

Auto - Generate Reappointment Letters for RA/TA - SSB9

The instructions below detail the steps required to generate a letter for a semester-based reappointment of a Research Assistant or Teaching Assistant (employee class 87). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
<p>STEP 1: Reappoint a Research Assistant or Teaching Assistant using the <i>Reappt – Sem. Based, RA/TA GRDAPP</i> approval category.</p> <p>Please refer to Reappt - Sem Based RA TA for additional details.</p> <p>Note: The supervisor entered in the Supervisor TC ID/UNI field will be the signer of the Reappointment Letter and email, and will be copied on the email.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>ID *</p> <input type="text"/> a.</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; text-align: center; color: red; font-weight: bold;">Once TCID is entered above, name will populate here</div> <p>Query Date *</p> <input type="text" value="03/08/2023"/> b.

Go

Begin Appointment, BEGAP2

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	Nevo								
<input type="checkbox"/>		020017	00	Course Assiant - MFT 0	111001, Mathematics Science & Technology	08/01/2020	08/30/2020	08/30/2020	Terminated
<input type="checkbox"/>		079000	00	One Time Payment	117111, GRAVE	08/18/2021	08/31/2021	08/31/2021	Terminated
<input checked="" type="checkbox"/>	Primary	800000	00	Research Assistant	117111, GRAVE	01/01/2021	12/31/2022	12/15/2022	Active
<input type="checkbox"/>	Secondary	700000	00	Internship/Offsite	111614, Math Ed	01/03/2019	05/30/2019	05/30/2019	Terminated
<input type="checkbox"/>	Secondary	700000	01	Offy nonoperating	119101, Provost's Office	02/11/2019	05/31/2019	05/19/2019	Terminated

Active PAFs Next Approval Type Go

STEP 2: Enter the Hours, Scholarship Points, and appointment Details in the comments section.

HOURS=xxxx

x;

POINTS=yyyy

y;

DETAILS=zzz

zzz;

Information between = and ; will show on the letter.

Note: You can put other text in the comments. Only the information between = and ; will be included on the letter. The rest will be ignored.

If you make an error, you can enter a new comment to update either the hours, points or details.

Comment

```
POINTS=5;  
HOURS=15;  
DETAILS=the XX project under the supervision of Dr. YY|
```

OPTIONAL Step 2a: Update the Job Title

Enter **TITLE=xxxxxxx**; in the comments field. This will show on both the draft and final letters, and the title will be updated by HRIS in Banner

Comment

```
POINTS=3;
HOURS=15;
DETAILS=The XX Project under the supervision of Dr. YY;
TITLE=Graduate Assistant;
```

Step 3: Save the ePAF

DO NOT SUBMIT the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 below.

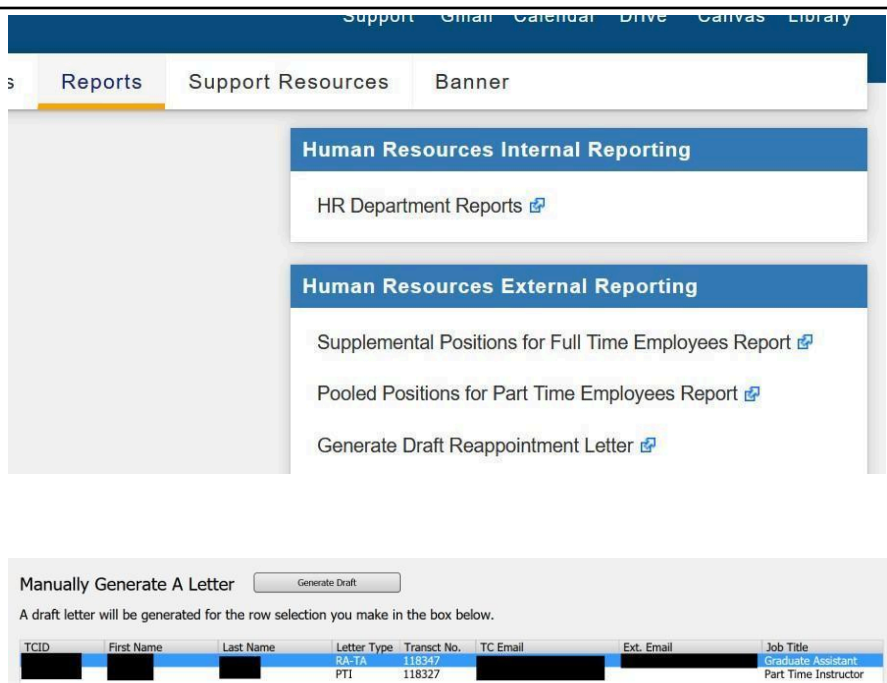
Step 4: Review the Draft letter (RELOAD the Draft Generator webpage to reflect ePAF edits)

Navigate to MyTC > Reports > Human Resources External Reporting > Generate Draft Reappointment Letter. A listing of all ePAFs that you have created that are in Waiting and Pending status will show.

Select the transaction you want to review for the Draft Letter. Note the TC email and the Preferred External email of the Appointee, if it exists. The Final Letter will be sent to these addresses.

Click the **Generate Draft** button, which will create a letter in a new tab.

Review the Draft, making sure the wording and details are correct. If you need to make corrections on the program, course or job title, go back to the ePAF and enter the updates in the Comments.



The screenshot shows the Banner HRIS interface. At the top, there are navigation tabs for 'Support', 'Email', 'Calendar', 'Drive', 'Canvas', and 'Library'. Below these are 'Reports', 'Support Resources', and 'Banner' tabs. The main content area is divided into two sections: 'Human Resources Internal Reporting' and 'Human Resources External Reporting'. Under 'Internal Reporting', there is a link for 'HR Department Reports'. Under 'External Reporting', there are links for 'Supplemental Positions for Full Time Employees Report', 'Pooled Positions for Part Time Employees Report', and 'Generate Draft Reappointment Letter'. Below this, there is a section titled 'Manually Generate A Letter' with a 'Generate Draft' button. A note states: 'A draft letter will be generated for the row selection you make in the box below.' Below the note is a table with columns: TCID, First Name, Last Name, Letter Type, Transact No., TC Email, Ext. Email, and Job Title. The table contains one row with the following data: TCID (redacted), First Name (redacted), Last Name (redacted), Letter Type: PTI, Transact No.: 118327, TC Email (redacted), Ext. Email (redacted), and Job Title: Graduate Assistant Part Time Instructor.

TCID	First Name	Last Name	Letter Type	Transact No.	TC Email	Ext. Email	Job Title
[REDACTED]	[REDACTED]	[REDACTED]	PTI	118327	[REDACTED]	[REDACTED]	Graduate Assistant Part Time Instructor

You must **RELOAD** the webpage using the Refresh button in your browser for the ePAF updates to be reflected in your draft

TEACHERS COLLEGE COLUMBIA UNIVERSITY

A Graduate School of Education, Health & Psychology

To: [REDACTED]
From: Jace Davies
Re: Appointment as Graduate Assistant
Semester/Details: Autumn 2021, the XX project under the supervision of Dr. YY
Date: 05/21/2021

College and Human Resources Policies

Teachers College student appointments are governed by policies that both define the appointments and establish certain requirements for them. Please review Student Positions-Administrative Guidelines in the TC Policy Library, www.tc.edu/policylibrary, and if you do not meet these eligibility requirements, please notify me immediately.

Only TC matriculated students enrolled for 5 credits or equivalent during the period of the appointment are eligible for a research assistant (RA), teaching assistant (TA) or administrative fellow (AF) appointment. Full-time employees are not eligible for an RA, TA or AF appointment. TC students may only have one RA, TA or AF position per semester (for example, no student may hold an RA and also a TA position in the same semester). A doctoral research fellow (DRF) may also be a course assistant (CA) or a PT instructor during the appointment as a DRF but may not be an RA, TA or AF. International students may have limitations on the number of hours permissible per week, depending on their visas. If you are an international student who is not a permanent resident, you must clear your employment with the Office of International Students and Scholars (OISS).

Please note that, while most student appointees at the College work less than twenty hours per week (RAs, TAs, and AFs work a minimum of 15 hours and a maximum of 20 hours per week), there are exceptional circumstances in which an employee may work multiple appointments/positions at the College at one time, as long as they maintain one employment class, either exempt or non-exempt, across the positions. **At no time may a student-employee work on average more than twenty-seven hours per week (or twenty hours per week for international students), total, across all part-time positions** (part-time exempt positions include RA, TA, CA, PT Instructor and PT Professional-Student; non-exempt positions include AF, FWS, and Interim). Please refer to the personnel policy entitled Employment in Part-Time Positions (403.3) for additional information. Policies are available in the TC Policy Library, www.tc.edu/policylibrary.

Your employment is subject to and governed by all applicable College policies, procedures, trainings as well as federal, state and local laws, rules and regulations. 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.

Terms of Offer

Payment for the Semester: \$6,000.00
Scholarship Points (if any): 5
Dates of Appointment: 09/15/2021 to 12/31/2021
Number of Hours Per Week: 15
Pay Cycle: Semi-Monthly

If you have an issue accepting these terms, please contact me no later than one week from the date of this letter. If we do not hear from you, this letter and its contents will be deemed acceptable to you.

Sincerely,
Jace Davies
HRIS Programmer

DRAFT

525 WEST 120TH STREET, NEW YORK, NY 10027 • (212) 678-3000

Step 5: Submit the ePAF

Once the review of the Draft Letter is complete, you may submit the ePAF for approval and processing.

Once the ePAF is applied by HRIS, the final letter will be sent to the employee, the ePAF originator, and the supervisor listed in the ePAF.

The Re-appointee's TCID is required to view the final reappointment letter.