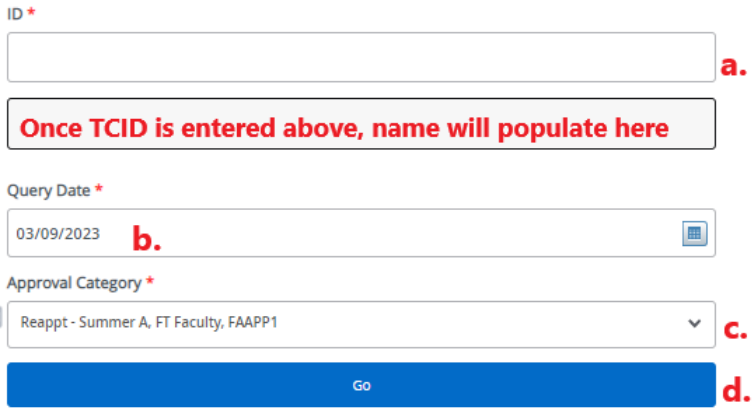
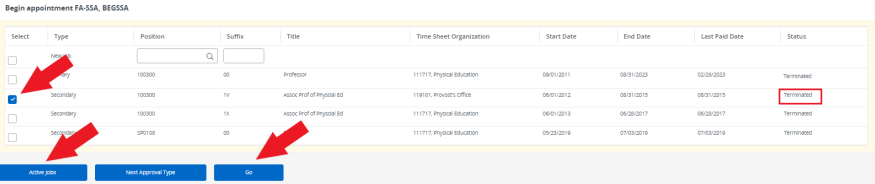
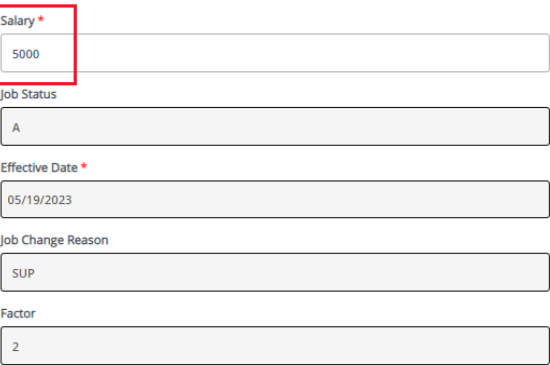


Reappt. – Summer A, FT Faculty, FAAPP1

This ePAF is used by the Vice Provost’s office to appoint Faculty to teach for Summer Session A. This ePAF will be made available in conjunction with the dates of Summer Session A.

What you need to do	What you will see
<p>STEP 1: Provide the ePAF parameters:</p> <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 - Summer A, FT Faculty, FAAPP1 in the approval category. Click Go. 	 <p>The screenshot shows a form with the following elements:</p> <ul style="list-style-type: none"> ID *: A text input field with a red 'a.' to its right. Once TCID is entered above, name will populate here: A red-bordered box containing this text. Query Date *: A date picker field showing '03/09/2023' with a red 'b.' to its right. Approval Category *: A dropdown menu showing 'Reappt - Summer A, FT Faculty, FAAPP1' with a red 'c.' to its right. Go: A blue button with a red 'd.' to its right.
<p>STEP 2: Select Job</p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>Select the appropriate terminated job to be reapointed.</p> <p>Click Go to navigate to the Electronic Personnel Action Form.</p>	 <p>The screenshot shows a table titled 'Begin appointment FA-SSA, BEGSSA' with columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status. The table contains three rows of job data. The second row is highlighted in blue and has a red box around the 'Terminated' status. Red arrows point to the 'All Jobs' button, the 'Go' button, and the 'Terminated' status.</p>
<p>STEP 3: Input Begin Record Information.</p> <p>Enter the appointment salary in the Salary field. Do not use ‘\$’ or ‘.’.</p> <p>The rest of the fields are hardcoded and not updatable.</p>	<p>Begin appointment FA-SSA, 100300-1V Assoc Prof of Physcial Ed, Last Paid Date: 08/31/2015</p>  <p>The screenshot shows a form with the following fields:</p> <ul style="list-style-type: none"> Salary *: A text input field containing '5000', highlighted with a red box. Job Status: A text input field containing 'A'. Effective Date *: A text input field containing '05/19/2023'. Job Change Reason: A text input field containing 'SUP'. Factor: A text input field containing '2'.

STEP 4: If applicable, update Labor Distribution 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

STEP 5: End Record Information

All fields in this section are hardcoded and not enterable. No action is required.

End appointment FA-SSA, 100300-1V Assoc Prof of Physcial Ed, Last Paid Date: 08/31/2015

Job Status

T

Effective Date *

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

06/29/2023

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



Job Change Reason


EAP

STEP 6: Input Routing Queue.

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

Routing Queue

Approval Level	User Name	Required Action
24 - (CONTR) Budget/Grant	Not Selected 	Approve
90 - (HRIS) HRIS Apply	Not Selected 	Apply



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

Enter any applicable comments regarding the job in this section.

Comments

This is a reappointment for Faculty Summer A

Remaining Characters : 3956

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

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.

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			