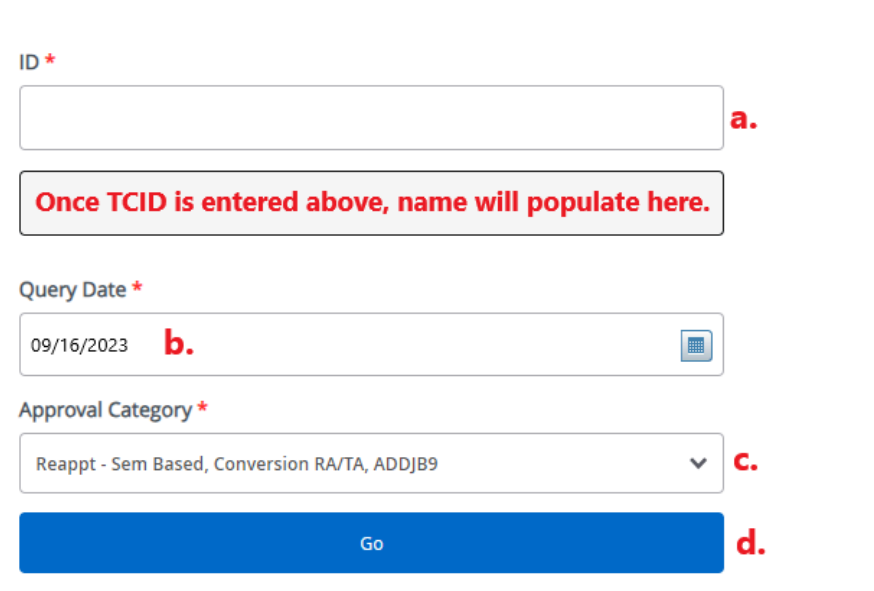
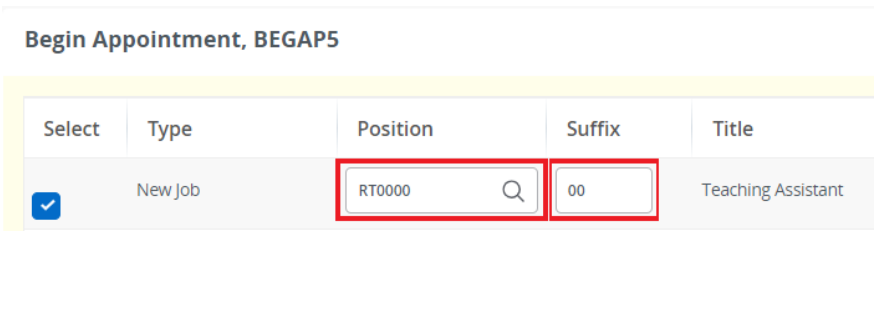


### Reappt – Sem. Based, Conversion Teaching Assistants, ADDJB9

This ePAF is used to reappoint Teaching Assistants 6422 or 6429 whose current, active position is not RT0000. This ePAF will reappoint the employee with the consolidated TA position number, RT0000.

What you need to do	What you will see										
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <ul style="list-style-type: none"> <li>a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li> <li>c. Select Reappt - Sem Based, Conversion RA/TA, ADDJB9 in the approval category.</li> <li>d. Click Go.</li> </ul>	 <p>The screenshot shows the following elements:</p> <ul style="list-style-type: none"> <li><b>ID *</b>: An empty text input field with a red 'a.' to its right.</li> <li><b>Once TCID is entered above, name will populate here.</b>: A red text box below the ID field.</li> <li><b>Query Date *</b>: A date input field containing '09/16/2023' with a red 'b.' to its right.</li> <li><b>Approval Category *</b>: A dropdown menu with 'Reappt - Sem Based, Conversion RA/TA, ADDJB9' selected and a red 'c.' to its right.</li> <li><b>Go</b>: A blue button at the bottom with a red 'd.' to its right.</li> </ul>										
<p><b>STEP 2: Specify Position Number</b></p> <p>Select All Jobs. In the row for "New Job" enter the position number and suffix provided on the reappointment listing sent via email.</p>	 <p>The screenshot shows the 'Begin Appointment, BEGAP5' screen with the following table:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>New Job</td> <td>RT0000</td> <td>00</td> <td>Teaching Assistant</td> </tr> </tbody> </table> <p>Red boxes highlight the 'Position' and 'Suffix' columns in the 'New Job' row.</p>	Select	Type	Position	Suffix	Title	<input checked="" type="checkbox"/>	New Job	RT0000	00	Teaching Assistant
Select	Type	Position	Suffix	Title							
<input checked="" type="checkbox"/>	New Job	RT0000	00	Teaching Assistant							

**STEP 3: Input Begin Record**

The Personnel Date will be defaulted from the query date you input in Step 1. You may update the Personnel Date to reflect the actual start date if it differs.

**Enter the Timesheet Orgn.** This is the same as the Organization field in the Funding Allocation section (Step 4). Input the index the transaction is being charged to and click Default from Index. Copy the value in the Organization field into the Timesheet Orgn field. If there are multiple indices, select the one with the highest %.

Begin Appointment, RT0000-00 Teaching Assistant

Begin Date \*

Effective Date \*

Personnel Date \*

Contract Type

Timesheet COA

Timesheet Orgn \*

\*\*\*To determine Timesheet Orgn

New

Effective Date null

COA	Index	Fund	Organization
1	500000	500000	500000

+ Default from Index

+ Add Row

<p><b>Enter new Supervisor TCID/UNI in caps.</b></p> <p>Enter the appointment salary in the Salary field. Do not use '\$' or ' ' .</p>	<p>Job Change Reason</p> <p>REA</p> <p>Supervisor TC ID/UNI *</p> <p>Salary *</p>																						
<p><b>STEP 4: Input the funding allocation.</b></p> <p>The funding effective date will default from the query date that was input in Step 1.</p> <p>The funding information <b>MUST</b> be updated from the defaulted values. Enter your index number and click the button for “Default from Index.”</p> <p><u>Please Note:</u> When you click “Default from Index,” the system removes the defaulted account. If you forget your account, you can always refer to the <a href="#">e-class &amp; account chart</a>.</p> <p>Finally, ensure the total of each row in the Percent column is 100%.</p>	<p>Effective Date null</p> <p>09/16/2023</p> <table border="1"> <thead> <tr> <th>COA</th> <th>Index</th> <th>Fund</th> <th>Organization</th> <th>Account</th> <th>Program</th> <th>Activity</th> <th>Location</th> <th>Project</th> <th>Cost</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>500000</td> <td>500000</td> <td>500000</td> <td>6422</td> <td>6000</td> <td></td> <td></td> <td></td> <td></td> <td>100</td> </tr> </tbody> </table> <p>Default from Index Add Row</p>	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	1	500000	500000	500000	6422	6000					100
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent													
1	500000	500000	500000	6422	6000					100													

**STEP 5: Input End Record Information**

The Effective Date is hardcoded and aligns with the end of the semester.

In the Personnel Date, enter the actual end date of the reappointment.

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

**Job Status \***

**Effective Date \***

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

**Personnel Date \***

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



**Job Change Reason \***

**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
5 - (DEPART) Department Level Approval	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
28 - (FINAID) Financial Aid	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



+ Add Row **a.**



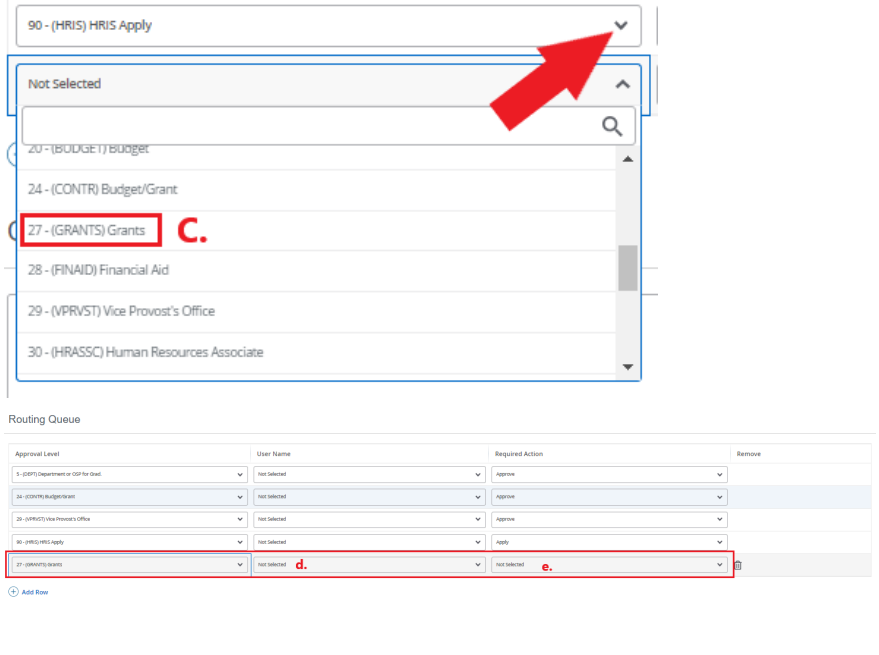
Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPT) Department or OSP for Good	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
28 - (FINAID) Financial Aid	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected <b>b.</b>	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.



The screenshot shows a dropdown menu for '90 - (HRIS) HRIS Apply' with a red arrow pointing to the '27 - (GRANTS) Grants' option, which is highlighted with a red box and labeled 'C.'. Below the dropdown is a 'Routing Queue' table with the following data:

Approval Level	User Name	Required Action	Remove
1 - (PDR) Department or OSF for Good	Not Selected	Approve	
20 - (BUDGET) Budget/Grant	Not Selected	Approve	
24 - ((CONTR) Budget/Grant	Not Selected	Approve	
27 - (GRANTS) Grants	Not Selected <b>d.</b>	Approve <b>e.</b>	
28 - (FINAID) Financial Aid	Not Selected	Approve	
29 - (VPRVST) Vice Provost's Office	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	

**STEP 7: Add a comment (max 4000 chars).**

Please include the job title in the comments in the format of "Title = xxxxxxxx;"

You may also enter anything else you wish to convey to the ePAF approvers.

**Comments**

Please type the position title here.

Remaining Characters : 3931

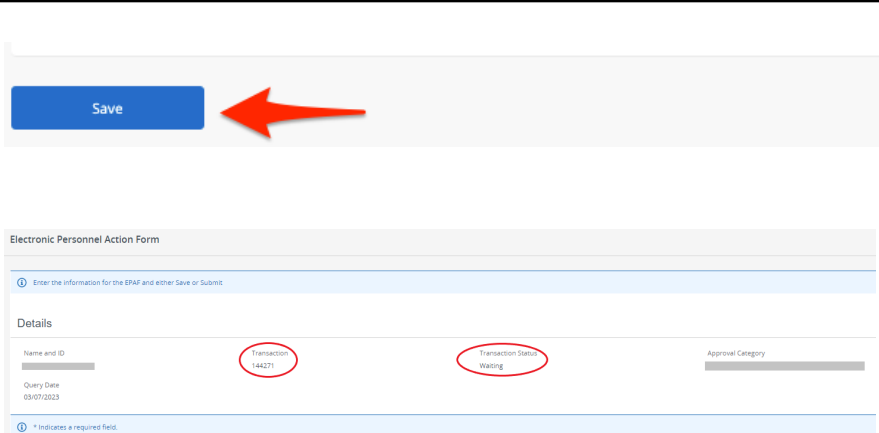
Save

**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



The screenshot shows the bottom of the ePAF form. A red arrow points to the 'Save' button. Below the button, the 'Electronic Personnel Action Form' details are displayed:

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			

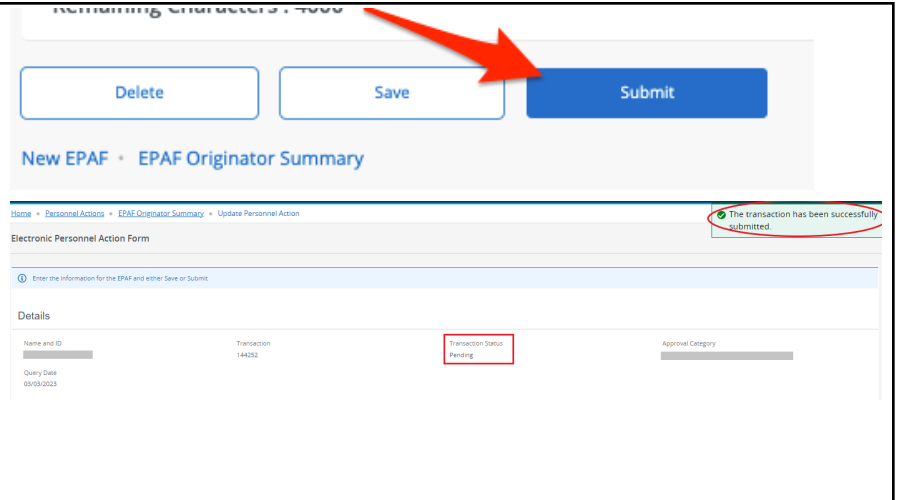
\* Indicates a required field.

**STEP 9: Submit the ePAF.**

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 displays the 'New ePAF' interface. At the top, there are three buttons: 'Delete', 'Save', and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons, the page title is 'New ePAF - ePAF Originator Summary'. A breadcrumb trail shows 'Home > Personnel Actions > ePAF Originator Summary > Update Personnel Action'. A notification in the top right corner states 'The transaction has been successfully submitted'. Below this, the 'Electronic Personnel Action Form' is shown with a message: 'Enter the information for the ePAF and either Save or Submit'. The 'Details' section contains a table with the following data:

Name and ID	Transaction	Transaction Status	Approval Category
[Redacted]	144252	Pending	[Redacted]
Query Date 02/03/2023			