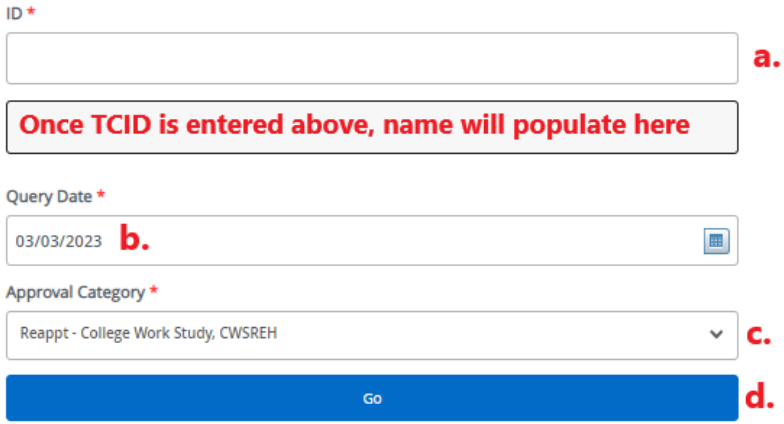
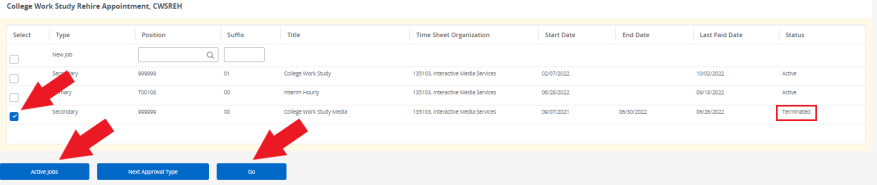


Reappt – Federal Work Study, CWSREH

This ePAF is used to reappoint Federal Work Study employees paid from account 7829. 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 this 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 - College Work Study, CWSREH in the approval category. Click Go. 	 <p>The screenshot shows a form with the following elements:</p> <ul style="list-style-type: none"> ID *: A text input field with a red 'a.' next to it. Once TCID is entered above, name will populate here: A grey box with red text below the ID field. Query Date *: A date input field showing '03/03/2023' with a red 'b.' next to it. Approval Category *: A dropdown menu showing 'Reappt - College Work Study, CWSREH' with a red 'c.' next to it. Go: A blue button at the bottom with a red 'd.' next to it. 																																																		
<p>STEP 2: Select Job</p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>From the list that populates, select the terminated job that needs to be reappointed. Click Go to navigate to the Electronic Personnel Action Form page.</p>	 <p>The screenshot shows a table titled 'College Work Study Rehire Appointment, CWSREH' with the following columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>new job</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Secondary</td> <td>99999</td> <td>01</td> <td>College work study</td> <td>135103, Interactive Media Services</td> <td>02/07/2022</td> <td>10/02/2022</td> <td></td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>701103</td> <td>00</td> <td>Intern-hourly</td> <td>135103, Interactive Media Services</td> <td>06/28/2022</td> <td>09/18/2022</td> <td></td> <td>Active</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Secondary</td> <td>99999</td> <td>00</td> <td>College Work Study Media</td> <td>135103, Interactive Media Services</td> <td>09/07/2021</td> <td>09/30/2022</td> <td>09/29/2022</td> <td>10/19/2022</td> </tr> </tbody> </table> <p>Red arrows point to the 'All Jobs' button, the selected job row, and the 'Go' button.</p>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	new job									<input type="checkbox"/>	Secondary	99999	01	College work study	135103, Interactive Media Services	02/07/2022	10/02/2022		Active	<input type="checkbox"/>	Primary	701103	00	Intern-hourly	135103, Interactive Media Services	06/28/2022	09/18/2022		Active	<input checked="" type="checkbox"/>	Secondary	99999	00	College Work Study Media	135103, Interactive Media Services	09/07/2021	09/30/2022	09/29/2022	10/19/2022
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<input checked="" type="checkbox"/>	Secondary	99999	00	College Work Study Media	135103, Interactive Media Services	09/07/2021	09/30/2022	09/29/2022	10/19/2022																																										

STEP 3: Input Begin Record Information.

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

- **Effective Date**
- **Personnel Date**

Enter the hourly rate in the Hourly Rate field. Do not use '\$' or '¢'.

Enter Supervisor TC ID/UNI in ALL CAPS.

Enter the Timesheet Orgn. This is the same as the index in the Funding Allocation section. If there are multiple indices, select the one with the highest %.

College Work Study Rehire Appointment, [REDACTED]-00 [REDACTED], Last Paid Date: 10/15/2022

Job Status *
A

Effective Date *
03/03/2023

Personnel Date *
03/03/2023

Hourly Rate *
15

Job Change Reason *
REA

Timesheet COA *
1

Timesheet Orgn *
133101

Job Location
W4

Supervisor TC ID/UNI *

Time Entry Method *
W

Time Entry Type *
T

Time In/Out Ind *
Y

STEP 4: If applicable, update the Funding Allocation field.

The Effective Date should match the begin date, which can only occur after the last paid date.

Confirm that the value in the Organization field matches the one in timesheet orgn from step 3.

If the funding information needs to be updated, 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. If you forget your account, you can always refer to the [e-class & account chart](#).

Confirm that the percentage equals 100%

New

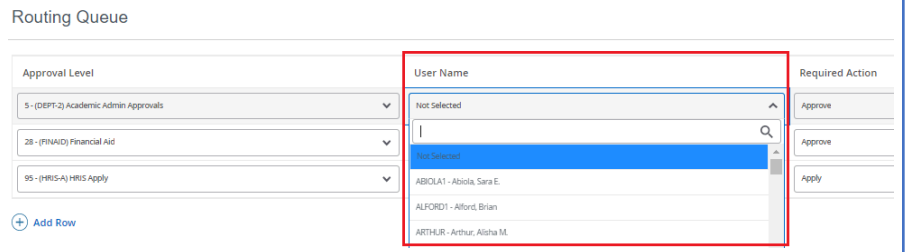
Effective Date null
09/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6462	6000					100

+ Default from Index + Add Row

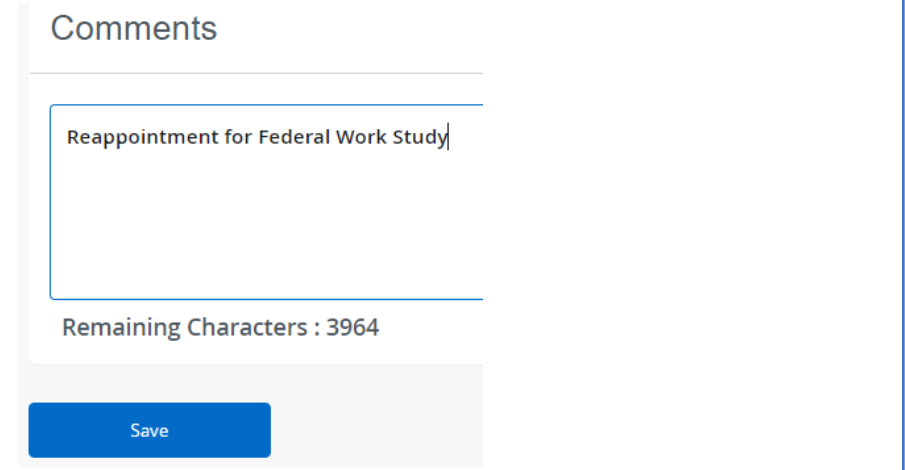
STEP 5: Input Routing Queue.

Click on the magnifying glass to specify the approver for each approval level.



STEP 6: If needed, add a comment (max 4000 chars).

Enter any applicable comments regarding the job in this section, if needed.

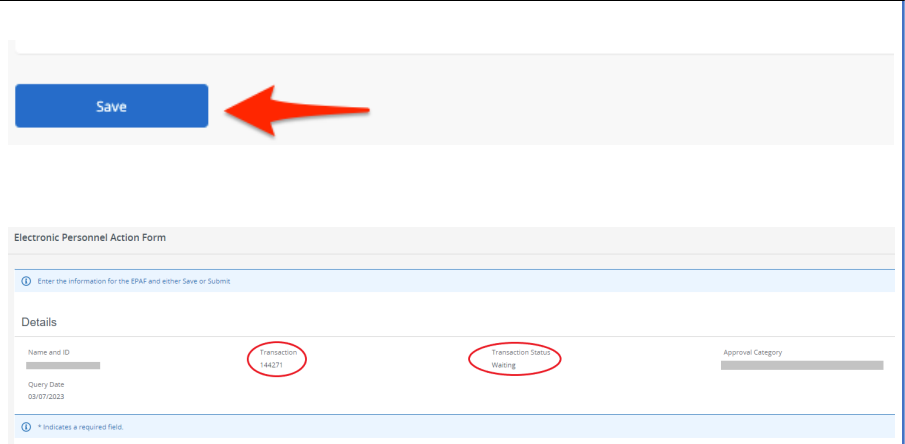


STEP 7: Save the ePAF.

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 8: 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**.

