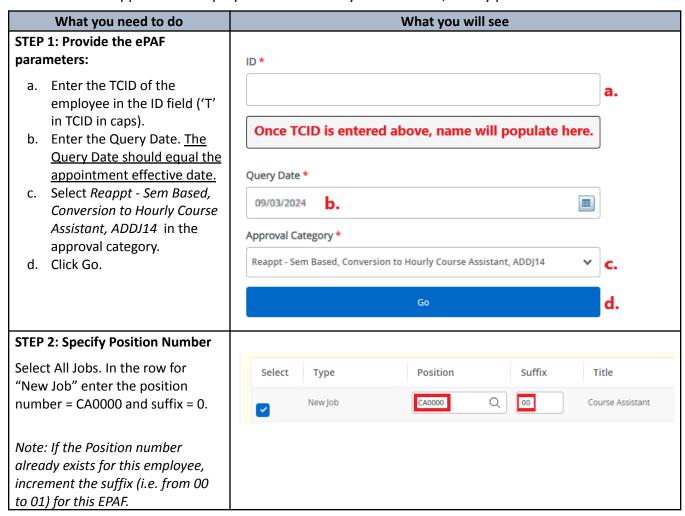


Reappt - Sem Based, Conversion to Hourly Course Assistant, ADDJ14

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.



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

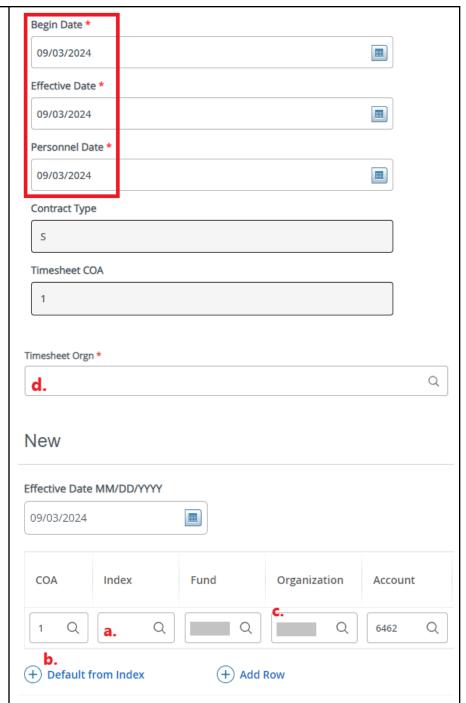
Effective Date

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

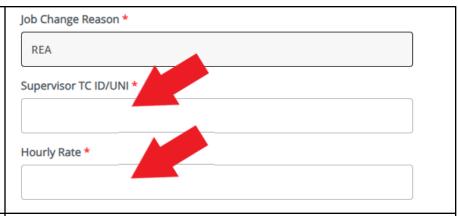
Note: If there are multiple indices, select the one with the highest %.





Enter new Supervisor TCID/UNI in caps.

Enter the **Hourly Amount** in the salary section. Include the total appointment/annual amount in the comments.



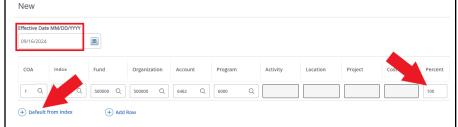
STEP 4: Input the funding allocation.

The funding effective date will default from the query date that was inputted in Step 1.

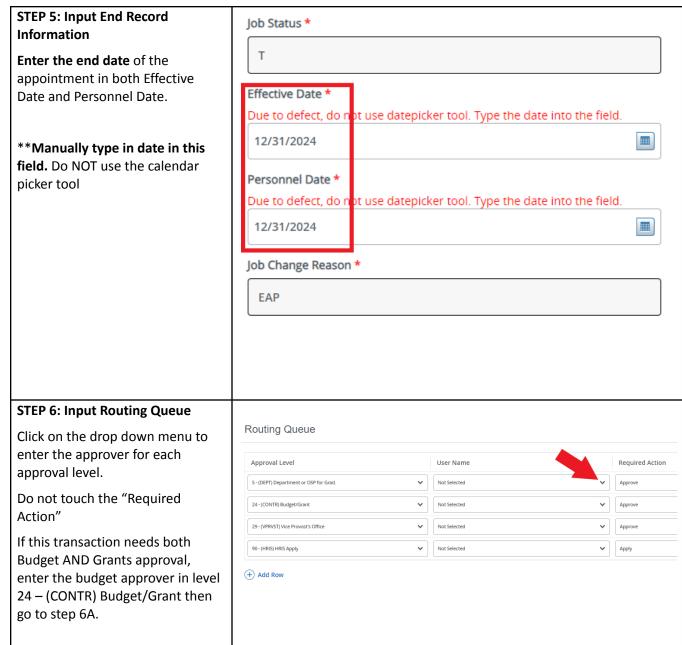
The funding information **MUST** be updated from the defaulted values. Enter your index number and click the button for "Default from Index."

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 6A: Include Budget AND Grants as approvers in the routing Not Selected 90 - (HRIS) HRIS Apply queue. (+) Add Row a. Click Add Row. b. Go to the empty row Routing Queue User Name Required Action ✓ Not Selected 5 - (DEPT) Department or OSP for Grad. ✓ Not Selected 24 - (CONTR) Budget/Grant ✓ Approve 29 - (VPRVST) Vice Provost's Office ✓ Not Selected 90 - (HRIS) HRIS Apply ✓ Not Selected **✓** Apply ✓ Not Selected Not Selected **b**. **∨** Not Selected + Add Row **STEP 6A (continued)** 90 - (HRIS) HRIS Apply c. From the drop down, select 27- Grants. 24 - (CONTR) Budget/Grant **d.** In User Name, select John 27 - (GRANTS) Grants Hernandez as the 28 - (FINAID) Financial Aid approver. 29 - (VPRVST) Vice Provost's Office e. In Required Action, select Approve. Routing Queue User Name Required Action Approval Level 5 - (DEPT) Department or OSP for Grad. Not Selected Approve Not Selected 24 - (CONTR) Budget/Grant Approve Not Selected 29 - (VPRVST) Vice Provost's Office Approve 90 - (HRIS) HRIS Apply ➤ Not Selected Apply ∨ Not Selected d. 27 - (GRANTS) Grants ∨ Not Selected e. + Add Row

STEP 7: Add a comment including Comments the anticipated total appointment earnings (max 4000 chars). Total Appointment Amount: \$1,215 In the Comments section, enter the anticipated total appointment Additional info: This ePAF is intended to convert the position number. earnings, up to a maximum of \$1,215. Add any additional information as Remaining Characters: 3896 needed. 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. Electronic Personnel Action Form Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen remaining characters . STEP 9: Submit the ePAF. After saving, additional action Delete Submit buttons will appear at the bottom of the ePAF. Click Submit. New EPAF · EPAF Originator Summary 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**.