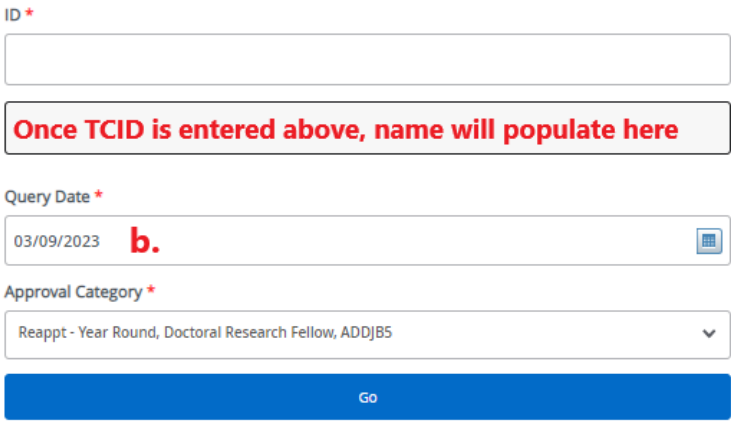
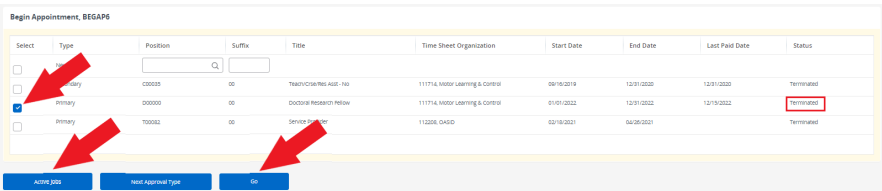


Reappt – Year Round, Doctoral Research Fellow, ADDJB5

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
<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 - Year Round, Doctoral Research Fellow, ADDJB5 in the approval category. Click Go. 	 <p>The screenshot shows the ePAF form with the following elements: <ul style="list-style-type: none"> ID *: An empty text input field labeled 'a'. Once TCID is entered above, name will populate here: A red text box below the ID field. Query Date *: A date input field containing '03/09/2023' labeled 'b'. Approval Category *: A dropdown menu with 'Reappt - Year Round, Doctoral Research Fellow, ADDJB5' selected, labeled 'c'. Go: A blue button at the bottom labeled 'd'. </p>
<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 Doctoral Research Fellow job you want to reappoint. Click Go to navigate to the Electronic Personnel Action Form.</p>	 <p>The screenshot shows a table titled 'Begin Appointment, BEGAPS' with columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status. <ul style="list-style-type: none"> A red arrow points to the 'Select' checkbox for the 'Doctoral Research Fellow' row. A red arrow points to the 'Go' button at the bottom of the table. A red arrow points to the 'Terminated' status in the 'Status' column for the 'Doctoral Research Fellow' row. </p>

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 on the User Name dropdown to specify the approver for each approval level.

Note:


If the funding index begins with a "2" and "119226", the Provost level approver must be added.

If the funding index begins with a "5", the OSP level approver must be added.

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
95 - (HRIS-A) HRIS Apply	Not Selected	Apply

[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

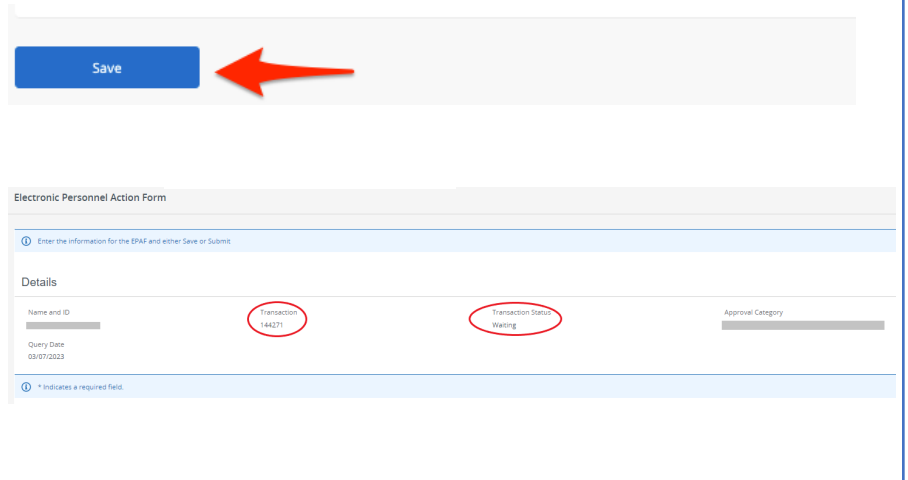
Save

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
Query Date 03/07/2023			

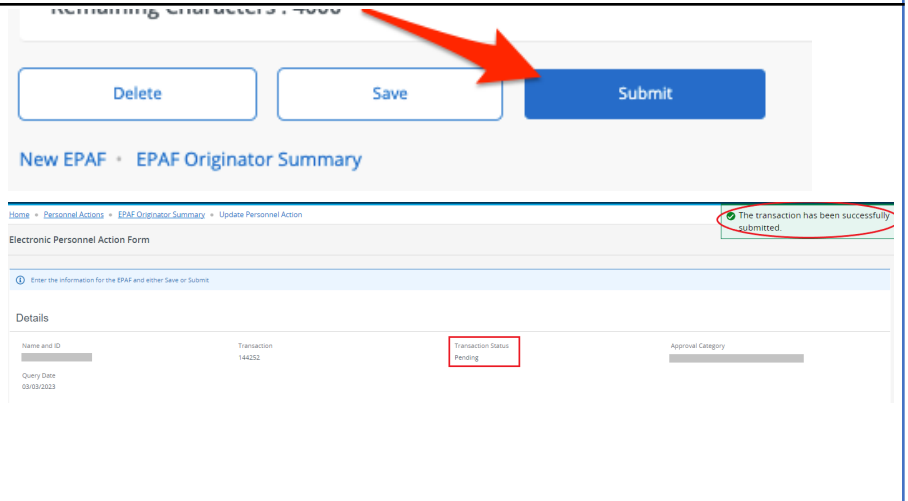
* Indicates a required field.

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: 7000

Delete Save Submit

New EPAF - EPAF Originator Summary

Home - Personnel Actions - EPAF Originator Summary - Update Personnel Action

Electronic Personnel Action Form

The transaction has been successfully submitted.

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			