

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																																								
STEP 1: Provide the ePAF parameters: <ol style="list-style-type: none"> Enter the TCID of the employee in the ID field ('T' in TCID in caps). Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> Select Reappt – Year Round (Hourly), REAP3 in the approval category. Click Go. 	<div> ID * <input type="text"/> a. <div>Once TCID is entered above, name will populate here</div> </div> <div> Query Date * <input type="text" value="03/13/2023"/> b. </div> <div> Approval Category * <input type="text" value="Reappt - Year Round (Hourly), REAP3"/> c. </div> <div> <input type="button" value="Go"/> d. </div>																																								
STEP 2: Select Job Click All Jobs to see a listing of all jobs that employee has held.	<div> Begin Appointment, BEGAP7 <table border="1"> <thead> <tr> <th>Select</th><th>Type</th><th>Position</th><th>Suffix</th><th>Title</th><th>Time Sheet Organization</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>New Job</td><td><input type="text"/></td><td><input type="text"/></td><td></td><td></td></tr> <tr> <td><input type="checkbox"/></td><td>Primary</td><td>██████</td><td>00</td><td>Program Manager, Communi</td><td>111464, TESOL Community English Program</td></tr> </tbody> </table> <div> <input type="button" value="All Jobs"/> <input type="button" value="Next Approval Type"/> <input type="button" value="Go"/> </div> </div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	Primary	██████	00	Program Manager, Communi	111464, TESOL Community English Program																						
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STEP 2.1 : Select Job Select the appropriate terminated job to be reappointed. Click Go to navigate to the Electronic Personnel Action Form page.	<div> Begin Appointment, BEGAP8 <table border="1"> <thead> <tr> <th>Select</th><th>Type</th><th>Position</th><th>Suffix</th><th>Title</th><th>Time Sheet Organization</th><th>Start Date</th><th>End Date</th><th>Last Paid Date</th><th>Status</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>New Job</td><td><input type="text"/></td><td><input type="text"/></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td><input type="checkbox"/></td><td>Terminated</td><td>201226</td><td>00</td><td></td><td></td><td>09/01/2021</td><td>02/01/2023</td><td>01/31/2023</td><td>Terminated</td></tr> <tr> <td><input type="checkbox"/></td><td>Primary</td><td>206568</td><td>00</td><td></td><td></td><td>10/26/2017</td><td>08/31/2021</td><td>08/31/2021</td><td>Terminated</td></tr> </tbody> </table> <div> <input type="button" value="Active Jobs"/> <input type="button" value="Next Approval Type"/> <input type="button" value="Go"/> </div> </div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="checkbox"/>	Terminated	201226	00			09/01/2021	02/01/2023	01/31/2023	Terminated	<input type="checkbox"/>	Primary	206568	00			10/26/2017	08/31/2021	08/31/2021	Terminated
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STEP 3: Input Begin Record Information.

- Input the hourly rate to be paid to the employee.
- 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.
- If applicable, update the supervisor information. Input the TCID or UNI in ALL CAPS

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

Hourly Rate *
0

Job Status
A

Effective Date *
03/01/2023

Personnel Date *
03/01/2023

Job Change Reason
REA

Salary Group
23SAL

Factor
24

Pays
24

Supervisor TC ID/UNI *
T26328102

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
09/16/2023

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

+ Default from Index + Add Row

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 - (DEPART2) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRS) HRS Apply	Not Selected	Apply	

+ Add Row

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

- Click Add Row.
- Go to the empty row

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

+ Add Row

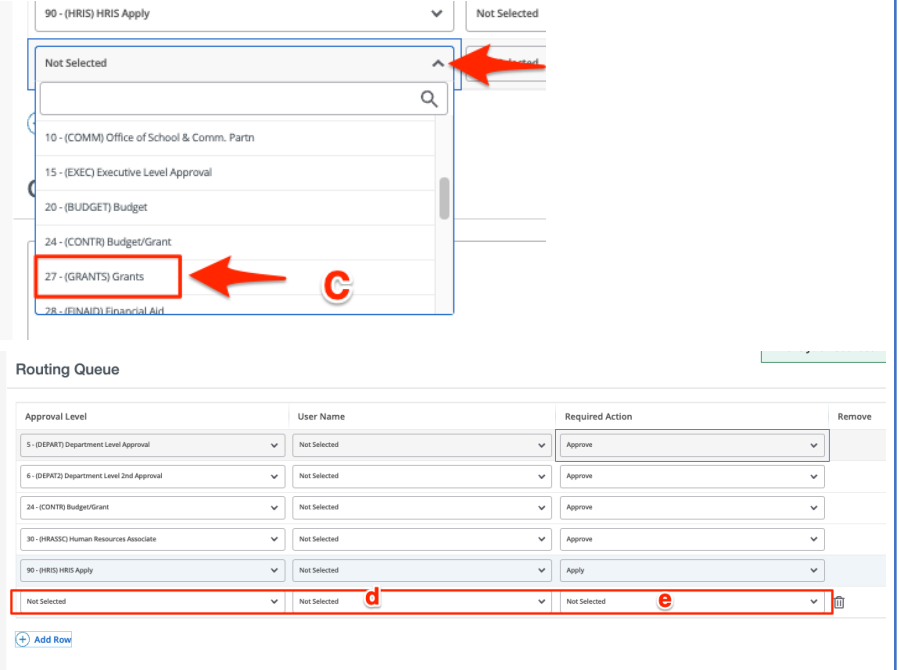
Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPART2) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRS) HRS Apply	Not Selected	Apply	
Not Selected	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.



90 - (HRIS) HRIS Apply Not Selected

Not Selected

10 - (COMM) Office of School & Comm. Partn

15 - (EXEC) Executive Level Approval

20 - (BUDGET) Budget

24 - (CONTR) Budget/Grant

27 - (GRANTS) Grants

28 - (FINAID) Financial Aid

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 - (HRAS) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected	Not Selected d	Not Selected e	

+ Add Row

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.

Comments

DETAILS=Position as an interim research assistant under Prof. XYZ;
TITLE=Interim Research Assistant;

Comments

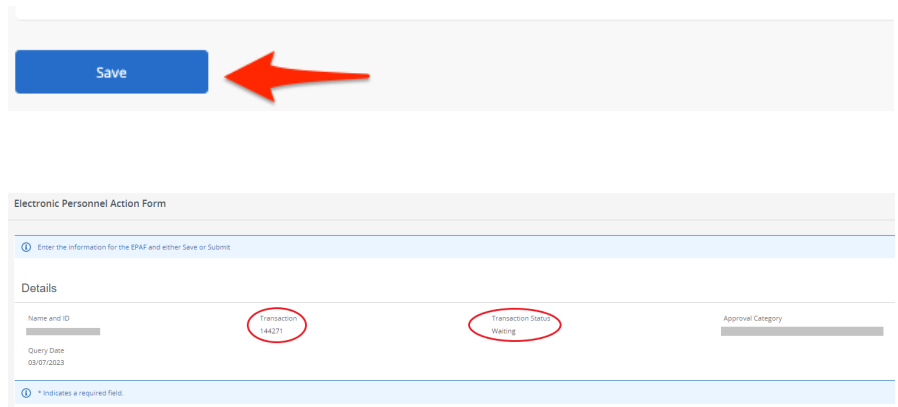
COURSE=Intro to Learning;
DETAILS=Admin Fellow to Assist Prof. Rogers in XYZ;
HOURS=4.5;
POINTS=1;

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



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 09/07/2023			

* Indicates a required field.

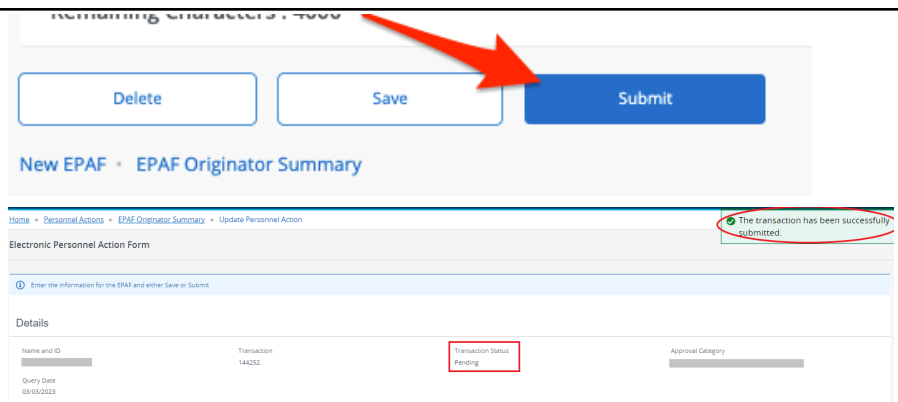
STEP 9: Submit the ePAF.

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**.



Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction 144252	Transaction Status Pending	Approval Category
Query Date 09/08/2023			

The transaction has been successfully submitted.