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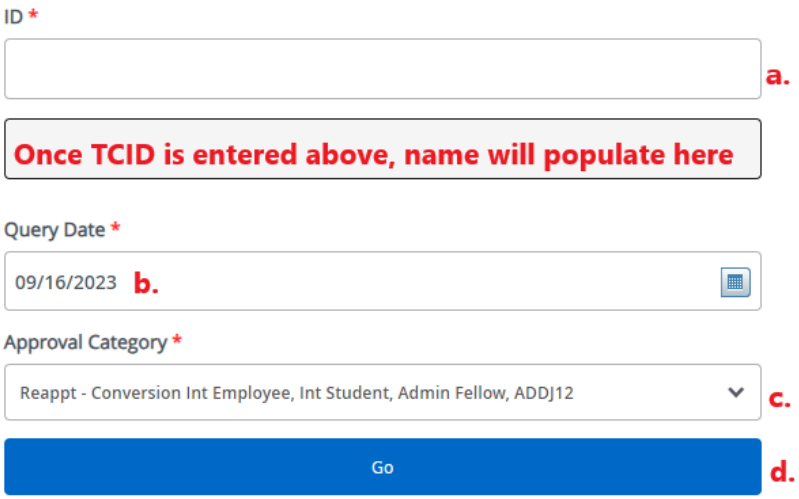
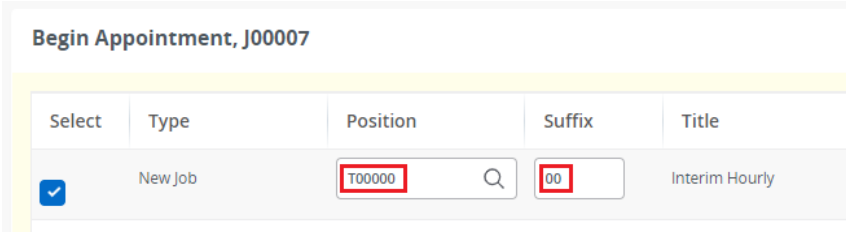
Reappt – Conversion, Interim Employee, ADDJ12

This ePAF is used to reappoint Interim staff whose current, active position is not T00000. This ePAF will reappoint the employee with the newly consolidated position numbers.

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. <u>The Query Date should equal the appointment effective date.</u> c. Select Reappt - Conversion Interim, Student Int, Admin Fellow, ADDJ12 in the approval category. d. Click Go.	
STEP 2: Specify Position Number Select All Jobs. In the row for "New Job" enter the position number and suffix provided on the reappointment listing sent via email.	

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STEP 3: Input Begin Record

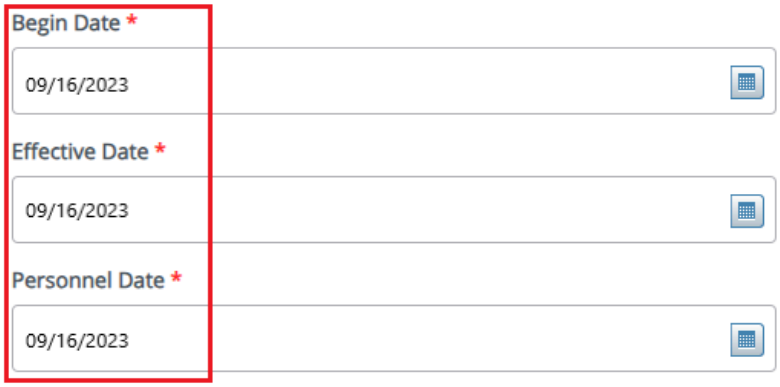
Note: Required fields are indicated by a red asterisk *.

The following fields will be defaulted from the query date you input in Step 1. This should be the actual start date.

Job Begin Date

Effective Date

Personnel Date



Contract Type

S

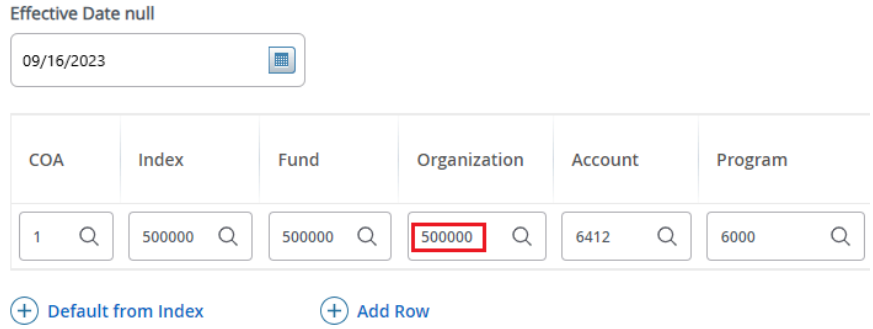
Timesheet COA

1

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 %.

***To determine Timesheet Orgn

New



Enter new Supervisor TCID/UNI in caps.

Enter the **Hourly Rate** in the field. Include the total appointment/annual amount in the comments.

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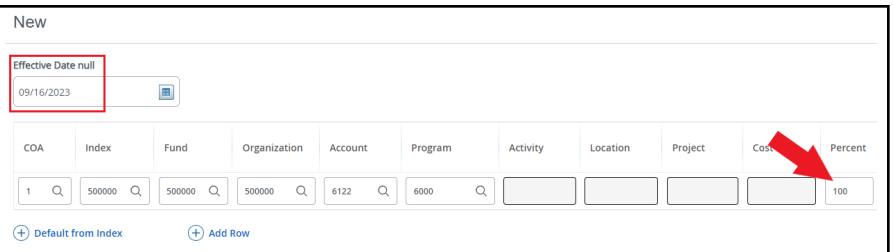
STEP 4: Input the funding allocation.

The funding effective date will default from the query date that was inputted 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 must then be added 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%.

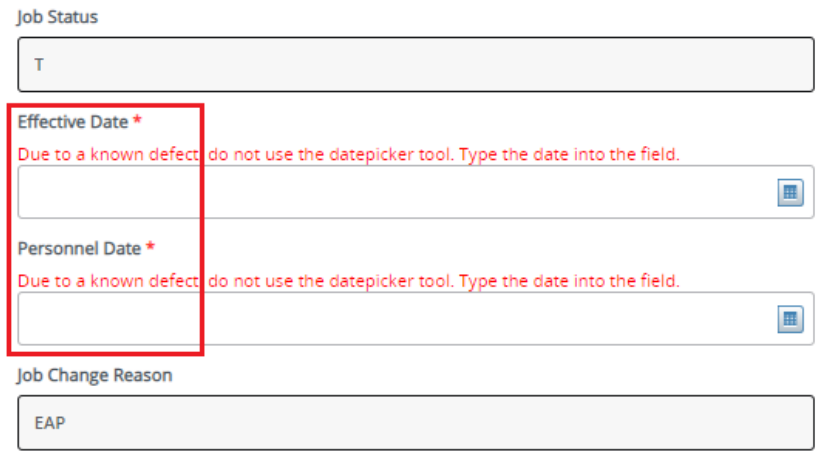


STEP 5: Input End Record Information

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.

****Manually type in date in this field.** Do NOT use the calendar picker tool



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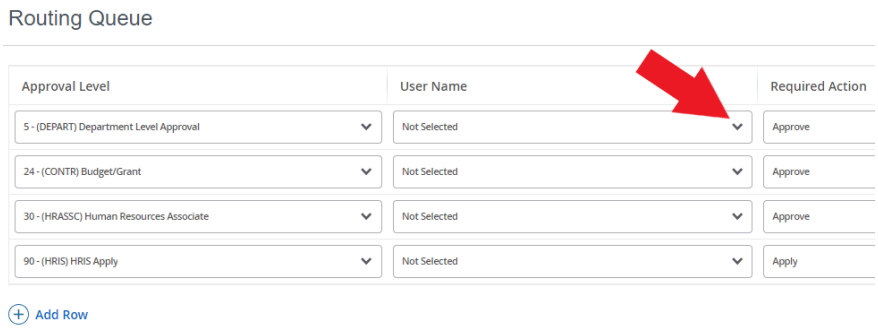
STEP 6: Input Routing Queue

Click on the drop down menu to enter the approver for each approval level.

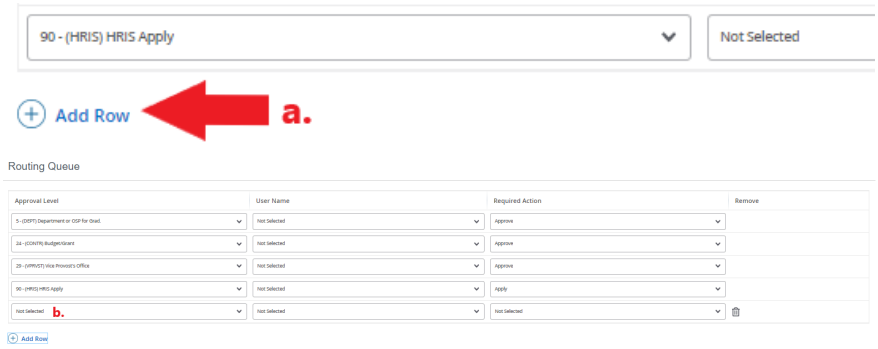
Do not touch the "Required Action"

If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.



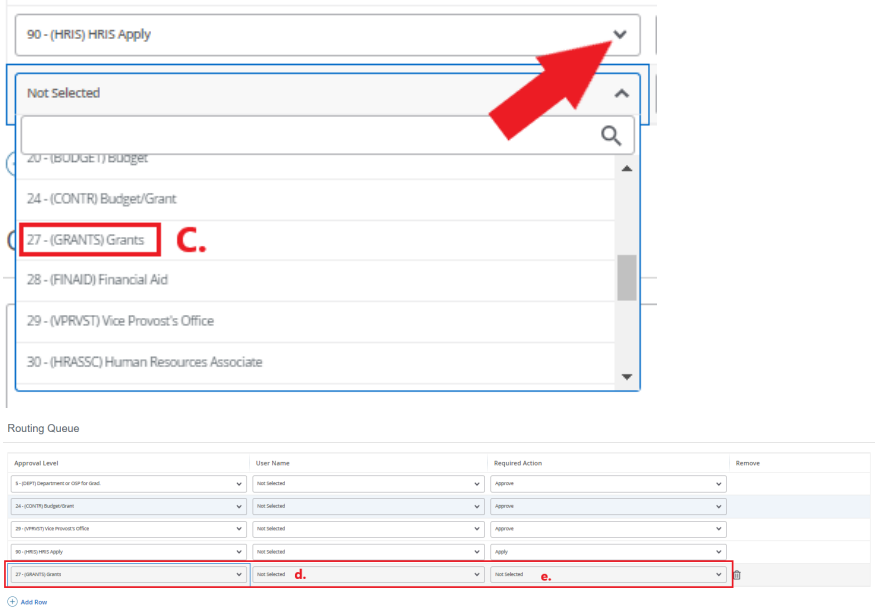
STEP 6A: Include Budget AND Grants as approvers in the routing queue.

a. Click Add Row.
b. Go to the empty 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.



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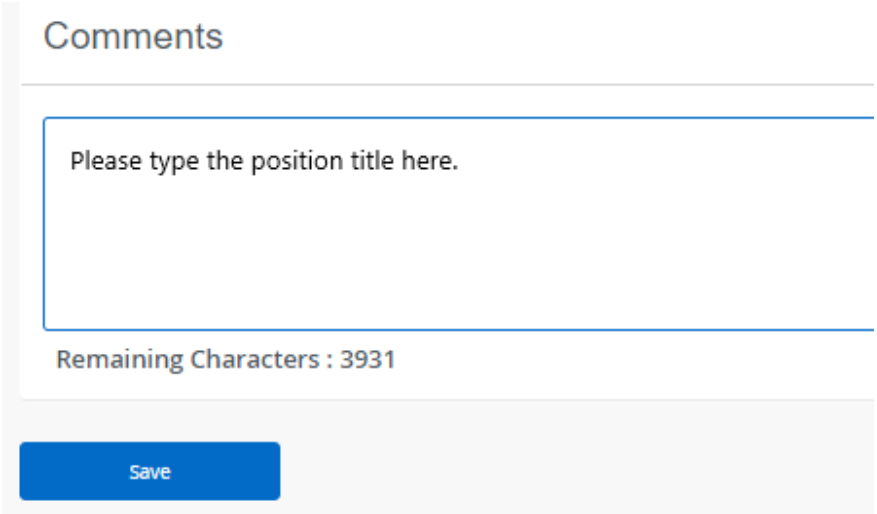
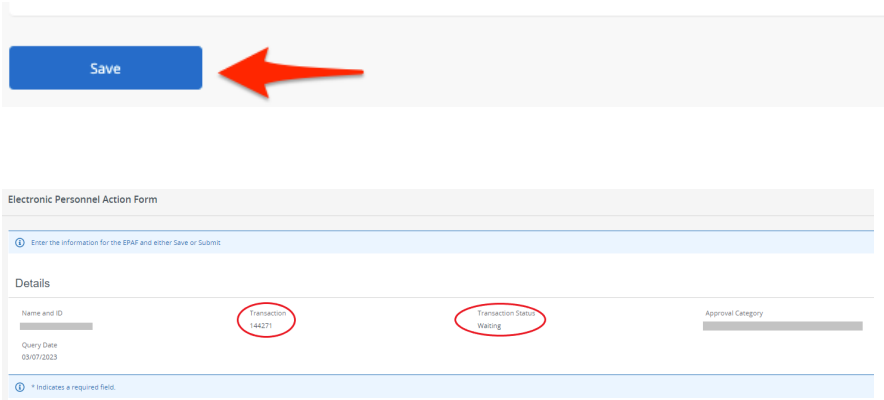
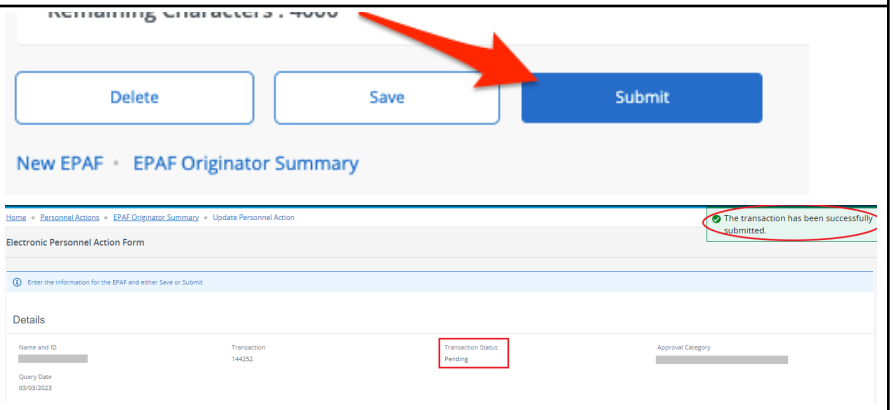
STEP 7: Add a comment (max 4000 chars). Please include the job title in the comments in the format of "Title = xxxxxxxx;" You may also enter anything else you wish to convey to the ePAF approvers.	
STEP 8: Save the ePAF. Click the Save button located at the bottom of the screen *Note: Saving the ePAF is not the last step. Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen	
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**.