



Teachers College
COLUMBIA UNIVERSITY

Semester Reappointment ePAF Training

Semester Reappointments, Semester Conversions & Automated
Reappointment Letters

What We'll Cover Today

- Course Assistants: Move from Salaried to Hourly
- Pooled Position Numbers
- Reappointment ePAF Listing
- Requirements of Reappointment ePAFs
- Semester Based Reappointment Conversion ePAFs
- Semester Based Reappointment ePAFs
- Defaulted Values and Defects
- Demo
- Automated Reappointment Letters
- Faculty Reappointment ePAFs with Step Adjustment
- User Guides
- Questions?



Course Assistants: Move From Salaried to Hourly

Goals and Objectives

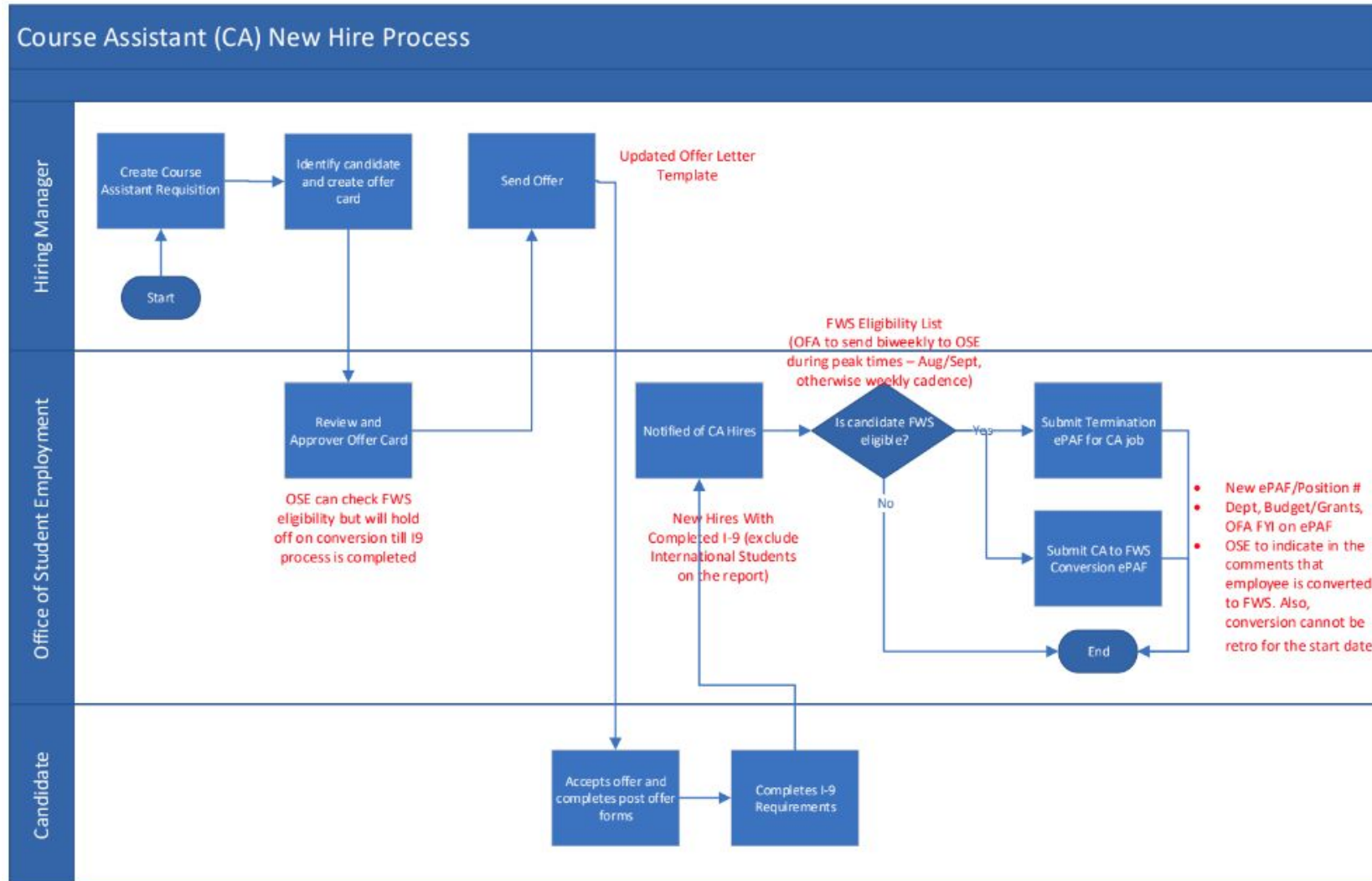
FLEXIBILITY

and more employment opportunities while complying with labor regulations and TC policy

IMPROVED STUDENT
EXPERIENCE

MAXIMIZE FEDERAL
FUNDING

FYI: New Hires - CA to FWS (If applicable)



- Recruit and send offers to new CAs as per usual
- Updated and Clearly Labeled Offer Letters and Pay Rate Notices Available in PageUp
- Office of Student Employment (OSE) will work with Office of Financial Aid (OFA) to confirm FWS eligibility and transfer student if necessary

Difference:

- Timesheet will display different position number (see next slide)

Reappointments - Conversion to Hourly

Processing:

- **CA0000** is the new HOURLY pooled position number
- Account remains the same 6462 and is budget neutral
- Hourly Rate is \$18/hour and 4.5 hours/week
- Input total appointment amount into comments section ($\$18 \text{ per hour} \times 4.5 \text{ hours per week} \times 15 \text{ weeks} = \text{max of } \$1215 \text{ for the semester}$)
- Auto Generated Reappointment Letters still apply; inputs in the Comments section remain unchanged

Timesheets:

- Timesheet submission and approval now required
- Supervisor listed on ePAF will approve timesheets
- Follow bi-weekly payroll calendar; See [deadlines here](#).

CA Timesheet

Not Started 1

Employee Name

Course Assistant CA0000-01

CA - FWS Timesheet

Not Started 1

Employee Name

Course Assistant - Federal Work Study CA9999-00



Pooled Position Numbers

Pooled Position Numbers

Pooled Positions for Part Time Employees Report

Category	EClass	Position	Position Description	Account
PT Instructional	31 - Part Time Instructor	N00000	Part-Time Instructor	6122 - PT Instructors Exempt
PT Instructional	35 - Adj/PTVisiting Prof/PTLecturer	A00000	Adjunct Professor	6132 - PT Adjunct Professor Exempt
PT Instructional	39 - Community Teachers	M00000	Community Teachers	6142 - Community Teacher
PT Instructional	81 - Fee Based Instructors	B00000	Fee Based Instructors	6152 - PT Fee Based Instructor Exempt
Professional Staff	45 - Part Time Professional Stud	G00000	Part Time Professional Student	6432 - PT Professional Students
Professional Staff	48 - Temporary Professional	E00000	Temporary Professional	6252 - Temporary Professional Exempt
Graduate Assistant	87 - Research/Teaching Assistant	R00000	Research Assistant	6422 - TA/RA - Part-Time
Graduate Assistant	87 - Research/Teaching Assistant	RT0000	Teaching Assistant	6422 - TA/RA - Part-Time
Doctoral Research Fellow	88 - Doctoral Research Fellow	D00000	Doctoral Research Fellow	6442 - Doctoral Research Fellow-Part-Time
Student Assistant	84 - Course Assistant	CA0000	Course Assistant	6462 - Course Assistants
Student Assistant	89 - Administrative Fellows	F00000	Administrative Fellow	6412 - Administrative Fellows Part-Time
Student Assistant	90 - Work Study	CA9999	Course Assistant - Federal Work Study	7829 - College Work Study
Student Assistant	90 - Work Study	999999	Federal Work Study	7829 - College Work Study
Student Assistant	93 - Interim Student	TS0000	Interim Student	6452 - Temporary Prof. Non-Exempt Student
Interim	91 - Interim Employee	T00000	Interim Employee	6254 - Temporary Professional Non-Exempt

15 items



Reappointment ePAF Listing

Reappointment ePAF Listing

Providing a more detailed reappointment listing which will detail which ePAF Approval Category, Position and Suffix to use.

A	B	C	D	E	G	H	K	L
TCID	Employee Name	Position	Su	E-I	Index	Accour	Use ePAF Approval Category:	Input Position and Suffix as:
T	/	A00056	0	35	111941	6132	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = A00000, Suffix = 00
T	/	A00056	1	35	111941	6139	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = A00000, Suffix = 01
T	/	A00056	3	35	111941	6132	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = A00000, Suffix = 02
T	/	B00120	0	81	111941	6152	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = B00000, Suffix = 00
T	/	B00120	1	81	111941	6159	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = B00000, Suffix = 01
T	/	F00000	0	48	546300	6352	Reappt - Year Based (Salaried)	Select previously held job where Position = F00000, Suffix = 00

Reappointment ePAF Listing for RAs and TAs

Providing a more detailed reappointment listing which will detail which ePAF Approval Category, Position and Suffix to use.

TCID	Employee Name	Position	Suffix	E-Class	Working Title	ePAF Approval Category	Input Position and Suffix as:
1		R00000	00	87	Graduate Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 00
1		R00000	01	87	Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 01
1		R00000	00	87	Graduate Assistant	Review job duties. If RA, use Reappt - Sem Based, RA/TA. If TA, If RA, select previously held job with Position = R00000 & Suffix = 00. I	
1		R00000	00	87	Graduate Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 00
1		R00000	00	87	Teaching Assistant: Measureme	Reappt - Sem Based, Conversion RA/TA, ADDJB9	Manually input Position = RT0000 & Suffix = 00
1		R00000	00	87	Graduate Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 00
1		R00000	00	87	Teaching Assistant	Reappt - Sem Based, Conversion RA/TA, ADDJB9	Manually input Position = RT0000 & Suffix = 00
1		R00028	00	87	Teaching Assistant	Reappt - Sem Based, Conversion RA/TA, ADDJB9	Manually input Position = RT0000 & Suffix = 00
1		R00028	01	87	Research/Teaching Assistant	Review job duties, Use Reappt - Sem Based, Conversion RA/TA, If RA, use Position R00000 & Suffix = 01. If TA, use Position RT0000 &	
1		R00025	00	87	Graduate Assistant, Adult Learn	Review job duties, Use Reappt - Sem Based, Conversion RA/TA, If RA, use Position R00000 & Suffix = 00. If TA, use Position RT0000 &	

****Please update the working title of all RA/TA reappointments. In Comments section, input “Title = xxxxxxxx”**

CAs on Reappointment ePAF Listing

Since we are moving all CAs to hourly, they will all be processed on:

Position = CA0000

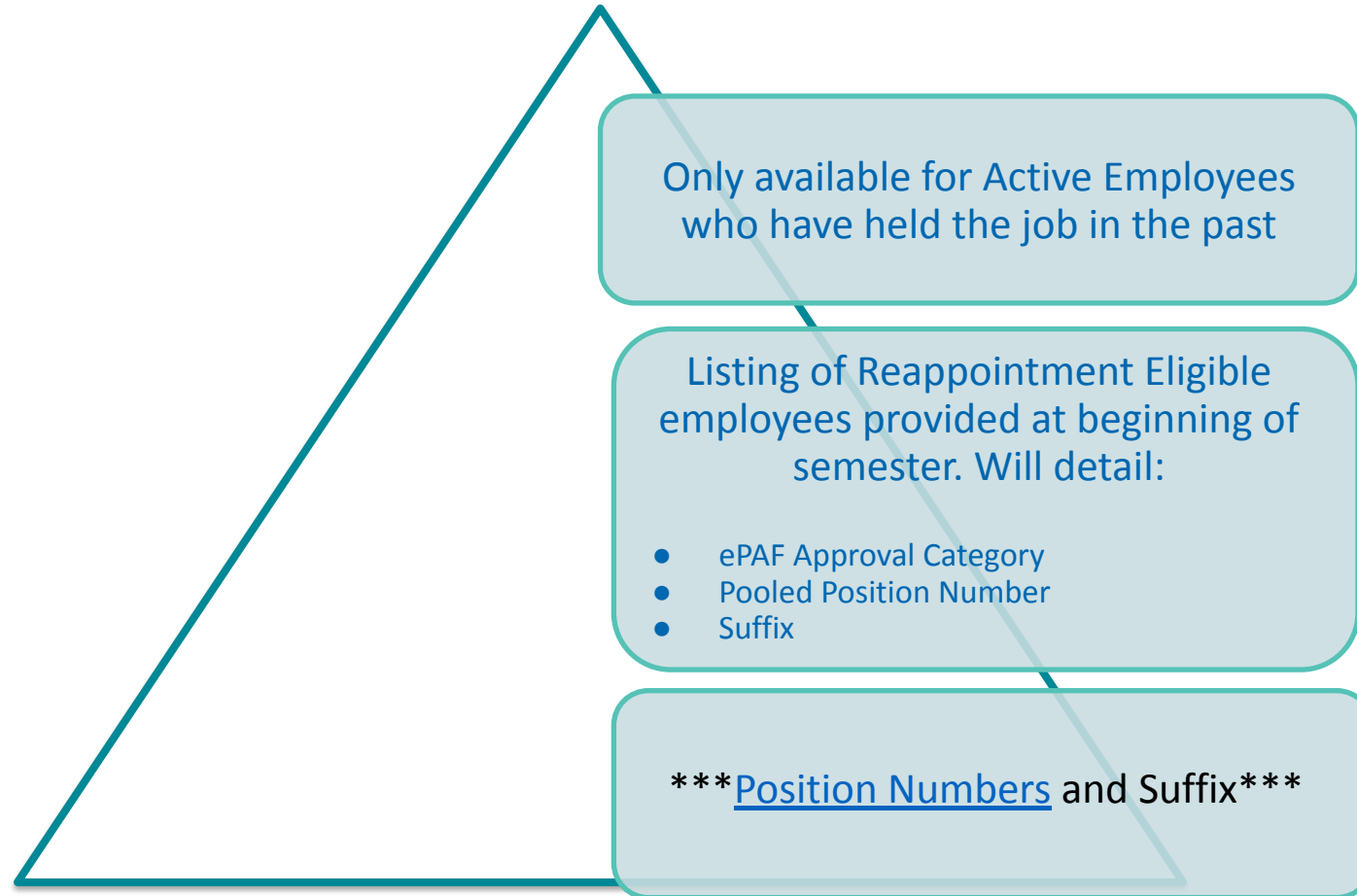
Suffix = 00

We will reintroduce CA (hourly) reappointments for Spring 2025.



Requirements of Reappointment ePAFs

Requirements of ePAFs





Semester Based Reappointment Conversion ePAFs

Semester Based Conversion ePAFs

These ePAFs will reappoint AND convert the employee into the updated pooled position numbers (see [Slide 8](#))

Employee Group	ePAF Approval Category	Account	Pay Type
PT Instructors	Reappt - Sem Based, Conversion Adjunct Professor ADDJ10	6132	Salaried
	Reappt - Sem Based, Conversion PT Instructors ADDJ10	6122	Salaried
	Reappt - Sem Based, Conversion Fee Based Instructors ADDJ10	6152	Salaried
Community Teachers	Reappt - Sem Based, Conversion Comm. Teachers ADDJ11	6142	Salaried
Research Assistants/ Teaching Assistants	Reappt - Sem Based, Conversion Research Assistants, ADDJB9	6422	Salaried
	Reappt – Sem. Based, Conversion Teaching Assistants, ADDJB9	6422	Salaried
Course Assistants	Reappt - Sem Based, Conversion to Hourly Course Assistant, ADDJ14	6462	Hourly

Conversion ePAFs

- Query Date:
 - For Hourly → Input day (MM/DD/YYYY) employee starts work.
 - For Salaried → Input **09/16/2024**
- Manually input new **Position** and **Suffix**
- Ignore **Time Orgn** on Job Listing (can update in ePAF)
- Update **Labor Distribution**; Use **Default from index** button
- Always Input “**Title = xxxxxx;**” in comments section



Semester Based Reappointment ePAFs

Semester Based Reappointment ePAFs

Employee Group	ePAF Approval Category	Account	Pay Type
PT Instructors	Reappt - Sem Based, PT Instructional, PTIAPP	6122, 6132, 6152	Salaried
Community Teachers	Reappt - Sem Based, Community Teacher, CMMUTY	6142	Salaried
Research Assistants/ Teaching Assistants	Reappt - Sem Based, RA/TA, GRDAPP	6422	Salaried
Course Assistants	Must use Reappt/Conversion ePAF (see Slide 16)	6462	Hourly

*These ePAFs have not changed. Please use the individual user guides for step-by-step details on the ePAFs

Reappointment ePAFs

- Query Date: Input **09/16/2024**
- Select previously held job (**Position** and **Suffix**)
- Ignore **Time Orgn** on Job Listing (can update in ePAF)
- Update **Labor Distribution**; Use **Default from index** button
- Always Input “**Title = xxxxxx;**” in comments section

Select Previously Held Job

Details

ID: [REDACTED] Query Date: 09/16/2023 Approval Category: Course Assistant-Reappointment, CAAPPT

Begin Appointment, BEGAP2

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	Course Assistant	139198, Fringe Benefit Control - Recovery				
<input checked="" type="checkbox"/>	Secondary	C00000	00	Course Assistant	111930, Higher & Postsecondary Education	01/16/2018	05/15/2018	05/15/2018	Terminated
<input type="checkbox"/>	Secondary	F00002	00	Administrative Fellow	111930, Higher & Postsecondary Education	09/07/2016	05/12/2023	05/14/2023	Terminated
<input type="checkbox"/>	Primary	OLINTR	00	PT Summer Interim	111971, Organization & Leadership-Desig	07/08/2016	08/28/2016	08/28/2016	Terminated
<input type="checkbox"/>	Primary	T00067	00	Faculty Assistant (Inter	111930, Higher & Postsecondary Education	05/17/2018	08/15/2023	07/09/2023	Terminated
<input type="checkbox"/>	Secondary	T00067	01	Student Advisor	111930, Higher & Postsecondary Education	05/20/2019	09/03/2021	09/05/2021	Terminated
<input type="checkbox"/>	Secondary	T00067	02	Interim Hourly	111930, Higher & Postsecondary Education	05/10/2022	08/31/2022	09/04/2022	Terminated

Active Jobs

Next Approval Type

Go

Review All Jobs and select previously held job as indicated on the reappointment listing

Defaulted Values: Salary

Begin Appointment, A00044-00 Adj/PTVisiting Prof/PTLe,

Salary *

0

Job Status

A

Effective Date *

01/16/2023

Personnel Date *

01/16/2023

Job Change Reason

Any ePAFs with a **Salary** or **Hourly Rate** have been defaulted to “0”

The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.

The background features a white line-art illustration of a city skyline on a dark blue background. A prominent tall, slender tower with a pointed top is the central focus. To its left and right are various other buildings with different rooflines, windows, and architectural details, including a building with a small tower on the left and a long, multi-story building with many windows on the right.

Defaulted Values and System Defects

Pooled Position - Defaulted Values

Due to being used across the College, the pooled position numbers will not initially display organizations/indices aligned with your department. You will update this information within the ePAF.

ID: [REDACTED] Query Date: 09/16/2023 Approval Category: Reappt - Conv CA, ADDJB8

Begin Appointment, BEGAP5

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text" value="C00000"/>	<input type="text" value="00"/>	Course Assistant	139198, Fringe Benefit Control - Recovery				

New

Effective Date null

09/16/2023

COA	Index	Fund	Organization	Account	Program	Activ
1	500000	500000	500000	6462	6000	

+ Default from Index

+ Add Row

Defaulted Values: Salary

Begin Appointment, A00044-00 Adj/PTVisiting Prof/PTLe,

Salary *

0

Job Status

A

Effective Date *

01/16/2023

Personnel Date *

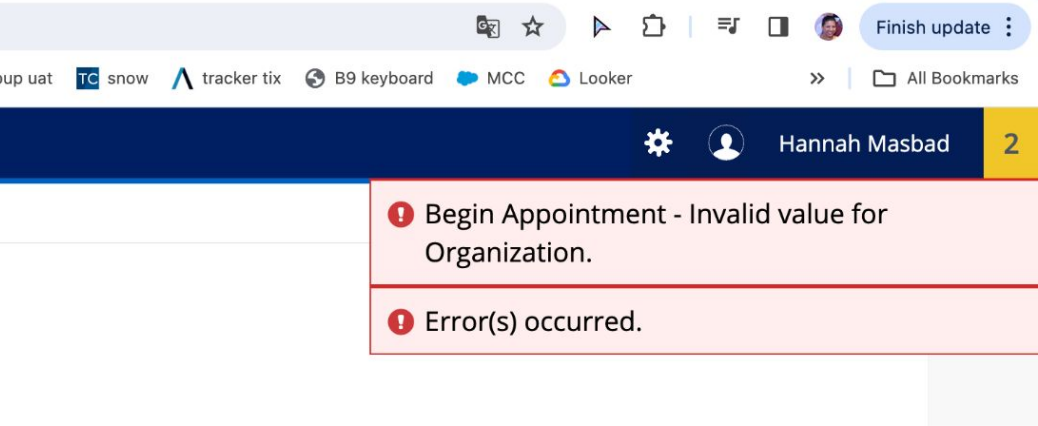
01/16/2023

Job Change Reason

- Any ePAFs with a Salary have been defaulted to “0”
- The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.

Defect: Timesheet Orgn Field Defect

Defect: The Timesheet Orgn field causes error (shown below)



A screenshot of a form with the following fields:

- Timesheet COA * (Text input field containing '1')
- Timesheet Orgn (Text input field with a search icon, highlighted by a blue arrow)
- Due to defect, please leave the Timesheet Orgn field blank. (Red text instruction)
- Job Change Reason * (Dropdown menu showing 'SUP, Supplemental')
- Supervisor TC ID/UNI * (Text input field)
- Factor * (Text input field)

Resolution: Leave field Null

Defect: Funding Allocation: Default From Index

When updating the funding information, you should only update two fields **Index** and **Account**.

Step 1. Manually enter the Index field only

Step 2. Click Default from Index

Step 3. The Fund, Organization and Program fields will automatically populate

COA	Index	Fund	Organization	Account	Program	Act
1	133100	500000	500000	6462	6000	

+ Default from Index ← + Add Row

COA	Index	Fund	Organization	Account	Program
1	133100	1	133100		720

+ Default from Index + Add Row

Defect continued: Account Code is required

Step 4. Enter Account Code

Teachers College
COLUMBIA UNIVERSITY

Hannah Masbad 2

Personnel Actions • New Personnel Action

Effective Date: 11/16/2023

4

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1	133100	1	133100		720					100		

Funding Allocation - Account code is required.

Error(s) occurred.



Automated Reappointment Letters

Things to Have Ready to Auto Generate Reappointment Letters

Employee Info

- Employee Name & TCID
- Position Number to be reappointed

Teaching Info

- Program Name
- Course Name
- Title Update
(*Mandatory for Conversion ePAFs)
- ORL specific text
- GA Scholarship Points
- GA hours/week

Browser Tabs

- ePAF System
- Reports (to review drafts)

Reappointment Letter Draft Generator

The screenshot shows the myTC portal interface. At the top, there is a dark blue navigation bar with icons for Support, Gmail, Calendar, Drive, Canvas, and Library. Below this is a white navigation bar with tabs for Welcome, Employee Resources, Reports, Support Resources, and Banner. The Reports tab is highlighted with a red box. To the left of the main content area, there is a list of instructions. To the right, there is a sidebar with a blue header for 'Human Resources Internal Reporting' and another for 'Human Resources External Reporting'. Under the 'External Reporting' section, the 'Generate Draft Reappointment Letter' link is highlighted with a red box.

- Access by going to myTC portal > Reports Tab > Human Resources External Reporting section
- If access is needed, please email HRISTeam@tc.edu

Human Resources Internal Reporting

[HR Department Reports](#)

Human Resources External Reporting

[Supplemental Positions for Full Time Employees Report](#)

[Pooled Positions for Part Time Employees Report](#)

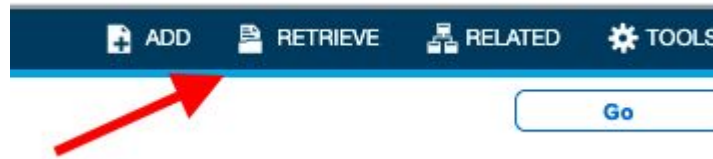
[Generate Draft Reappointment Letter](#)

Auto Generated Reappointment Letters Tips

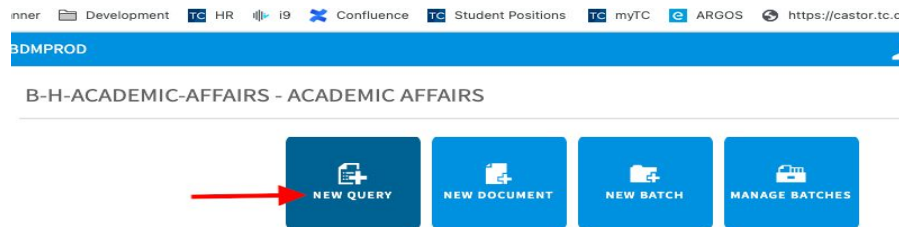
- ✓ *Make sure to review the Draft Letter before submitting the ePAF (ePAF needs to be saved).* Final letter will be automatically sent when ePAF is fully approved and processed.
- ✓ Make sure to include Titles “Title = xxxxx;”
- ✓ Make sure to put semicolons (;) at the end of each comment
- ✓ Make sure to reload the entire web page in the draft generator if changes are made to the ePAF and saved again
- ✓ Supervisor TCID listed in ePAF will be the signatory of the letter
- ✓ Reappointed employee’s TCID needed to access the reappointment letter

Banner Document Management (BDM)

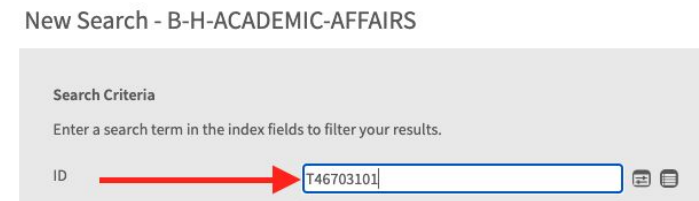
1. In Banner INB, click **RETRIEVE** in the upper right corner



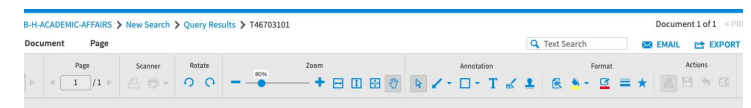
2. You'll be taken to a search page. Click **New Query**



3. Input the TCID of the employee whose final reappointment letter you'd like to access and click **Run**



4. You'll now be taken to the final version of the reappointment letter for that employee



02/09/2021

Auto Generated Reappointment Letters

- Currently only available for select employee groups:
 - Adjuncts
 - Part Time Instructor
 - Research / Teaching Assistants
 - Course Assistants
 - Interims

TEACHERS COLLEGE COLUMBIA UNIVERSITY

A Graduate School of Education, Health & Psychology

07/16/2021

DRAFT

Dear Nancy,

We are pleased that you will be teaching in the PROGRAM OF MANIA. This message will serve as your letter of appointment, which will commence on **09/10/2021** and end on **12/15/2021**, for **Autumn 2021**. Please review the academic calendar for specific course dates.

Salary & Benefits Information

Title:	MASTER OF THE UNIVERSE
Course:	AH123
Compensation:	\$5,000.00
Pay-cycle:	Semi-Monthly

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.

If you are to receive a supplement, an email with details will follow.

Enrollment policies

Your appointment is contingent on your course(s) enrolling a minimum of 21 points. If attendance at the first session suggests that the course is under-enrolled, please discuss with your Program Director as soon as possible.

An Instructional Guide to acquaint you with various College policies can be found in the TC portal, under the Employee Resources tab. You are expected to abide by all of the College's policies. The area labeled Instructional Staff includes the Guide and the College's official syllabus statements.

Course Information

Dates, times and locations of classes may change so please remember to check the TC Course Schedule and contact your Program Secretary with any questions or concerns. Given the ongoing pandemic, Teachers College continues to offer courses primarily online. As such, you will be required to conduct your course(s) remotely. If you have any questions about the necessary IT requirements to conduct your course, please contact TC IT via the 'Support' link in MyTC portal.

Once reappointment letter has been reviewed, go back to submit ePAF. See [Slide 28: Step 5: Submit the ePAF](#)



Demo

Step 1: Select an Employee & ePAF Approval Category

ID *

T31317009 ←

Klay Thompson ←

Query Date *

09/16/2023 ←

Approval Category *

Reappt - Sem Based, Conversion Course Assistant, ADDJB8 →

Go ←

Step 2: Manually Input Position Number & Suffix

Details

ID	Query Date	Approval Category
██████████	09/16/2023	Reappt - Conv CA, ADDJB8

Begin Appointment, BEGAP5

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text" value="C00000"/>	<input type="text" value="00"/>	Course Assistant	139198, Fringe Benefit Control - Recovery				

***Ignore defaulted value**

Step 3: Inputted Enterable Fields on ePAF

Begin Date *

05/16/2024

Effective Date *

05/16/2024

Personnel Date *

05/16/2024



Contract Type

S

Timesheet COA

1

Timesheet Orgn

Due to defect, leave the Timesheet Orgn field blank.



- All Required fields marked by *
- Due to defect, leave Timesheet Orgn field blank


Step 3a: Update Labor Distribution Section

Pooled position numbers will have dummy funding information defaulted. This **must** be updated.




- Input your Index.
- Click Default from Index.
- Fund, Organization and Program will be defaulted. Account will get deleted and you will get an error.
- Re -Enter Account.

New

Effective Date null

09/16/2023 

COA	Index	Fund	Organization	Account	Program
1	500000	500000	500000	6462	6000

 Default from Index   Add Row

a **b** **c** **d**

Step 3b: Input Title and Additional Reappointment Letter Information

Comments

Title = Course Assistant for Basketball Analytics;
Course = Basketball Analytics;
Hours = 8;

Remaining Characters : 3908

Save

For all conversion reappointments, you must input the title along with the other required fields. Please refer to the automated reappointment letter guides for details on each:


- Auto - Generate Reappointment Letters for PT Instructors - SSB9
- Auto - Generate Reappointment Letters for Adjuncts - SSB9
- Auto - Generate Reappointment Letters for RA_TA - SSB9
- Auto - Generate Reappointment Letters for Course Assistants - SSB9
- Auto - Generate Reappointment Letters for Interim employees - SSB9

Step 4: Save ePAF

Comments

Title = Course Assistant for Basketball Analytics;
Course = Basketball Analytics;
Hours = 8;

Remaining Characters : 3908



Once all fields are filled, click Save at the bottom of the ePAF

Details

Name and ID	Transaction	Transaction Status
Klay Thompson, T31317009	164797	Waiting
Query Date	09/16/2023	

Remember, the transaction still remains at a status of "Waiting"

Save as a draft. Review reappointment letter if applicable. See [Slide 34: Automated Reappointment Letters](#)

Step 5: Submit the ePAF


Made By
Johanna J Masbad

Comment
Title = Course Assistant for Basketball Analytics; Course = Basket

Date
08/01/2023 11:26 AM

Add Comment

Remaining Characters : 4000

Delete Save **Submit** 

After **Updating** or **Saving** the EPAF, you can choose to **Submit** or **Delete** the EPAF from one of the icons listed under the Index.

The EPAF will not be submitted until you **Submit** the EPAF. If the **Transaction Status** still shows '*Waiting*' the EPAF has not been submitted.

Remember to only press **Submit** or **Delete** once.



User Guides

User Guides

Always available in the [Manager's Toolkit](#) on the HR website

COLUMBIA UNIVERSITY

Reappt – Year Round (Salaried)

This ePAF is used to reappoint the following employee groups: Full Time Faculty & Instructional Staff, Full Time Professionals & Exempt Part Time Professionals. The employee must have an active employment record AND must be returning to the same appointment that is (or will be) terminated by the begin date of the new reappointment.

What you need to do	What you will see
<p>STEP 1: Provide the ePAF parameters:</p> <ol style="list-style-type: none">Enter the TCID of the employee in the ID field ('T' in TCID in caps).Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u>Select Reappt – Year Round (Salaried) in the approval category.Click Go.	<p>The screenshot shows the 'New ePAF Person Selection' form. It includes a search section with fields for First Name, Last Name, ID, and SSN/IN/ITIN, and a 'Search' button. Below this is the 'Enter or Generate New ID' section with an 'ID *' field (annotated with 'a'), a 'Query Date *' field (annotated with 'b'), and an 'Approval Category *' dropdown menu (annotated with 'c'). A 'Go' button is at the bottom (annotated with 'd'). A red message box states 'Once TCID is entered, name will populate'.</p>

EPAFS

General Information and Tools

- Detailed Listing of ePAFs
- Visual Guide for ePAF Originators
- Visual Guide for ePAF Approvers
- Position Guidance for Additional Compensation or Job
- Determining a Position Number for a Pooled Position for a PT Employee
- Determining a Position Number for a Supplemental Compensation for FT Employee
- Additional Job or Compensation ePAF - Common Issues Guide

How To:

Full Guide: [Guide to HR Banner Forms & Transactions](#)

Additional Compensation or Job

- [Additional Compensation or Job - Salaried](#)
- [Additional Job - Hourly](#)
- [Additional Job - College Work Study](#)
- [Additional Job - Students](#)
- [Reinstate Job or Compensation - Salaried & Hourly](#)

Adjustments to Active Jobs

- [Salary or Hourly Rate Updates](#)
- [Salary Adjustment - Faculty FT Lecturer](#)
- [Labor Update](#)
- [Hourly Rate or Labor Update - Interim](#)
- [Hourly Rate or Labor Update - Work Study](#)
- [Timesheet, Leave Report Approver, and or Title Updates](#)
- [Job Termination](#)



Questions?

Help!

Contact: HRISTeam@tc.edu or your HR Rep 😊

** By emailing HRISTeam@tc.edu a ServiceNow ticket will automatically be created. You will receive a follow up email saying that a case has been created along with a case number.

Please correspond with us by replying to the email with the CASE NUMBER.

Case Created | HR0018683 | Additional [redacted]



TC Information Technology

to me, map2312 ▾

This email is to confirm that we have received your request for assistance and have opened HR incident

Here is a short description of your request: Additional ACAT codes to add to epaf reports

[View the status of your incidents](#)

From: Johanna Masbad

[redacted]

[redacted]

[redacted]

Appendix: Required Inputs for Reappointment Letters

Part Time Instructor / Adjunct and Part Time Lecturer:

PROGRAM=xxxxx; (required)
COURSE=yyyyy; (required)
TITLE=xxxxxxx; (required for all Conversion Reappointment ePAFs)
ORLSPECIAL; (only for Organization and Leadership special enrollment text)

Research / Teaching Assistant:

HOURS=xxxxx; (required)
POINTS=yyyyy; (required)
DETAILS=zzzzzz; (required)
TITLE=xxxxxxx; (required for all Conversion Reappointment ePAFs)

Course Assistant:

HOURS=xxxxx; (required)
COURSE=yyyyy; (required)
DETAILS=zzzzzz; (required)
TITLE=xxxxxxx; (required for all Conversion Reappointment ePAFs)