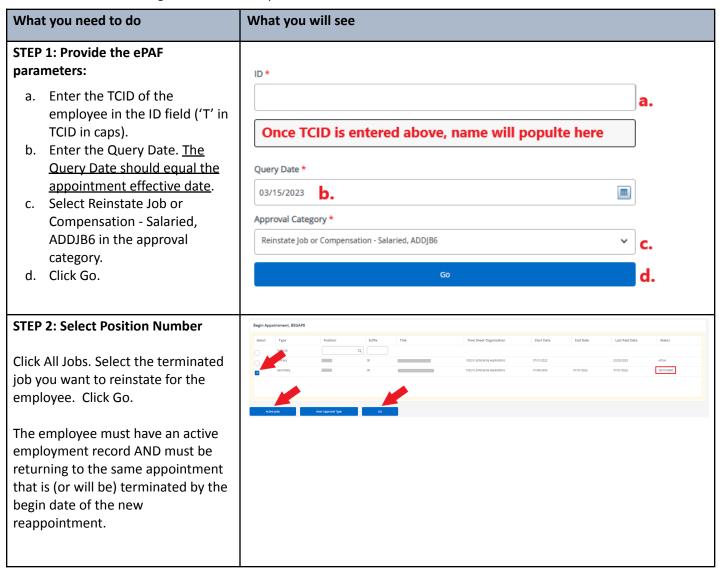# Teachers College
COLUMBIA UNIVERSITY

Reinstate Job or Compensation - Salaried, ADDJB6

This ePAF is used to reinstate a previous job or compensation payment to an employee. This includes supplemental or overage incomes, bonuses, one-time payments, or secondary jobs. This ePAF is for salaried employees who are not Executives, Students, or Union employees. It can only be used for an active employee who previously held a job at TC. This ePAF also cannot be used for employee reimbursements that are greater than 90 days.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: 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 Reinstate Job or Compensation - Salaried, ADDJB6 in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name will populte here Query Date * 03/15/2023 **b.** Approval Category * Reinstate Job or Compensation - Salaried, ADDJB6 **c.** Go **d.**
STEP 2: Select Position Number Click All Jobs. Select the terminated job you want to reinstate for the employee. Click Go. 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.	Begin Appointment, BEGAP8

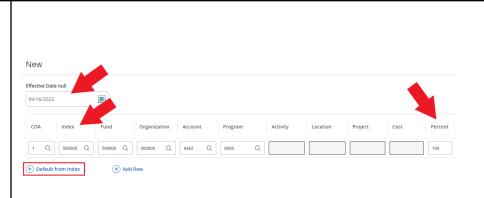|	

STEP 3: Input Begin Record Information.
 	
Salary: Enter the annualized salary amount. Do not use '$' or ',' .
 	
The Effective Date & Personnel Date will default to the Query date you entered in step 1.
	Begin Appointment, ▓▓▓▓▓▓▓▓▓▓▓▓▓▓, Last Paid Date: 07/31/2022
	
	Salary *
	`0`
	
	Job Status
	`A`
	
	Effective Date *
	`03/15/2023`
	
	Personnel Date *
	`03/15/2023`

Job Change Reason: Update Job Change Reason depending on the type of transaction:
 	
● **SUP** if a Supplement, Bonus, or Overage
● **OTP** if a One Time Payment
● **ADL** if Additional/New Secondary Job
 	
Factor and Pays: You will input the number of paychecks you would like the employee to receive for the appointment. Both fields should have the same number. You can count the number of paychecks by using the begin and end dates of the appointment. Refer to the payroll calendar for guidance.
 	
If the job is a year or longer OR has no end date then enter 24 for semi-monthly, 26 for bi-weekly & 52 for weekly employees. For an academic year (Sept – May), input 18.
 	
Supervisor: Enter Supervisor TC ID/UNI in ALL CAPS. For Faculty payments, use the Dept. Chair.
	Job Change Reason
	`SUP, Supplemental`
	
	Salary Group
	`23SAL`
	
	Factor
	`1`
	
	Pays
	`1`
	
	Supervisor TC ID/UNI *

STEP 4: Input the funding allocation.

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

Confirm that the value in the Organization field matches the one in timesheet orgn from step 3.

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. 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 job in both the Effective Date and Personnel Date fields. If the Job has no end date, enter 12/31/2027 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, _____, Last Paid Date: 07/31/2022

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 on the User Name dropdown to specify the approver for each of the approval levels. **If this transaction needs to go through Budget AND Grants approval**, enter the budget approver in level 24 – (CONTR) Budget/Grant and go to step 6A. **Otherwise**, click Save and Add New Rows and go to Step 7.	
STEP 6A: Include Budget AND Grants as approvers in the routing queue. a. Click Add Row. b. Go to the empty 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.	

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: ● PT Instructor ● Adjunct ● Community Teachers ● Fee-Based Instructors 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.	Comment PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=ORLD 4025: Facilitating Adult Learning; TITLE=Adjunct Assistant Professor;
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	Save 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 : 4000 Delete Save Submit New EPAF · EPAF Originator Summary Home · Personnel Actions · EPAF Originator Summary · Update Personnel Action The transaction has been successfully submitted. 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 03/03/2023