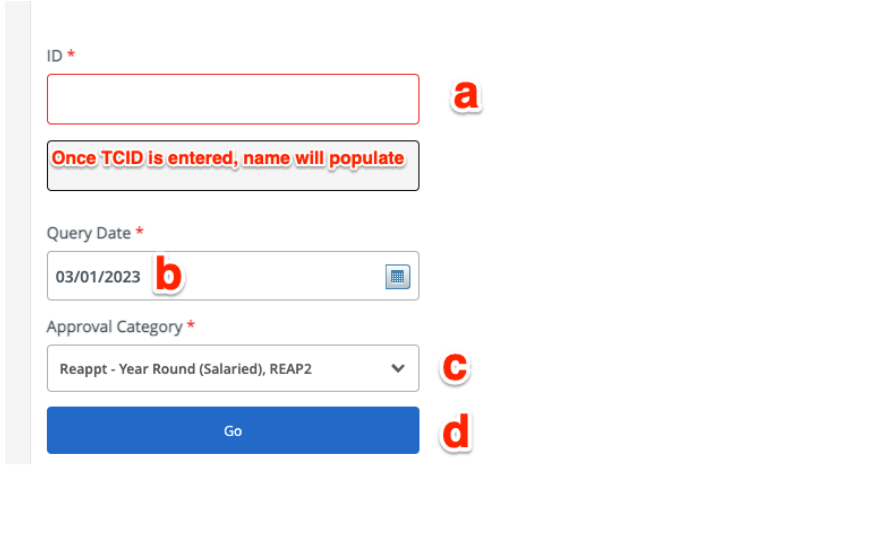
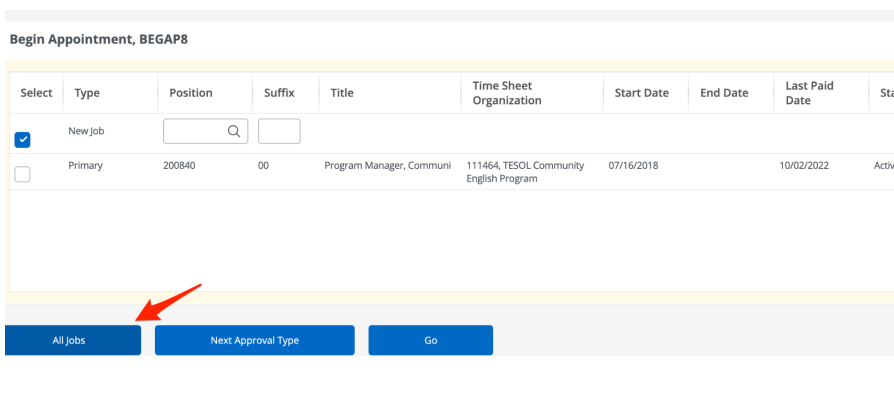
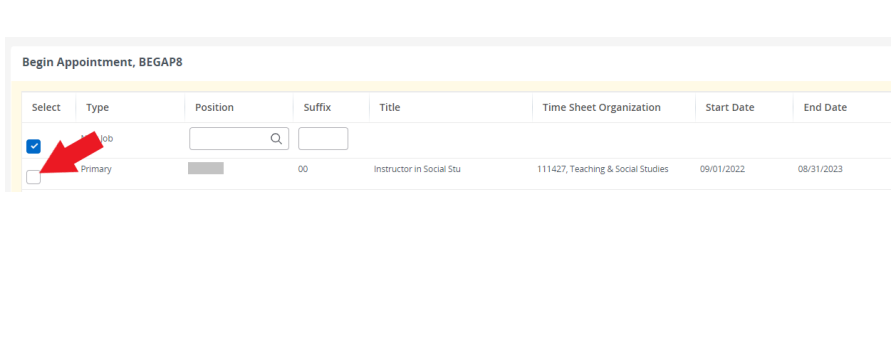


## Reappt – Year Round (Salaried), REAP2

This ePAF is used to reappoint the following employee groups: Full Time Faculty & Instructional Staff, Full Time Professionals & Exempt Part Time Professionals. 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> (must be after the employee's last paid date).</li> <li>Select Reappt – Year Round (Salaried), REAP2 in the approval category.</li> <li>Click Go.</li> </ol>	 <p>The screenshot shows the 'Begin Appointment, BEGAP8' form. It includes an 'ID *' field with a red box and callout 'a', a 'Query Date *' field with a calendar icon and callout 'b', and an 'Approval Category *' dropdown menu with 'Reappt - Year Round (Salaried), REAP2' selected and callout 'c'. A blue 'Go' button is at the bottom with callout 'd'. A message below the ID field says 'Once TCID is entered, name will populate'.</p>																														
<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>The screenshot shows the 'Begin Appointment, BEGAP8' job listing table. The table has columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status. A red arrow points to the 'All Jobs' button at the bottom of the table.</p> <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></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>200840</td> <td>00</td> <td>Program Manager, Communi</td> <td>111464, TESOL Community English Program</td> <td>07/16/2018</td> <td></td> <td>10/02/2022</td> <td>Active</td> </tr> </tbody> </table>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input checked="" type="checkbox"/>	New Job									<input type="checkbox"/>	Primary	200840	00	Program Manager, Communi	111464, TESOL Community English Program	07/16/2018		10/02/2022	Active
Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status																						
<input checked="" type="checkbox"/>	New Job																														
<input type="checkbox"/>	Primary	200840	00	Program Manager, Communi	111464, TESOL Community English Program	07/16/2018		10/02/2022	Active																						
<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>	 <p>The screenshot shows the 'Begin Appointment, BEGAP8' job listing table. A red arrow points to the 'Go' button at the bottom of the table. The table shows a job with a checked 'Select' box and a red arrow pointing to it.</p> <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> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Primary</td> <td></td> <td></td> <td>Instructor in Social Stu</td> <td>111427, Teaching &amp; Social Studies</td> <td>09/01/2022</td> <td>08/31/2023</td> </tr> </tbody> </table>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	<input checked="" type="checkbox"/>	Primary			Instructor in Social Stu	111427, Teaching & Social Studies	09/01/2022	08/31/2023														
Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date																								
<input checked="" type="checkbox"/>	Primary			Instructor in Social Stu	111427, Teaching & Social Studies	09/01/2022	08/31/2023																								

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

- a. Update the Salary with the annualized salary.
- 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. If that is not the case for the date entered in step 1, you must restart the ePAF and enter a later query date.
- c. If applicable, update the supervisor information. Input the TCID or UNI in ALL CAPS

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

Salary \*  
0 ← a

Job Status  
A

Effective Date \*  
03/01/2023 ← b

Personnel Date \*  
03/01/2023

Job Change Reason  
REA

Salary Group  
23SAL

Factor  
24

Pays  
24

Supervisor TC ID/UNI \*  
T27983805 ← 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%

Labor Distribution Change, 201226-00 Senior HR Generalist, Last Paid Date: 01/31/2023

the job record.

**Current**

Effective Date  
09/01/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
1	133103	1	133103	6211	720					100	

**New**

Effective Date null

02/01/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1	133103	1	133103	6211	720					100		

Default from Index ← Add Row

**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

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

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

Job Change Reason

**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

30 - (HRASSC) Human Resources Associate

90 - (HRIS) HRIS Apply

+ Add Row **a**

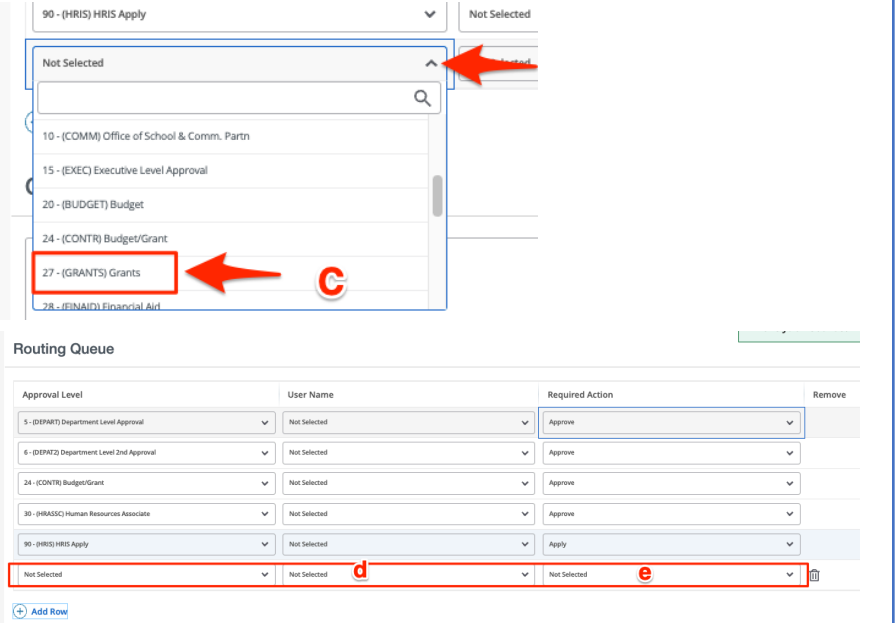
Routing Queue

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.

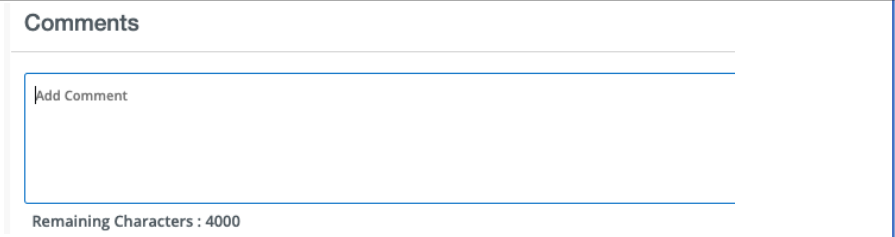


The screenshot shows a routing queue table with the following data:

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	

**STEP 7: If needed, add a comment (max 4000 chars).**

Enter any additional information if needed.



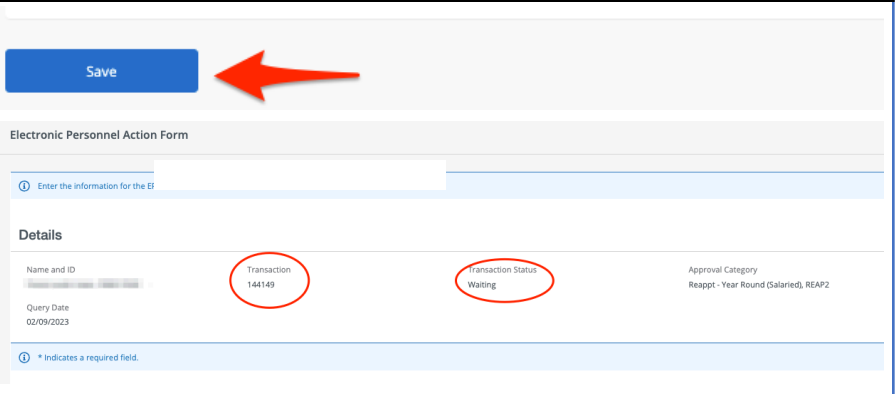
The screenshot shows a 'Comments' section with a text input field labeled 'Add Comment' and a 'Remaining Characters : 4000' indicator.

**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 a 'Save' button and the 'Electronic Personnel Action Form' details section. The details section includes:

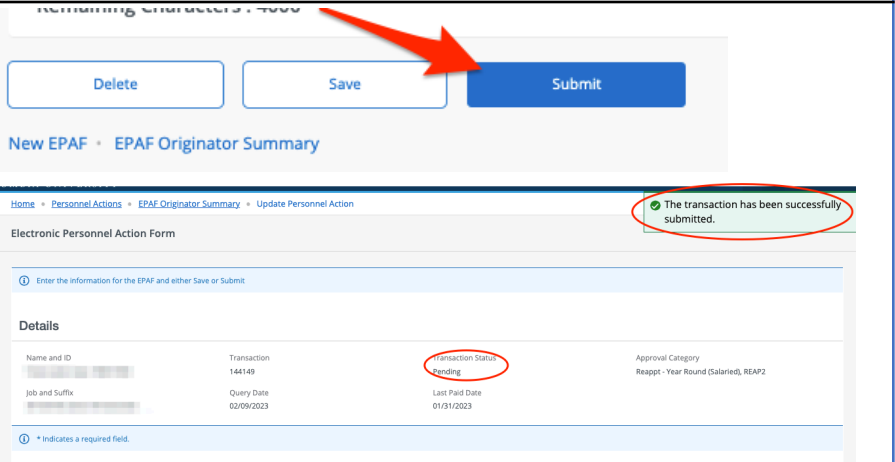
- Name and ID: [Redacted]
- Transaction: 144149
- Transaction Status: Waiting
- Approval Category: Reapp - Year Round (Salaried), REAP2
- Query Date: 02/09/2023

**STEP 9: Submit the ePAF.**

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 a 'Submit' button and a notification message: 'The transaction has been successfully submitted.' Below this, the 'Electronic Personnel Action Form' details section is updated to show:

- Name and ID: [Redacted]
- Transaction: 144149
- Transaction Status: Pending
- Approval Category: Reapp - Year Round (Salaried), REAP2
- Job and Suffix: [Redacted]
- Query Date: 02/09/2023
- Last Paid Date: 01/31/2023