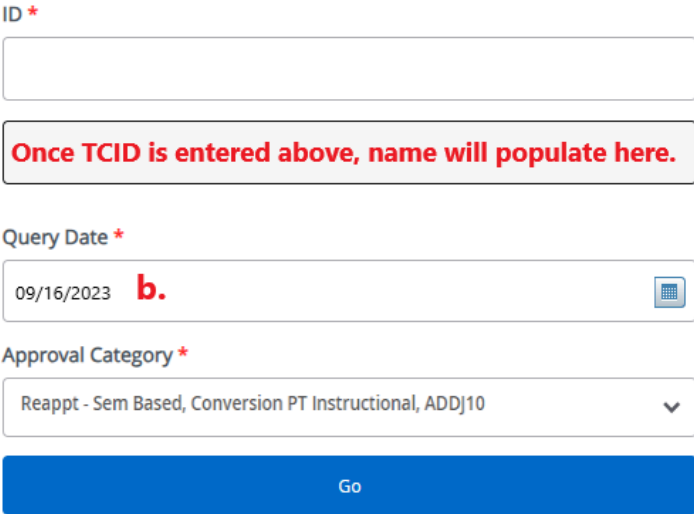
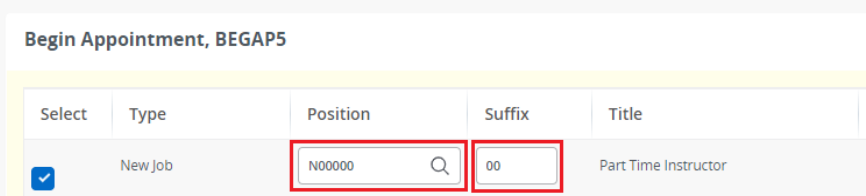


### Reappt – Sem. Based, Conversion PT Instructional, ADDJ10 (PT Instructors)

This ePAF is used to reappoint employees who are Part Time Instructors, are paid from accounts 6122/6129 (e-class 31), and whose current, active position is not N00000. This ePAF will reappoint the employee with the newly consolidated position number, N00000.

What you need to do	What you will see
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <ol style="list-style-type: none"> <li>Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li> <li>Select Reappt - Sem Based, Conversion PT Instructional, ADDJ10 in the approval category.</li> <li>Click Go.</li> </ol>	 <p>The screenshot shows the 'Begin Appointment, BEGAP5' form. It includes fields for 'ID *', 'Query Date *', and 'Approval Category *'. A blue 'Go' button is at the bottom. Red letters 'a.', 'b.', 'c.', and 'd.' are placed next to the ID field, the Query Date field, the Approval Category dropdown, and the Go button respectively. A message box states: 'Once TCID is entered above, name will populate here.'</p>
<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 a table titled 'Begin Appointment, BEGAP5'. The table has columns: Select, Type, Position, Suffix, and Title. The 'New Job' row is selected (checkbox checked). The 'Position' field contains 'N00000' and the 'Suffix' field contains '00'. Both the 'Position' and 'Suffix' fields are highlighted with red boxes.</p>

**STEP 3: Input Begin Record**

The Personnel Date will be defaulted from the query date you inputted 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, N00000-00 Part Time Instructor

Begin Date \*

Effective Date \*

Personnel Date \*

Contract Type

Timesheet COA

Timesheet Orgn \*

\*\*\*To determine Timesheet Orgn  
New

Effective Date null

COA	Index	Fund	Organization	Account
1	500000	500000	500000	6122

**Enter new Supervisor TCID/UNI in caps.**

Enter the appointment salary in the Salary field. Do not use '\$' or ' '.

Job Change Reason

Supervisor TC ID/UNI \*

Salary \*

**STEP 4: Input the funding allocation.**

The funding effective date will default from the query date that was input in Step 1.

The funding information **MUST** be updated from the defaulted values. 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 you will need to add back. If you forget your account, you can always refer to the [e-class & account chart](#).

Finally, ensure the total of each row in the Percent column is 100%.

New

Effective Date null  
09/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6122	6000					100

+ Default from Index    + Add Row

**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 \*

T

Effective Date \*

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

12/31/2023

Personnel Date \*

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

12/31/2023

Job Change Reason \*

EAP

**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 - (DEPT) Department or OSP for Grad.	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
29 - (PRVST) Vice Provost's Office	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

90 - (HRIS) HRIS Apply Not Selected

+ Add Row **a.**

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
29 - (PRVST) Vice Provost's Office	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.

90 - (HRIS) HRIS Apply

Not Selected

27 - (GRANTS) Grants **c.**

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
29 - (PRVST) Vice Provost's Office	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
27 - (GRANTS) Grants	Not Selected <b>d.</b>	Not Selected <b>e.</b>	

+ Add Row

**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

Save

#### Electronic Personnel Action Form

Enter the information for the ePAF and enter 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**.

Delete

Save

Submit

#### New ePAF · ePAF Originator Summary

Home · Personnel Action · ePAF Originator Summary · Update Personnel Action

#### Electronic Personnel Action Form

Enter the information for the ePAF and enter Save or Submit

#### Details

Name and ID	Transaction 144252	Transaction Status Pending	Approval Category
Query Date 03/09/2023			

The transaction has been successfully submitted.