

### Reappt – Sem Based, Conversion to Hourly Course Assistant, ADDJ14

This ePAF is used to reappoint Course Assistants whose current, active position is not CA0000. This ePAF will reappoint the employee with the newly consolidated, hourly position number.

What you need to do	What you will see										
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <ul style="list-style-type: none"> <li>a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li> <li>c. Select <i>Reappt - Sem Based, Conversion to Hourly Course Assistant, ADDJ14</i> in the approval category.</li> <li>d. Click Go.</li> </ul>	<p>ID *</p> <div style="border: 1px solid gray; padding: 5px; width: 100%; margin-bottom: 5px;"> <input type="text"/> <b>a.</b> </div> <div style="border: 1px solid gray; padding: 5px; width: 100%; margin-bottom: 5px; text-align: center;"> <b>Once TCID is entered above, name will populate here.</b> </div> <p>Query Date *</p> <div style="border: 1px solid gray; padding: 5px; width: 100%; margin-bottom: 5px;"> <span>09/03/2024</span> <b>b.</b> </div> <p>Approval Category *</p> <div style="border: 1px solid gray; padding: 5px; width: 100%; margin-bottom: 5px;"> <span>Reappt - Sem Based, Conversion to Hourly Course Assistant, ADDJ14</span> <b>c.</b> </div> <div style="background-color: #0070C0; color: white; text-align: center; padding: 10px; width: 100%; margin-bottom: 5px;"> <span>Go</span> <b>d.</b> </div>										
<p><b>STEP 2: Specify Position Number</b></p> <p>Select All Jobs. In the row for “New Job” enter the position number = CA0000 and suffix = 0.</p> <p><i>Note: If the Position number already exists for this employee, increment the suffix (i.e. from 00 to 01) for this EPAF.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>New Job</td> <td style="border: 2px solid red; padding: 2px;">CA0000</td> <td style="border: 2px solid red; padding: 2px;">00</td> <td>Course Assistant</td> </tr> </tbody> </table>	Select	Type	Position	Suffix	Title	<input checked="" type="checkbox"/>	New Job	CA0000	00	Course Assistant
Select	Type	Position	Suffix	Title							
<input checked="" type="checkbox"/>	New Job	CA0000	00	Course Assistant							

**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 inputted in Step 1. This should be the actual start date.

**Job Begin Date**

**Effective Date**

**Personnel Date**

**Enter the Timesheet Orgn. Scroll down to the Funding section (see step 4).**

- a. Input your index
- b. Click *Default from Index*
- c. Copy the value in the Organization field
- d. Paste it in the Timesheet Orgn field

Note: If there are multiple indices, select the one with the highest %.

**Begin Date \***  
09/03/2024

**Effective Date \***  
09/03/2024

**Personnel Date \***  
09/03/2024

**Contract Type**  
S

**Timesheet COA**  
1

**Timesheet Orgn \***  
d.

---

**New**

**Effective Date MM/DD/YYYY**  
09/03/2024

COA	Index	Fund	Organization	Account
1	a.	[REDACTED]	c.	6462

+ Default from Index
+ Add Row

**Enter new Supervisor TCID/UNI in caps.**

Enter the **Hourly Amount** in the salary section. 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 MM/DD/YYYY

09/16/2024

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

+ Default from Index


+ Add Row

<p><b>STEP 5: Input End Record Information</b></p> <p>Enter the end date of the appointment in both Effective Date and Personnel Date.</p> <p><b>**Manually type in date in this field.</b> Do NOT use the calendar picker tool</p>	<p><b>Job Status *</b></p> <p>T</p> <p><b>Effective Date *</b> Due to defect, do not use datepicker tool. Type the date into the field.</p> <p>12/31/2024</p> <p><b>Personnel Date *</b> Due to defect, do not use datepicker tool. Type the date into the field.</p> <p>12/31/2024</p> <p><b>Job Change Reason *</b></p> <p>EAP</p>															
<p><b>STEP 6: Input Routing Queue</b></p> <p>Click on the drop down menu to enter the approver for each approval level.</p> <p>Do not touch the “Required Action”</p> <p>If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.</p>	<p><b>Routing Queue</b></p> <table border="1"> <thead> <tr> <th>Approval Level</th> <th>User Name</th> <th>Required Action</th> </tr> </thead> <tbody> <tr> <td>5 - (DEPT) Department or OSP for Grad.</td> <td>Not Selected</td> <td>Approve</td> </tr> <tr> <td>24 - (CONTR) Budget/Grant</td> <td>Not Selected</td> <td>Approve</td> </tr> <tr> <td>29 - (VPRVST) Vice Provost's Office</td> <td>Not Selected</td> <td>Approve</td> </tr> <tr> <td>90 - (HRIS) HRIS Apply</td> <td>Not Selected</td> <td>Apply</td> </tr> </tbody> </table> <p>+ Add Row</p>	Approval Level	User Name	Required Action	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
Approval Level	User Name	Required Action														
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														

**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
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>b.</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

Not Selected

24 - (CONTR) Budget/Grant


**27 - (GRANTS) Grants** **c.**

28 - (FINAID) Financial Aid

29 - (VPRVST) Vice Provost's Office

30 - (HRASSC) Human Resources Associate

31 - (HR) HRIS Apply



Routing Queue

Approval Level	User Name	Required Action
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 <b>d.</b>	Not Selected <b>e.</b>

**+ Add Row**

**STEP 7: Add a comment including the anticipated total appointment earnings (max 4000 chars).**

In the Comments section, enter the anticipated **total appointment earnings**, up to a maximum of \$1,215.

Add any additional information as needed.

### Comments

Total Appointment Amount: \$1,215

Additional info: This ePAF is intended to convert the position number.

Remaining Characters : 3896

Save

**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

Save

#### Electronic Personnel Action Form

Enter the information for the ePAF and enter Save or Submit

#### Details

Name and ID	Transaction 144271	Transaction Status Waiting	Approval Category
Query Date 03/07/2023			

\* Indicates a required field.

**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**.

Delete

Save

Submit

#### New EPAF · EPAF Originator Summary

Home · Personnel Action · EPAF Originator Summary · Update Personnel Action

#### Electronic Personnel Action Form

Enter the information for the ePAF and enter Save or Submit

#### Details

Name and ID	Transaction 144252	Transaction Status Pending	Approval Category
Query Date 03/09/2023			

The transaction has been successfully submitted.