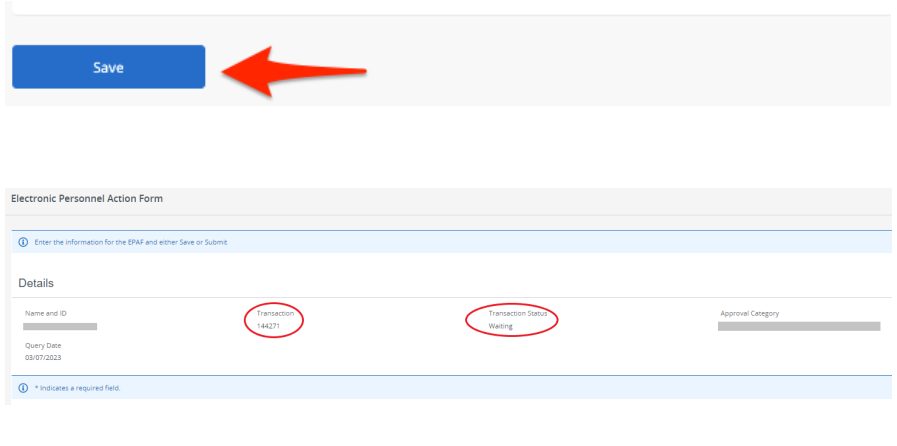
The screenshot shows two 'Comments' sections. The first section contains the text: 'DETAILS=Position as an interim research assistant under Prof. XYZ; TITLE=Interim Research Assistant;'. The second section contains the text: 'COURSE=Intro to Learning; DETAILS=Admin Fellow to Assist Prof. Rogers in XYZ; HOURS=4.5; POINTS=1;'. Each section has a text input area above the pre-filled text.

**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



Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction 144271	Transaction Status Waiting	Approval Category
Query Date 03/07/2023			

\* Indicates a required field.

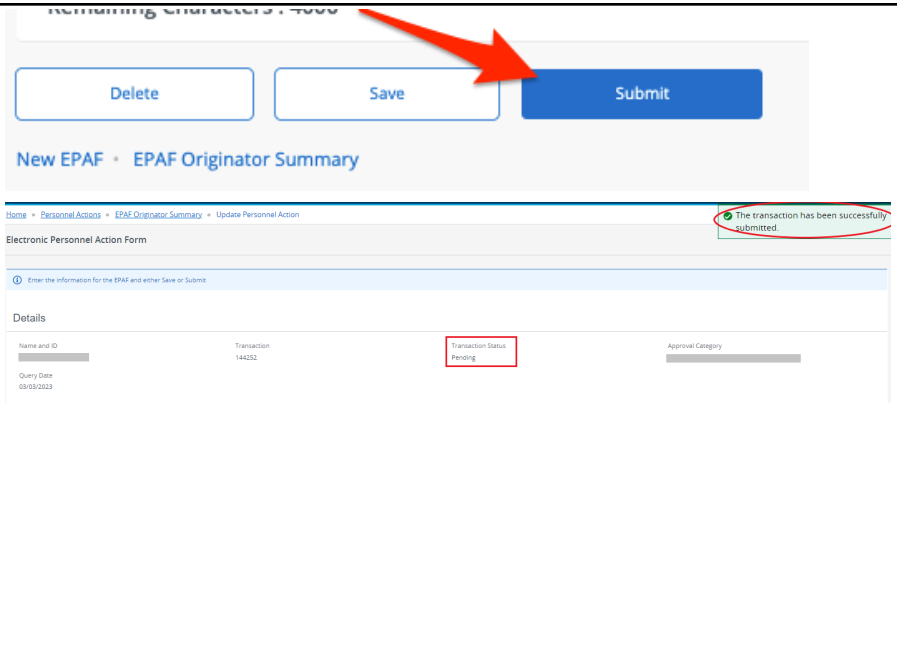
**STEP 9: Submit the ePAF.**

**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**.



Remaining Characters: 7000

Delete Save Submit

New EPAF • EPAF Originator Summary

Home • Personnel Actions • EPAF Originator Summary • Update Personnel Action

Electronic Personnel Action Form

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction 144252	Transaction Status Pending	Approval Category
Query Date 03/03/2023			