Semester Reappointment ePAF Training

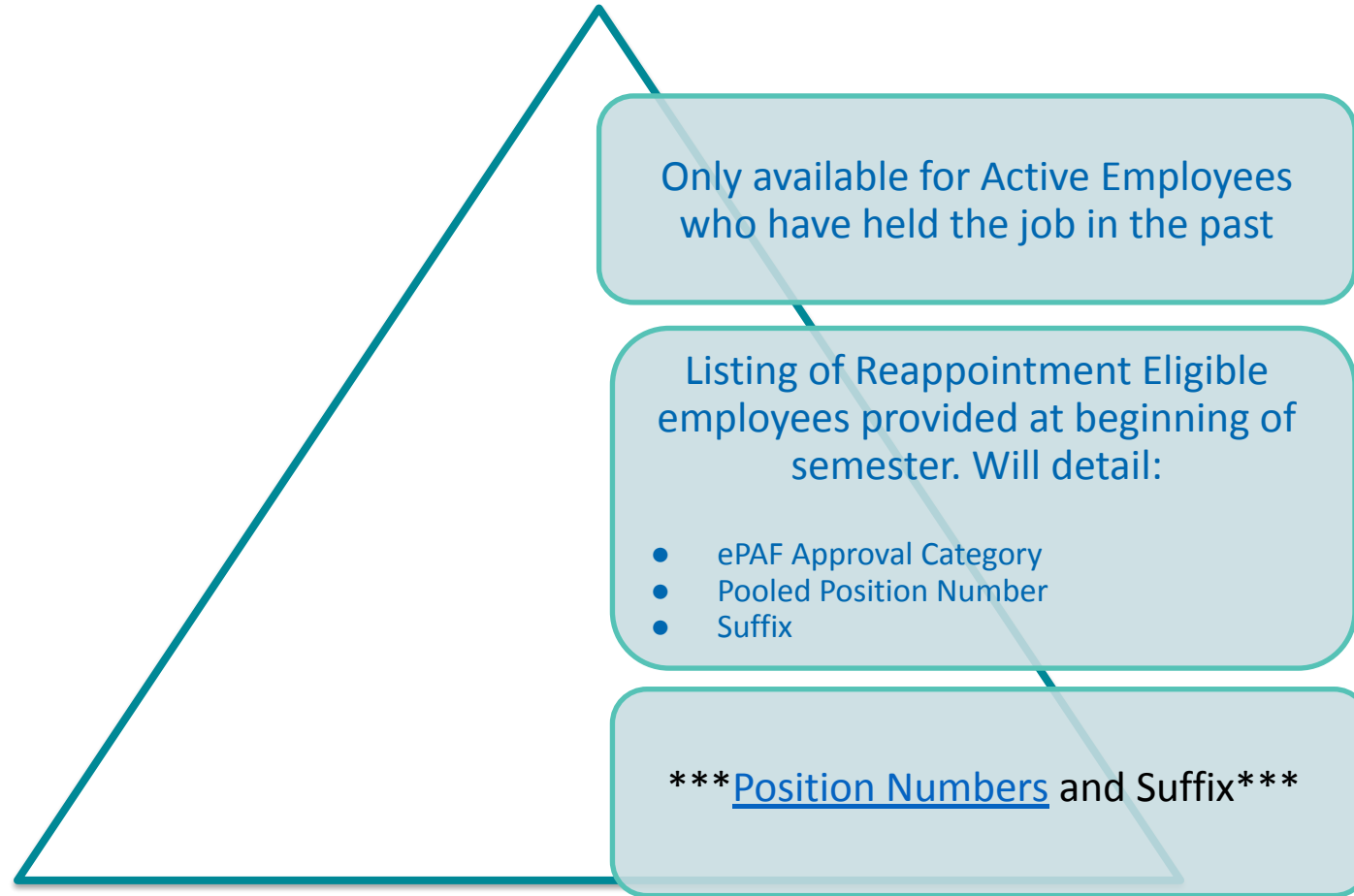Semester Reappointments & Auto-Generated Reappointment Letters

What We'll Cover Today

- Requirements of Reappointment ePAFS
  - Reappointment ePAF Listing
  - Pooled Position Numbers
- Pay Dates
- Semester Based Reappointment ePAFs
- Semester Based Reappointment "Conversion" ePAFs
- Defaulted Values and Defects
- Updates to Auto-Generated Reappointment Letters
- Demo
- User Guides
- Questions?

Requirements of Reappointment ePAFs

Requirements of Reappointment ePAFs

Only available for Active Employees who have held the job in the past

Listing of Reappointment Eligible employees provided at beginning of semester. Will detail:

- ePAF Approval Category
- Pooled Position Number
- Suffix

Position Numbers and Suffix

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Reappointment ePAF Listing

Reappointment ePAF Listing

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

TCID	Employee Name	Position	Su	E-(	Index	Accou	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.		E00000	0	48	546200	6353	Reappt - Year Round (Salaried)	Select previously held job where Position = E00000, Suffix = 00

Divided into tabs based on employee group:

| + | ≡ | Course Assistants ▼ | PT Instructional Staff ▼ | Research Asst_Teaching Asst ▼ |

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.
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"

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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

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Pay Dates

Payment for Salaried Employees

(PT Instructional Staff, Community Teachers, RA/TAs)

Start Date	End Date	Check Date	Pay Cycle #	Deadline
5/16/2025	5/31/2025	5/30/2025	10	5/2/2025
6/1/2025	6/15/2025	6/13/2025	11	5/15/2025
6/16/2025	6/30/2025	6/30/2025	12	6/2/2025

- Salaried employees will receive 3 equal payments starting 5/16/2025 and ending 6/30/2025
- If ePAFs are submitted after 6/2/2025, missed payments will be combined in the closest check date

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Payment for Hourly Employees (Course Assistants)

Start Date	End Date	Check Date	Pay Cycle #	Deadline
5/16/2025	5/31/2025	5/30/2025	10	5/2/2025
6/1/2025	6/15/2025	6/13/2025	11	5/15/2025
6/16/2025	6/30/2025	6/30/2025	12	6/2/2025

- Hourly employees will be paid on the check dates listed above as long as the following occurs:
  - The ePAF is submitted by the payroll deadline
  - Their timesheets for the pay period have been submitted and approved by the deadlines

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Semester Based Reappointment ePAFs

Semester Based Reappointment ePAFs

These ePAFs will reappoint employees who have already held a job in the updated pooled position numbers (see Slide 8)

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	Reappt - Sem Based, Hourly Course Assistant, CAAPT2	6462	Hourly

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Reappointment ePAFs

- Query Date:
  - For Hourly → Input day (MM/DD/YYYY) employee starts work
  - For Salaried → Input **05/16/2025**

- Select previously held job (**Position** and **Suffix)**

- Update **Labor Distribution;** Use **Default from index** button

- Always Input "**Title = xxxxxx;**" in comments section

Select Previously Held Job

Details

ID	Query Date	Approval Category
	09/16/2023	Course Assistant-Reappointment, CAAPPT

Begin Appointment, BEGAP2

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☐	New Job	[🔍]	[ ]	Course Assistant	139198, Fringe Benefit Control - Recovery				
☑	Secondary	C00000	00	Course Assistant	111930, Higher & Postsecondary Education	01/16/2018	05/15/2018	05/15/2018	Terminated
☐	Secondary	F00002	00	Administrative Fellow	111930, Higher & Postsecondary Education	09/07/2016	05/12/2023	05/14/2023	Terminated
☐	Primary	OLINTR	00	PT Summer Interim	111971, Organization & Leadership-Desig	07/08/2016	08/28/2016	08/28/2016	Terminated
☐	Primary	T00067	00	Faculty Assistant (Inter	111930, Higher & Postsecondary Education	05/17/2018	08/15/2023	07/09/2023	Terminated
☐	Secondary	T00067	01	Student Advisor	111930, Higher & Postsecondary Education	05/20/2019	09/03/2021	09/05/2021	Terminated
☐	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

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Semester Based Reappointment Conversion ePAFs

Semester Based Reappointment "Conversion" ePAFs

These ePAFs can reappoint AND convert the employee into the updated pooled position numbers (see Slide 8)

Employee Group	ePAF Approval Category	Account	Pay Type
PT Instructional Staff, Community Teachers	Additional Compensation or Job - Salaried - ADDJB1	6132	Salaried
		6122	Salaried
		6152	Salaried
		6142	Salaried
Research Assistants/Teaching Assistants	Additional Job - Salaried Student, ADDJB4	6422	Salaried
Course Assistants	Additional Job - Hourly, ADDJB2	6462	Hourly

Conversion ePAFs

- Query Date:
  - For Hourly → Input the day the employee starts work in the format MM/DD/YYYY. This date must match the Actual Start Date.
  - For Salaried → Input **05/16/2025**

- Manually input new **Position** and **Suffix**

- Update **Labor Distribution;** Use **Default from index** button

- Always Input "**Title = xxxxxx;**" in comments section

Defaulted Values and System Defects

20

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.

Defaulted Values: Salary/Hourly Rate

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 true reappointment ePAFs with a Salary/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.

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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

Defect continued: Account Code is required

Step 4. Enter Account Code

Updates to <u>Auto Generated Reappointment Letters</u>

Updated Full Scope

➢ **ePAFs**
  ○ Reappointment
  ○ Reinstate
  ○ **NEW!** Additional Jobs ePAFs

➢ **Employee Class**
  ○ **NEW!** Faculty
  ○ FT and PT Professional Staff excluding eclass 48 (Temp Professional/OTP)
  ○ **NEW!** PT Instructional Staff including eclass 81 (Fee Based Instructor)
  ○ Student employees excluding eclass 88 (Doctoral Research Fellow)
  ○ Interim Employee

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)

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Reappointment Letter Draft Generator

A. Access by going to the Employee Portal.

B. Navigate to anc click More Applications

C. Click Operational Reports (Argos)

D. Click Human Resources External Reporting

E. Click Generate Draft Reappointment Letter

*If you need access, please submit the HR Systems Request Form
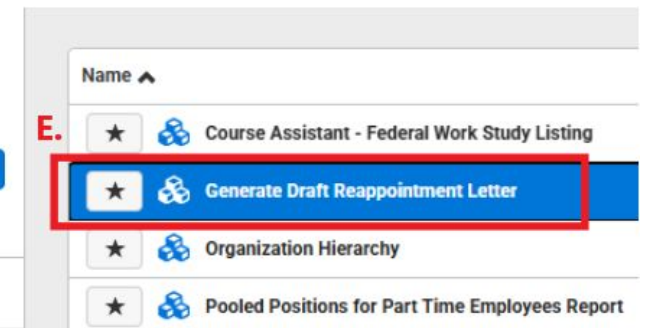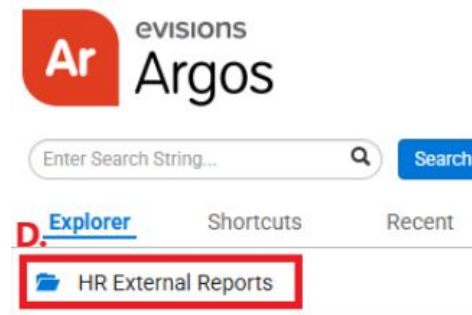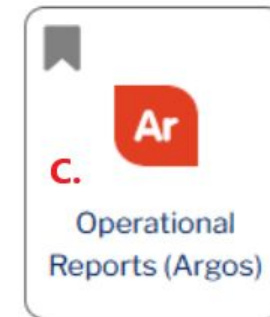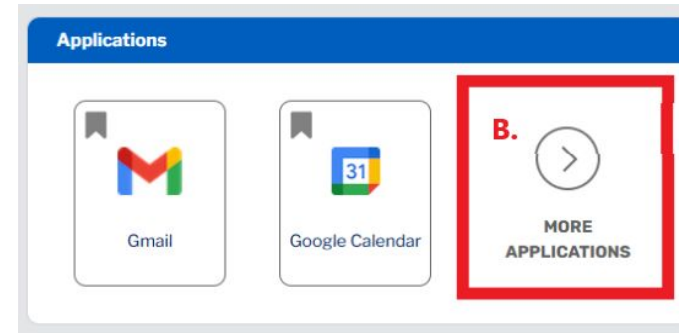
Auto Generated Reappointment Letters Tips

✔ ***<u>Make sure to review the Draft Letter before submitting the ePAF (ePAF needs to be saved)</u>***. 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

Demo

Step 1: Select an Employee & ePAF Approval Category

Step 2: Manually Input Position Number & Suffix

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

- All Required fields marked by *

Step 3a: Update Labor Distribution Section

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

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

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 Community Teachers - 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

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

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

Save as a draft. Review reappointment letter if applicable. See Slide 27: Automated Reappointment Letters

Step 5: Submit the ePAF

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 <u>not</u> be submitted until you **Submit** the EPAF. If the **Transaction Status** still shows '*Waiting'* the EPAF has <u>not</u> 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

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

T **TC Information Technology**
to me, map2312

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

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

Appendix A: Required Inputs for (Re)appointment Letters

Part Time Instructor / Adjunct and Part Time Lecturer:

PROGRAM=xxxxx;   (required)
COURSE=yyyyy;   (required)
TITLE=xxxxxxx;   (required)

Community Teachers:

PROGRAM=xxxxx;   (required)

COURSE=yyyyy;   (required)
TITLE=xxxxxxx;   (required)

Professional:

TITLE=xxxxxxx;   (required)

Fee Based instructors
COURSE=xxxxx;   (required)

TITLE=xxxxxxx;   (required)

Faculty Summer A/B
SUBJECT=xxxxx;   (required)

COURSE=xxxxx;   (required)

SECTION=yyyyy;   (required)

TITLE=xxxxxxx;   (required)

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Appendix A: Required Inputs for (Re)appointment Letters

Administrative Fellow

COURSE=xxxxx;
HOURS=xxxxx;   (required)
POINTS=yyyyy;   (required)
DETAILS=zzzzz;   (required)
TITLE=xxxxxxx;   (required)

Federal Work Study

HOURS =xxxxx;   (required)

TITLE=xxxxxxx;   (required)

Interim / Interim Student

DETAILS=zzzzz;   (required)
TITLE=xxxxxxx;   (required)

Research / Teaching Assistant:

HOURS=xxxxx;   (required)
POINTS=yyyyy;   (required)
DETAILS=zzzzz;   (required)
TITLE=xxxxxxx;   (required)

Course Assistant:

HOURS=xxxxx;   (required)
COURSE=yyyyy;   (required)
DETAILS=zzzzz;
TITLE=xxxxxxx;   (required)