



Teachers College
COLUMBIA UNIVERSITY

Semester Reappointment ePAF Training

Semester Reappointments, Semester Conversions & Automated
Reappointment Letters

What We'll Cover Today

- New Pooled Position Numbers
- Reappointment ePAF Listing
- Conversion ePAFs
- Semester Based Reappointment ePAFs
- Defaulted Values and Defects
- Automated Reappointment Letters
- Faculty Reappointment ePAFs with Step Adjustment
- User Guides
- Questions?



New Pooled Position Numbers

Why The Change

1

Eliminate confusion around pooled position numbers

2

Streamline recruitment and hiring process

New Pooled Position Numbers

Previous State: Pooled positions have different position numbers depending on index and account.

Current State: One pooled position number for each employee class (ie 999999 for all College Work Study employees).

Impacts

- PT Instructional, Student except CWS, Interim employees (temp hourly)
- JD templates
- Reappointments for SPRING Semester 2024
- Reappointment Letters

Decision

- New ePAFs for reappointments using pooled position number.
- Budget to deactivate/disable pooled position numbers that will not be used starting in Fiscal Year 2024

New Pooled Position Numbers

| Category | EClass | Position | Position Description | Account |
|--------------------------|-------------------------------------|----------|--------------------------------|-------------------------------------------|
| PT Instructional | 31 - Part Time Instructor | N00000 | Part-Time Instructor | 6122 - PT Instructors Exempt |
| PT Instructional | 35 - Adj/PTVisiting Prof/PTLecturer | A00000 | Adjunct Professor | 6132 - PT Adjunct Professor Exempt |
| PT Instructional | 39 - Community Teachers | M00000 | Community Teachers | 6142 - Community Teacher |
| PT Instructional | 81 - Fee Based Instructors | B00000 | Fee Based Instructors | 6152 - PT Fee Based Instructor Exempt |
| Professional Staff | 45 - Part Time Professional Stud | G00000 | Part Time Professional Student | 6432 - PT Professional Students |
| Professional Staff | 48 - Temporary Professional | E00000 | Temporary Professional | 6252 - Temporary Professional Exempt |
| Graduate Assistant | 84 - Course Assistant | C00000 | Course Assistant | 6462 - Course Assistants - P/T Exempt |
| Graduate Assistant | 87 - Research/Teaching Assistant | R00000 | Research Assistant | 6422 - TA/RA - Part-Time |
| Graduate Assistant | 87 - Research/Teaching Assistant | RT0000 | Teaching Assistant | 6422 - TA/RA - Part-Time |
| Doctoral Research Fellow | 88 - Doctoral Research Fellow | D00000 | Doctoral Research Fellow | 6442 - Doctoral Research Fellow-Part-Time |
| Student Assistant | 89 - Administrative Fellows | F00000 | Administrative Fellow | 6412 - Administrative Fellows Part-Time |
| Student Assistant | 90 - Work Study | 999999 | Federal Work Study | 7829 - College Work Study |
| Student Assistant | 93 - Interim Student | TS0000 | Interim Student | 6452 - Temporary Prof. Non-Exempt Student |
| Interim | 91 - Interim Employee | T00000 | Interim Employee | 6254 - Temporary Professional Non-Exempt |



Reappointment ePAF Listing

Reappointment ePAF Listing

Providing a more detailed reappointment listing which will detail which ePAF Approval Category, Position and Suffix to use.

| A | B | C | D | E | G | H | K | L |
|------|------------------|----------|----|-----|--------|--------|-------------------------------------------------------|-----------------------------------------------------------------|
| TCID | Employee Name | Position | Su | E-I | Index | Accour | Use ePAF Approval Category: | Input Position and Suffix as: |
| T7 | | A00056 | 0 | 35 | 111941 | 6132 | Reappt - Sem Based, Conversion PT Instructors, ADDJ10 | Manually input: Position = A00000, Suffix = 00 |
| T7 | | A00056 | 1 | 35 | 111941 | 6139 | Reappt - Sem Based, Conversion PT Instructors, ADDJ10 | Manually input: Position = A00000, Suffix = 01 |
| T7 | | A00056 | 3 | 35 | 111941 | 6132 | Reappt - Sem Based, Conversion PT Instructors, ADDJ10 | Manually input: Position = A00000, Suffix = 02 |
| T7 | | B00120 | 0 | 81 | 111941 | 6152 | Reappt - Sem Based, Conversion PT Instructors, ADDJ10 | Manually input: Position = B00000, Suffix = 00 |
| T7 | | B00120 | 1 | 81 | 111941 | 6159 | Reappt - Sem Based, Conversion PT Instructors, ADDJ10 | Manually input: Position = B00000, Suffix = 01 |
| T7 | Amesbury, Robert | E00000 | 0 | 48 | 546290 | 6252 | Reappt - Year Round (Salaried) | Select previously held job where Position = E00000, Suffix = 00 |

Reappointment ePAF Listing for RAs and TAs

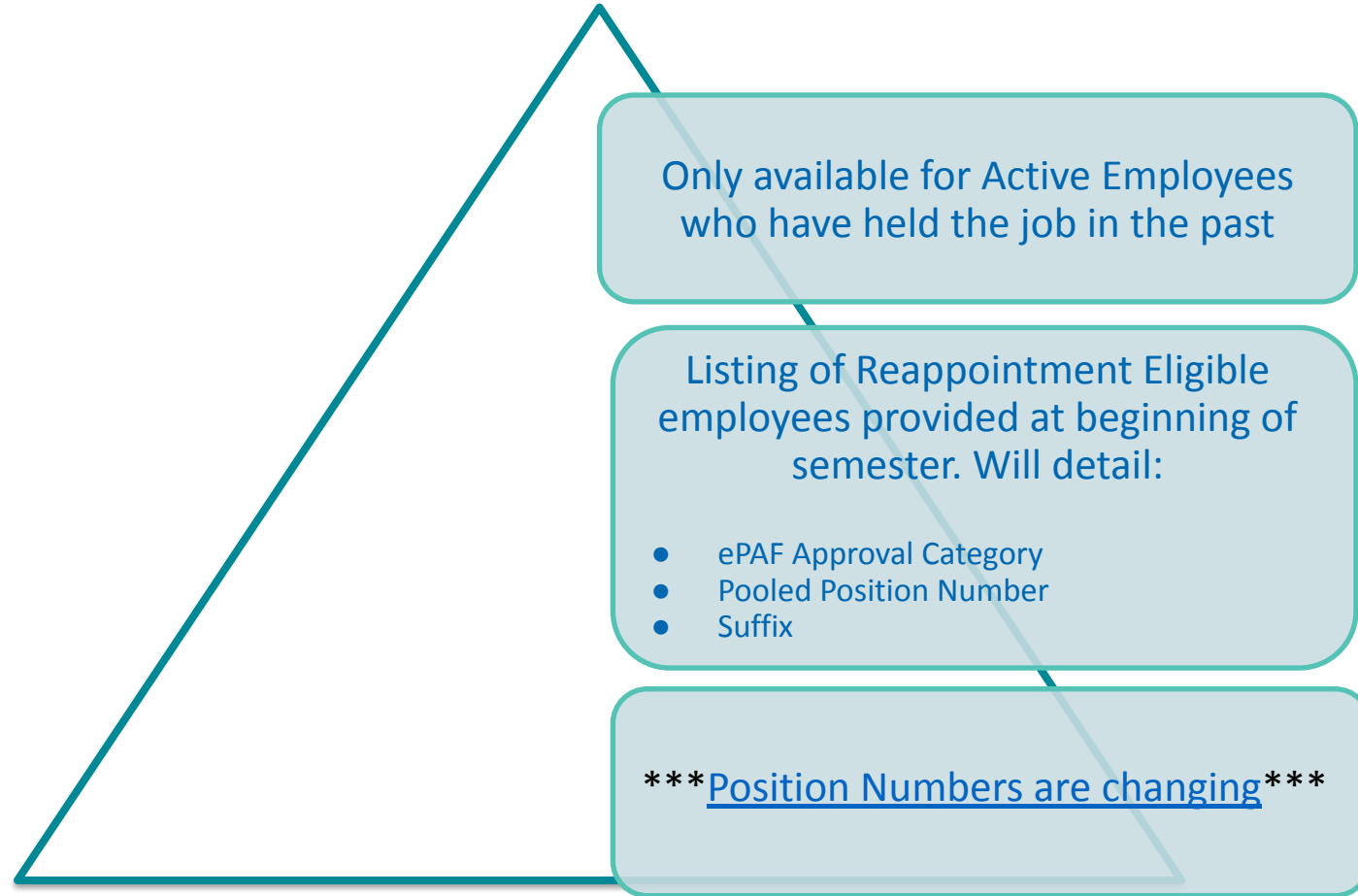
Providing a more detailed reappointment listing which will detail which ePAF Approval Category, Position and Suffix to use.

| TCID | Employee Name | Position | Suff | Index | JOB_TITLE | ePAF ACAT | ePAF Position | ePAF Suffix |
|------|---------------|----------|------|--------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| | olas | R00000 | 1 | 544174 | Research Assistant | Reappt - Sem Based, RA/TA | R00000 | 1 |
| | olas | R00002 | 0 | 542613 | Graduate Assistant (Econ & Ed) Fall 2020 | Review job duties. Use Reappt - Sem Based, Conversion RA/TA, ADDJB9. If a research assistant use position R00000, if a teaching assistant use position RT0000. | see ePAF ACAT | 0 |
| | | R00000 | 0 | 515130 | Graduate Research Assistant | Reappt - Sem Based, RA/TA | R00000 | 0 |
| | | R00000 | 0 | 111801 | Teaching Assistant: Measurement, Evalu | Reappt - Sem Based, Conversion RA/TA, ADDJB9 | RT0000 | 0 |
| | | R00000 | 0 | 542738 | Graduate Research Assistant | Reappt - Sem Based, RA/TA | R00000 | 0 |
| | | R00000 | 0 | 111011 | Teaching Assistant | Reappt - Sem Based, Conversion RA/TA, ADDJB9 | RT0000 | 0 |
| | | R00026 | 0 | 111915 | Research Assistant | Reappt - Sem Based, Conversion RA/TA, ADDJB9 | R00000 | 0 |



Conversion ePAFs

Requirements of ePAFs



Conversion ePAFs

| ePAF Approval Category | User Guide | Account |
|-----------------------------------------------------------|-----------------------------------------------------------------------------|---------|
| Reappt - Sem Based, Conversion PT Instructors, ADDJ10** | Reappt - Sem Based, Conversion Adjunct Professor ADDJ10 | 6139 |
| | Reappt - Sem Based, Conversion PT Instructors ADDJ10 | 6129 |
| | Reappt - Sem Based, Conversion Fee Based Instructors ADDJ10 | 6159 |
| Reappt - Sem Based, Conversion Comm. Teachers ADDJ11** | Reappt - Sem Based, Conversion Comm. Teachers ADDJ11 | 6149 |
| Reappt - Sem Based, Conversion Course Assistant, ADDJB8** | Reappt - Sem Based, Conversion Course Assistant, ADDJB8 | 6469 |
| Reappt - Sem Based, Conversion RA/TA, ADDJB9** | Reappt - Sem Based, Conversion Research Assistants, ADDJB9 | 6429 |
| | Reappt – Sem. Based, Conversion Teaching Assistants, ADDJB9 | 6429 |

Conversion ePAFs

- Use **05/16/2024** as the Query Date
- Manually input new **Position** and **Suffix**
- Ignore **Time Orgn** on Job Listing (can update in ePAF)
- Update **Labor Distribution**; Use **Default from index** button
- Always Input “**Title = xxxxxx;**” in comments section



Defaulted Values and System Defects

Pooled Position - Defaulted Values

Due to being used across the College, the pooled position numbers will not initially display organizations/indices aligned with your department. You will update this information within the ePAF.

ID: [REDACTED] Query Date: 09/16/2023 Approval Category: Reappt - Conv CA, ADDJB8

Begin Appointment, BEGAP5

| Select | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|-------------------------------------|---------|-------------------------------------|---------------------------------|------------------|-------------------------------------------|------------|----------|----------------|--------|
| <input checked="" type="checkbox"/> | New Job | <input type="text" value="C00000"/> | <input type="text" value="00"/> | Course Assistant | 139198, Fringe Benefit Control - Recovery | | | | |

New

Effective Date null

09/16/2023

| COA | Index | Fund | Organization | Account | Program | Activ |
|-----|--------|--------|--------------|---------|---------|-------|
| 1 | 500000 | 500000 | 500000 | 6462 | 6000 | |

[+ Default from Index](#)

[+ Add Row](#)

Defaulted Values: Salary

Begin Appointment, A00044-00 Adj/PTVisiting Prof/PTLe,

Salary *

0

Job Status

A

Effective Date *

01/16/2023

Personnel Date *

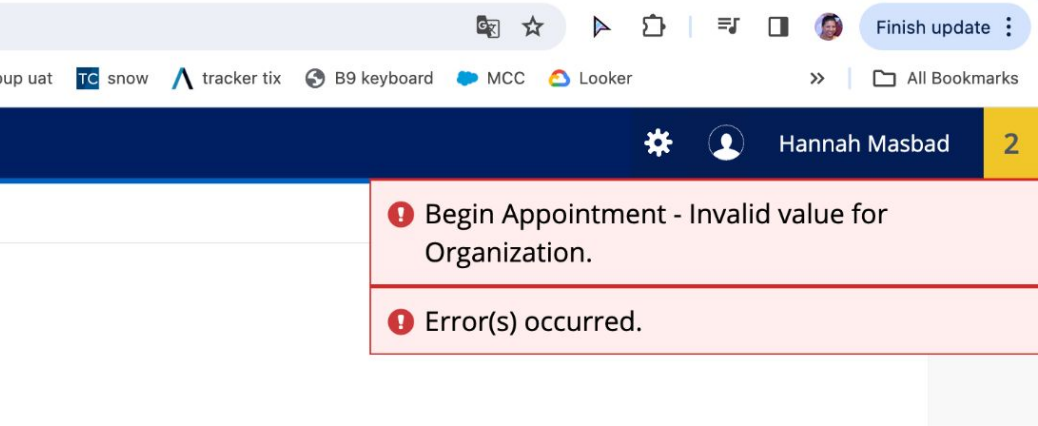
01/16/2023

Job Change Reason

- Any ePAFs with a Salary have been defaulted to “0”
- The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.

Defect: Timesheet Orgn Field Defect

Defect: The Timesheet Orgn field causes error (shown below)



A screenshot of a form with the following fields:

- Timesheet COA * (Text input field containing '1')
- Timesheet Orgn (Text input field with a search icon, highlighted by a blue arrow)
- Due to defect, please leave the Timesheet Orgn field blank. (Red text instruction)
- Job Change Reason * (Dropdown menu showing 'SUP, Supplemental')
- Supervisor TC ID/UNI * (Text input field)
- Factor * (Text input field)

Resolution: Leave field Null

Defect: Funding Allocation: Default From Index

When updating the funding information, you should only update two fields **Index** and **Account**.

Step 1. Manually enter the Index field only

Step 2. Click Default from Index

Step 3. The Fund, Organization and Program fields will automatically populate

| COA | Index | Fund | Organization | Account | Program | Act |
|-----|--------|--------|--------------|---------|---------|-----|
| 1 | 133100 | 500000 | 500000 | 6462 | 6000 | |

+ Default from Index ← + Add Row

| COA | Index | Fund | Organization | Account | Program |
|-----|--------|------|--------------|---------|---------|
| 1 | 133100 | 1 | 133100 | | 720 |

+ Default from Index + Add Row

Defect continued: Account Code is required

Step 4. Enter Account Code

Teachers College
COLUMBIA UNIVERSITY

Hannah Masbad 2

Personnel Actions • New Personnel Action

Effective Date: 11/16/2023

4

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date | Remove |
|-----|--------|------|--------------|---------|---------|----------|----------|---------|------|---------|-------------------------------|--------|
| 1 | 133100 | 1 | 133100 | | 720 | | | | | 100 | | |

Funding Allocation - Account code is required.

Error(s) occurred.

Defaulted Value: End Appointment End date = 01/01/1900

End Appointment, D00001-00 Doctoral Research Fellow, Last Paid Date: 02/28/2023

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

Some ePAFs will have 01/01/1900 defaulted into the date field. Update this field to the end date of the appointment/transaction.

Now a Demo!

Step 1: Select an Employee & ePAF Approval Category

ID *

T31317009 ←

Klay Thompson ←

Query Date *

09/16/2023 ←

Approval Category *

Reappt - Sem Based, Conversion Course Assistant, ADDJB8 →

Go ←

Step 2: Manually Input Position Number & Suffix

Details

| | | |
|------------|------------|--------------------------|
| ID | Query Date | Approval Category |
| ██████████ | 09/16/2023 | Reappt - Conv CA, ADDJB8 |

Begin Appointment, BEGAP5

| Select | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|-------------------------------------|---------|-------------------------------------|---------------------------------|------------------|-------------------------------------------|------------|----------|----------------|--------|
| <input checked="" type="checkbox"/> | New Job | <input type="text" value="C00000"/> | <input type="text" value="00"/> | Course Assistant | 139198, Fringe Benefit Control - Recovery | | | | |

***Ignore defaulted value**

Step 3: Inputted Enterable Fields on ePAF

Begin Date *

05/16/2024

Effective Date *

05/16/2024

Personnel Date *

05/16/2024



Contract Type

S

Timesheet COA

1

Timesheet Orgn

Due to defect, leave the Timesheet Orgn field blank.



- All Required fields marked by *
- Due to defect, leave Timesheet Orgn field blank


Step 3a: Update Labor Distribution Section

Pooled position numbers will have dummy funding information defaulted. This **must** be updated.




- Input your Index.
- Click Default from Index.
- Fund, Organization and Program will be defaulted. Account will get deleted and you will get an error.
- Re -Enter Account.

New

Effective Date null

09/16/2023 

| COA | Index | Fund | Organization | Account | Program |
|-----|--------|--------|--------------|---------|---------|
| 1 | 500000 | 500000 | 500000 | 6462 | 6000 |

 Default from Index   Add Row

a **b** **c** **d**

Step 3b: Input Title and Additional Reappointment Letter Information

Comments

Title = Course Assistant for Basketball Analytics;
Course = Basketball Analytics;
Hours = 8;

Remaining Characters : 3908

Save

For all conversion reappointments, you must input the title along with the other required fields. Please refer to the automated reappointment letter guides for details on each:


- Auto - Generate Reappointment Letters for PT Instructors - SSB9
- Auto - Generate Reappointment Letters for Adjuncts - SSB9
- Auto - Generate Reappointment Letters for RA_TA - SSB9
- Auto - Generate Reappointment Letters for Course Assistants - SSB9
- Auto - Generate Reappointment Letters for Interim employees - SSB9

Step 4: Save ePAF

Comments

Title = Course Assistant for Basketball Analytics;
Course = Basketball Analytics;
Hours = 8;

Remaining Characters : 3908



Once all fields are filled, click Save at the bottom of the ePAF

Details

| Name and ID | Transaction | Transaction Status |
|--------------------------|-------------|--------------------|
| Klay Thompson, T31317009 | 164797 | Waiting |
| Query Date | 09/16/2023 | |

Remember, the transaction still remains at a status of "Waiting"

Save as a draft. Review reappointment letter if applicable. See [Slide 34: Automated Reappointment Letters](#)

Step 5: Submit the ePAF


Made By
Johanna J Masbad

Comment
Title = Course Assistant for Basketball Analytics; Course = Basket

Date
08/01/2023 11:26 AM

Add Comment

Remaining Characters : 4000

Delete Save **Submit** 

After **Updating** or **Saving** the EPAF, you can choose to **Submit** or **Delete** the EPAF from one of the icons listed under the Index.

The EPAF will not be submitted until you **Submit** the EPAF. If the **Transaction Status** still shows '*Waiting*' the EPAF has not been submitted.

Remember to only press **Submit** or **Delete** once.



Semester Based Reappointment ePAFs

Semester Based Reappointment ePAFs

| ePAF Approval Category | Account # |
|----------------------------------------------------------------------|------------------|
| <u>Reappt - Sem Based, Course Assistant, CAAPPT</u> | 6462 |
| <u>Reappt - Sem Based, Community Teacher, CMMUTY</u> | 6142 |
| <u>Reappt - Sem Based, RA/TA, GRDAPP</u> | 6422 |
| <u>Reappt - Sem Based, PT Instructional, PTIAPP</u> | 6122, 6132, 6152 |

**These ePAFs have not changed. Please use the individual user guides for step-by-step details on the ePAFs

Select Previously Held Job

Details

ID: [REDACTED] Query Date: 09/16/2023 Approval Category: Course Assistant-Reappointment, CAAPPT

Begin Appointment, BEGAP2

| Select | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|-------------------------------------|-----------|----------------------|----------------------|--------------------------|-------------------------------------------|------------|------------|----------------|------------|
| <input type="checkbox"/> | New Job | <input type="text"/> | <input type="text"/> | Course Assistant | 139198, Fringe Benefit Control - Recovery | | | | |
| <input checked="" type="checkbox"/> | Secondary | C00000 | 00 | Course Assistant | 111930, Higher & Postsecondary Education | 01/16/2018 | 05/15/2018 | 05/15/2018 | Terminated |
| <input type="checkbox"/> | Secondary | F00002 | 00 | Administrative Fellow | 111930, Higher & Postsecondary Education | 09/07/2016 | 05/12/2023 | 05/14/2023 | Terminated |
| <input type="checkbox"/> | Primary | OLINTR | 00 | PT Summer Interim | 111971, Organization & Leadership-Desig | 07/08/2016 | 08/28/2016 | 08/28/2016 | Terminated |
| <input type="checkbox"/> | Primary | T00067 | 00 | Faculty Assistant (Inter | 111930, Higher & Postsecondary Education | 05/17/2018 | 08/15/2023 | 07/09/2023 | Terminated |
| <input type="checkbox"/> | Secondary | T00067 | 01 | Student Advisor | 111930, Higher & Postsecondary Education | 05/20/2019 | 09/03/2021 | 09/05/2021 | Terminated |
| <input type="checkbox"/> | Secondary | T00067 | 02 | Interim Hourly | 111930, Higher & Postsecondary Education | 05/10/2022 | 08/31/2022 | 09/04/2022 | Terminated |

Active Jobs

Next Approval Type

Go

Review All Jobs and select previously held job as indicated on the reappointment listing

Defaulted Values: Salary

Begin Appointment, A00044-00 Adj/PTVisiting Prof/PTLe,

Salary *

0

Job Status

A

Effective Date *

01/16/2023

Personnel Date *

01/16/2023

Job Change Reason

Any ePAFs with a **Salary** or **Hourly Rate** have been defaulted to “0”

The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.

Defaulted Values: End Date

End Appointment, D00001-00 Doctoral Research Fellow, Last Paid Date: 02/28/2023

Job Status

Effective Date *

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

Personnel Date *

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

Job Change Reason

Some ePAFs will have 01/01/1900 defaulted into the date field. Update this field to the end date of the appointment/transaction.



Automated Reappointment Letters

Things to Have Ready to Auto Generate Reappointment Letters

Employee Info

- Employee Name & TCID
- Position Number to be reappointed

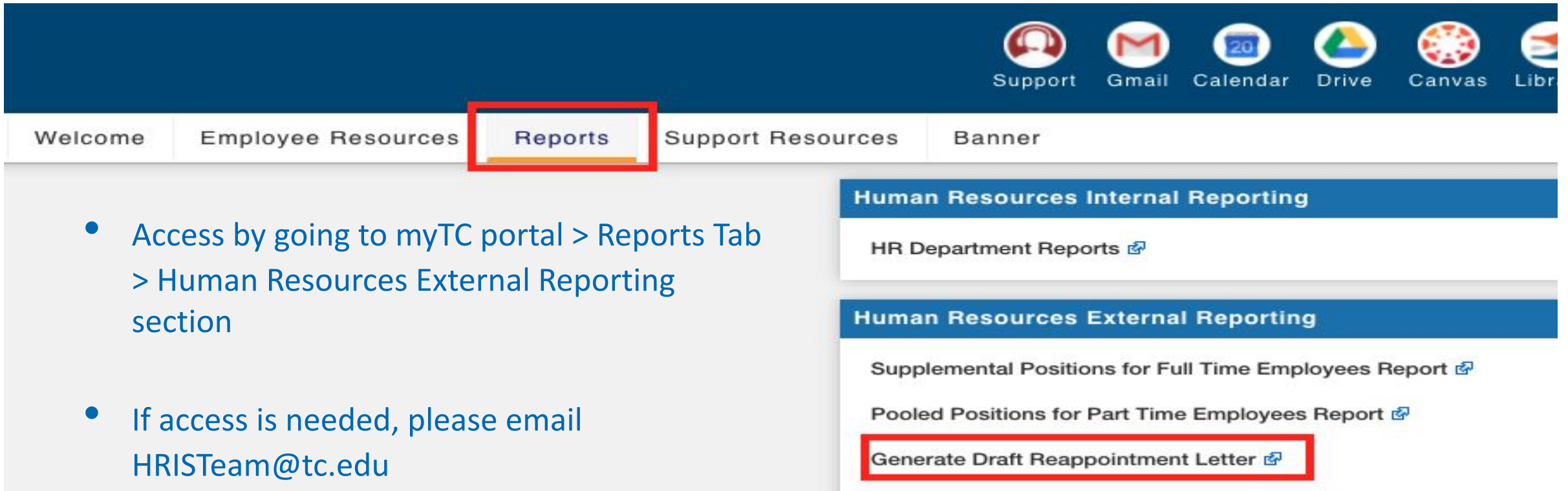
Teaching Info

- Program Name
- Course Name
- Title Update
(*Mandatory for Conversion ePAFs)
- ORL specific text
- GA Scholarship Points
- GA hours/week

Browser Tabs

- ePAF System
- Reports (to review drafts)

Reappointment Letter Draft Generator



The screenshot shows the myTC portal interface. At the top, there is a dark blue navigation bar with icons for Support, Gmail, Calendar, Drive, Canvas, and Library. Below this is a white navigation bar with tabs for Welcome, Employee Resources, Reports (highlighted with a red box), Support Resources, and Banner. The main content area is divided into two columns. The left column contains a list of instructions. The right column contains a sidebar with two sections: 'Human Resources Internal Reporting' and 'Human Resources External Reporting'. The 'Generate Draft Reappointment Letter' link in the external reporting section is highlighted with a red box.

- Access by going to myTC portal > Reports Tab > Human Resources External Reporting section
- If access is needed, please email HRISTeam@tc.edu

Human Resources Internal Reporting

- [HR Department Reports](#)

Human Resources External Reporting

- [Supplemental Positions for Full Time Employees Report](#)
- [Pooled Positions for Part Time Employees Report](#)
- [Generate Draft Reappointment Letter](#)

Auto Generated Reappointment Letters Tips

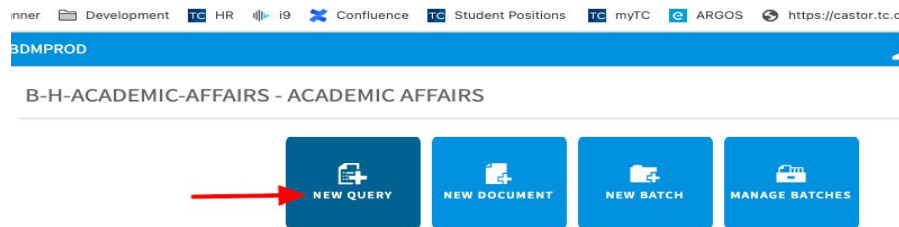
- ✓ *Make sure to review the Draft Letter before submitting the ePAF (ePAF needs to be saved).* Final letter will be automatically sent when ePAF is fully approved and processed.
- ✓ Make sure to include Titles “Title = xxxxx;”
- ✓ Make sure to put semicolons (;) at the end of each comment
- ✓ Make sure to reload the entire web page in the draft generator if changes are made to the ePAF and saved again
- ✓ Supervisor TCID listed in ePAF will be the signatory of the letter
- ✓ Reappointed employee’s TCID needed to access the reappointment letter

Banner Document Management (BDM)

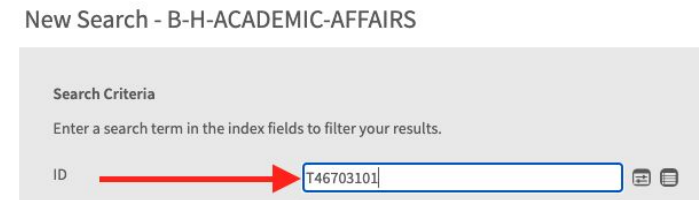
1. In Banner INB, click **RETRIEVE** in the upper right corner



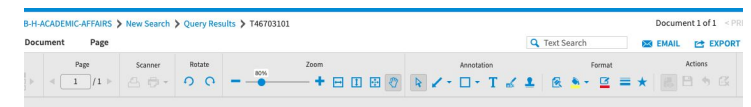
2. You'll be taken to a search page. Click **New Query**



3. Input the TCID of the employee whose final reappointment letter you'd like to access and click **Run**



4. You'll now be taken to the final version of the reappointment letter for that employee



TEACHERS COLLEGE
COLUMBIA UNIVERSITY
OFFICE OF HUMAN RESOURCES

02/09/2021

Auto Generated Reappointment Letters

- Currently only available for select employee groups:
 - Adjuncts
 - Part Time Instructor
 - Research / Teaching Assistants
 - Course Assistants
 - Interims

TEACHERS COLLEGE COLUMBIA UNIVERSITY

A Graduate School of Education, Health & Psychology

07/16/2021

DRAFT

Dear Nancy,

We are pleased that you will be teaching in the PROGRAM OF MANIA. This message will serve as your letter of appointment, which will commence on **09/10/2021** and end on **12/15/2021**, for **Autumn 2021**. Please review the academic calendar for specific course dates.

Salary & Benefits Information

| | |
|---------------|------------------------|
| Title: | MASTER OF THE UNIVERSE |
| Course: | AH123 |
| Compensation: | \$5,000.00 |
| Pay-cycle: | Semi-Monthly |

If you have worked at Teachers College in the last few months, you should not have to fill out new HR paperwork. If you are not sure about your status or if you are a non-US citizen, please contact the Office of Human Resources (hr@tc.columbia.edu or 212.678.3175) to ensure everything is in order.

If you are to receive a supplement, an email with details will follow.

Enrollment policies

Your appointment is contingent on your course(s) enrolling a minimum of 21 points. If attendance at the first session suggests that the course is under-enrolled, please discuss with your Program Director as soon as possible.

An Instructional Guide to acquaint you with various College policies can be found in the TC portal, under the Employee Resources tab. You are expected to abide by all of the College's policies. The area labeled Instructional Staff includes the Guide and the College's official syllabus statements.

Course Information

Dates, times and locations of classes may change so please remember to check the TC Course Schedule and contact your Program Secretary with any questions or concerns. Given the ongoing pandemic, Teachers College continues to offer courses primarily online. As such, you will be required to conduct your course(s) remotely. If you have any questions about the necessary IT requirements to conduct your course, please contact TC IT via the 'Support' link in MyTC portal.

Once reappointment letter has been reviewed, go back to submit ePAF. See [Slide 28: Step 5: Submit the ePAF](#)



User Guides

User Guides

Always available in the [Manager's Toolkit](#) on the HR website

COLUMBIA UNIVERSITY

Reappt – Year Round (Salaried)

This ePAF is used to reappoint the following employee groups: Full Time Faculty & Instructional Staff, Full Time Professionals & Exempt Part Time Professionals. 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: <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 (Salaried) in the approval category.Click Go. | <p>The screenshot shows the 'New ePAF Person Selection' form. It includes a search section with fields for First Name, Last Name, ID, and SSN/IN/ITIN, and a 'Search' button. Below this is the 'Enter or Generate New ID' section with an 'ID *' field (annotated with 'a'), a 'Query Date *' field (annotated with 'b'), and an 'Approval Category *' dropdown menu (annotated with 'c') set to 'Reappt - Year Round (Salaried), REAP1'. A 'Go' button is at the bottom (annotated with 'd'). A red message box states 'Once TCID is entered, name will populate'.</p> |

EPAFS

General Information and Tools

- Detailed Listing of ePAFs
- Visual Guide for ePAF Originators
- Visual Guide for ePAF Approvers
- Position Guidance for Additional Compensation or Job
- Determining a Position Number for a Pooled Position for a PT Employee
- Determining a Position Number for a Supplemental Compensation for FT Employee
- Additional Job or Compensation ePAF - Common Issues Guide

How To:

Full Guide: [Guide to HR Banner Forms & Transactions](#)

Additional Compensation or Job

- [Additional Compensation or Job - Salaried](#)
- [Additional Job - Hourly](#)
- [Additional Job - College Work Study](#)
- [Additional Job - Students](#)
- [Reinstate Job or Compensation - Salaried & Hourly](#)

Adjustments to Active Jobs

- [Salary or Hourly Rate Updates](#)
- [Salary Adjustment - Faculty FT Lecturer](#)
- [Labor Update](#)
- [Hourly Rate or Labor Update - Interim](#)
- [Hourly Rate or Labor Update - Work Study](#)
- [Timesheet, Leave Report Approver, and or Title Updates](#)
- [Job Termination](#)



Questions?

Help!

Contact: HRISTeam@tc.edu or your HR Rep 😊

** By emailing HRISTeam@tc.edu a ServiceNow ticket will automatically be created. You will receive a follow up email saying that a case has been created along with a case number.

Please correspond with us by replying to the email with the CASE NUMBER.

Case Created | HR0018683 | Additional [REDACTED]



TC Information Technology

to me, map2312 ▾

This email is to confirm that we have received your request for assistance and have opened HR incident

Here is a short description of your request: Additional ACAT codes to add to epaf reports

[View the status of your incidents](#)

From: Johanna Masbad

[REDACTED]

[REDACTED]

[REDACTED]

Appendix: Required Inputs for Reappointment Letters

Part Time Instructor / Adjunct and Part Time Lecturer:

PROGRAM=xxxxx; (required)
COURSE=yyyyy; (required)
TITLE=xxxxxxx; (required for all Conversion Reappointment ePAFs)
ORLSPECIAL; (only for Organization and Leadership special enrollment text)

Research / Teaching Assistant:

HOURS=xxxxx; (required)
POINTS=yyyyy; (required)
DETAILS=zzzzzz; (required)
TITLE=xxxxxxx; (required for all Conversion Reappointment ePAFs)

Course Assistant:

HOURS=xxxxx; (required)
COURSE=yyyyy; (required)
DETAILS=zzzzzz; (required)
TITLE=xxxxxxx; (required for all Conversion Reappointment ePAFs)