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. The Query Date should equal the appointment effective date. c. Select Reappt - Conversion Interim, Student Int, Admin Fellow, ADDJ12 in the approval category. d. Click Go.	ID * [ ] **a.** **Once TCID is entered above, name will populate here** Query Date * [09/16/2023] **b.** Approval Category * [Reappt - Conversion Int Employee, Int Student, Admin Fellow, ADDJ12 ⌄] **c.** [Go] **d.**
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.	**Begin Appointment, J00007** | Select	Type	Position	Suffix	Title
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☑	New Job	[T00000 🔍]	[00]	Interim Hourly	

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**	**Begin Date** * 09/16/2023 **Effective Date** * 09/16/2023 **Personnel Date** * 09/16/2023 **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 %.	**Timesheet Orgn** * ***To determine Timesheet Orgn New **Effective Date null** 09/16/2023 | COA	Index	Fund	Organization	Account	Program
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1	500000	500000	500000	6412	6000	 ⊕ Default from Index ⊕ Add Row
Enter new Supervisor TCID/UNI in caps. Enter the **Hourly Rate** in the field. Include the total appointment/annual amount in the comments.	**Job Change Reason** * REA **Supervisor TC ID/UNI** * **Hourly Rate** *

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%.

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

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

Job Status

T

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

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
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5 - (DEPART) Department Level Approval	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
30 - (HRASSC) Human Resources Associate	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

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5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
29 - (VPRVST) Vice Provost's Office	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected **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 ⌃
	    🔍
	20 - (BUDGET) Budget
	24 - (CONTR) Budget/Grant
	27 - (GRANTS) Grants **C.**
	28 - (FINAID) Financial Aid
	29 - (VPRVST) Vice Provost's Office
	30 - (HRASSC) Human Resources Associate
	
	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 - (VPRVST) Vice Provost's Office	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
27 - (GRANTS) Grants	Not Selected **d.**	Not Selected **e.**	🗑	 ⊕ Add Row

STEP 7: Add a comment (max 4000 chars).	**Comments**
Please include the job title in the comments in the format of "Title = xxxxxxxx;"	Please type the position title here.
You may also enter anything else you wish to convey to the ePAF approvers.	Remaining Characters : 3931
	Save

STEP 8: Save the ePAF.	
Click the Save button located at the bottom of the screen	Save
*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	Electronic Personnel Action Form
	Details
	Name and ID / Transaction 144271 / Transaction Status Waiting / Approval Category
	Query Date 03/07/2023

STEP 9: Submit the ePAF.	Remaining Characters : 4000
After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.	Delete / Save / Submit
	New EPAF · EPAF Originator Summary
Once submitted, you will receive a notification at the top right hand corner of the page.	Home · Personnel Actions · EPAF Originator Summary · Update Personnel Action
	The transaction has been successfully submitted.
	Electronic Personnel Action Form
The ePAF Transaction status will also move to **Pending**.	Details
	Name and ID / Transaction 144252 / Transaction Status Pending / Approval Category
	Query Date 03/03/2023