

Reappt – Year Round, Doctoral Research Fellow, ADDJB5

This ePAF is used to reappoint Doctoral Research 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: <ul style="list-style-type: none">a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u>c. Select Reappt - Year Round, Doctoral Research Fellow, ADDJB5 in the approval category.d. Click Go.	<div><div>ID *</div><div></div><div>a.</div></div> <div><div>Once TCID is entered above, name will populate here</div></div> <div><div>Query Date *</div><div>03/09/2023</div><div>b.</div></div> <div><div>Approval Category *</div><div>Reappt - Year Round, Doctoral Research Fellow, ADDJB5</div><div>c.</div></div> <div><div>Go</div><div>d.</div></div>																																								
STEP 2: Select Job <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>Select the Doctoral Research Fellow job you want to reappoint. Click Go to navigate to the Electronic Personnel Action Form.</p>	<div><div>Begin Appointment - BEGAPS</div><table><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 type="checkbox"/></td><td>Primary</td><td>000035</td><td>00</td><td>Teachers College Asst. - HS</td><td>111714, Motor Learning & Control</td><td>09/18/2019</td><td>12/31/2020</td><td>12/31/2020</td><td>Terminated</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Primary</td><td>000000</td><td>00</td><td>Doctoral Research Fellow</td><td>111714, Motor Learning & Control</td><td>01/01/2022</td><td>12/31/2022</td><td>12/15/2022</td><td>Terminated</td></tr><tr><td><input type="checkbox"/></td><td>Primary</td><td>700062</td><td>00</td><td>Service Coordinator</td><td>112206, OASD</td><td>02/18/2021</td><td>04/28/2021</td><td></td><td>Terminated</td></tr></tbody></table><div><div>All Jobs</div><div>Next Approval Type</div><div>Go</div></div></div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	Primary	000035	00	Teachers College Asst. - HS	111714, Motor Learning & Control	09/18/2019	12/31/2020	12/31/2020	Terminated	<input checked="" type="checkbox"/>	Primary	000000	00	Doctoral Research Fellow	111714, Motor Learning & Control	01/01/2022	12/31/2022	12/15/2022	Terminated	<input type="checkbox"/>	Primary	700062	00	Service Coordinator	112206, OASD	02/18/2021	04/28/2021		Terminated
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STEP 3: Input Begin Record Information.

The Effective Date and Personnel Date fields will default based on the Query date you entered in step 1.

Enter Supervisor TC ID/UNI in ALL CAPS.

Enter the salary amount for the appointment.

Enter the factor and pays based on the start and end dates

Note: Factor and Pays = # of pay periods from the start to end date of the appointment.

Begin Appointment, D00000-00 Doctoral Research Fellow, Last Paid Date: 12/15/2022

Effective Date *

03/09/2023

Personnel Date *

03/09/2023

Job Status *

A

Job Change Reason *

REA

Supervisor TC ID/UNI *

Salary Group

23SAL

Salary *

4000

Factor *

1

Pays *

1

STEP 4: If applicable, update the Funding Allocation field.

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 Job End Effective Date and Personnel Date.

The Personnel Date should reflect the actual end date.

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

End Appointment, D00000-00 Doctoral Research Fellow, Last Paid Date: 12/15/2022

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

STEP 6: Input Routing Queue.

Click the User Name drop down to enter the approver for each approval level.

Additional rows must be added when the position is:

- Split funded
- Grant-funded DRF position

For either of the above scenarios, move to step 6A. All others move to Step 7.

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRV52) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	GOLDSM11 - Aldape, Celia J.	Approve
95 - (HRIS-A) HRIS Apply	ALFORD1 - Alford, Brian	Apply
	ALLEN5 - Allen, Corey C.	
	ANGLE11 - Angle, Shannon M.	

+ Add Row

STEP 6A: Adding Grants and/or OFA as approvers in the routing queue.

- Click Add Row.
- Go to the empty row

30 - (HRA25C) Human Resources Associate	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply

+ Add Row **a.**

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRV52) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
95 - (HRIS-A) HRIS Apply	Not Selected	Apply
Not Selected b.	Not Selected	Not Selected

+ Add Row

STEP 6A (continued)

- c. Split-funded positions select **27- Grants**; OR
Grant Funded DRF, select **28 - FINAID**
- d. Add the applicable approver user name.
- 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
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRVS2) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
95 - (HRIS-A) HRIS Apply	Not Selected	Apply
Not Selected	Not Selected d.	Not Selected e.

[+ Add Row](#)

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

Enter any applicable comments regarding the job in this section, if needed.

Comments

This is a reappointment year round ePAF for Doctoral Research Fellows

Remaining Characters : 3931

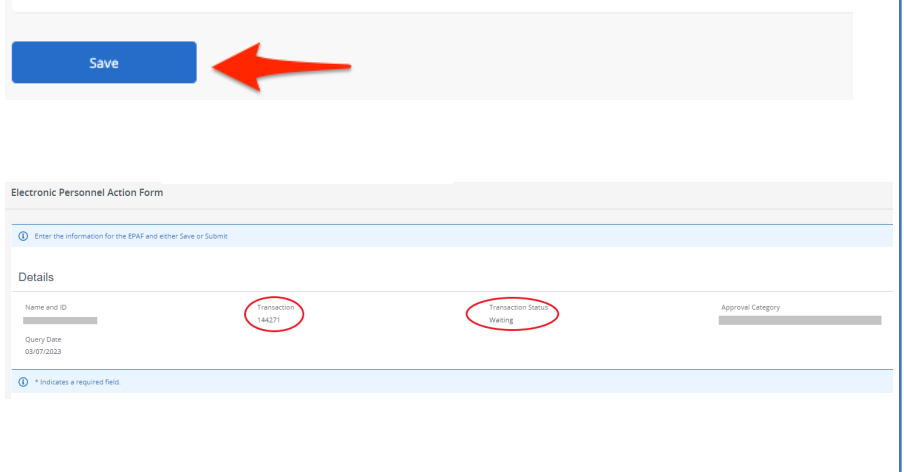
Save

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
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Query Date
03/07/2023

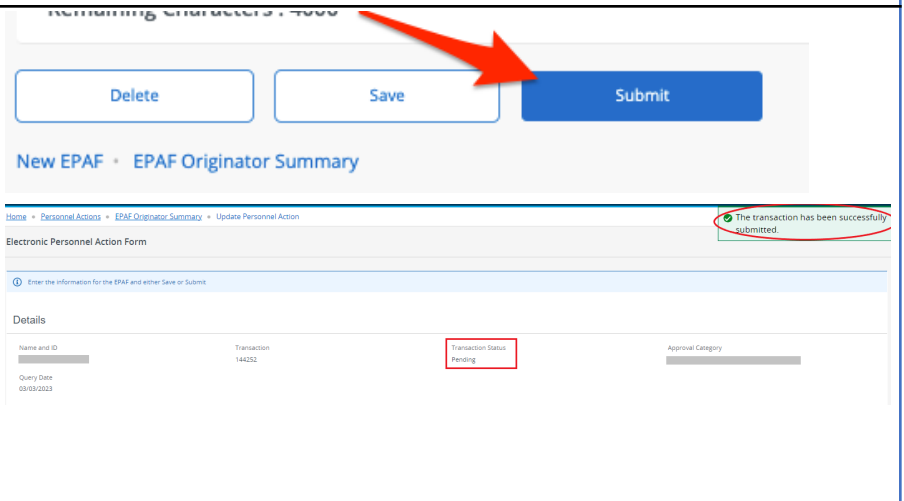
* Indicates a required field.

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**.



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
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Query Date
03/03/2023

The transaction has been successfully submitted.