Teachers College
COLUMBIA UNIVERSITY

Reappt - FT Faculty/Lecturer with Step Adjustment, FACLTY

This ePAF is intended to reappoint full time faculty and lecturers with the ability to adjust the step if needed. For any FT Faculty or lecturers who are on step zero, please use ePAF Reappt - year Round (Salaried), REAP2.

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. The Query Date should equal the appointment effective date. c. Select Reappt, FT Faculty/Lecturer with Step Adjustment, FACLTY in the approval category. d. Click Go.	ID * [ ] a. **Once TCID is entered above, name will popluate here** Query Date * 09/16/2023 b. [📅] Approval Category * [Reappt - FT Faculty/Lecturer with Step Adjustment, FACLTY ▼] c. [Go] d.
STEP 2: Select Job **Click All Jobs** to see a listing of all jobs that employee has held. Select the appropriate terminated job to be reappointed. Click **Go** to navigate to the Electronic Personnel Action Form.	
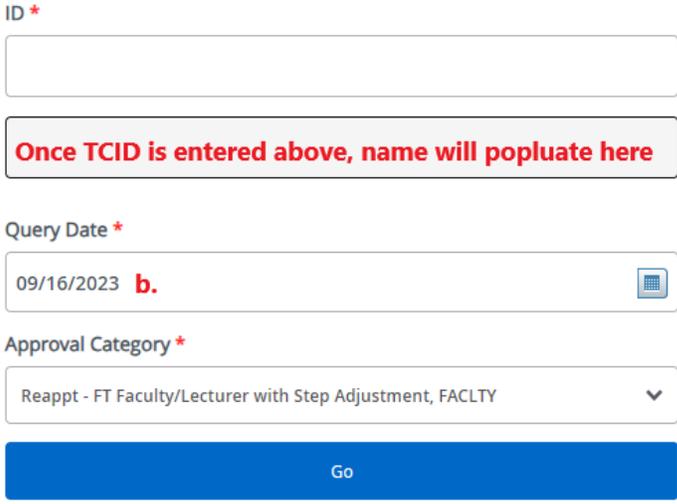
STEP 3: Input Begin Record Information.

Referring to the **Step Schedule** provided by the Provost office, enter the new Step & Salary grade (rank). The possible ranks are listed below:

FT Faculty

- ASSC
- ASST
- FULL

FT Lecturer

- LECT

The Effective Date will default from the query date entered in step 1. It should match the begin date of the appointment.

Leave the Job Change Reason at the default: REA, Reappointment.

Step *

Salary Grade *

Effective Date *

09/16/2023

Job Change Reason *

REA, Reappointment

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.

Underline 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: End Record Information Enter the end date of the appointment in both Effective Date and Personnel Date. If the job has no end date, enter 12/31/2027 and indicate "no end date" in the Comments section (step 7). ****Manually type in date in this field.** Do NOT use the calendar picker tool	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 *This is defaulted. Please manually type in with the end date of the appointment in both fields.*
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
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23 - (VPROV2) Vice Provost Version 2	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
90 - (HRIS) 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.	Comments Add anything you wish to convey to the approvers here. Remaining Characters : 3946 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**.