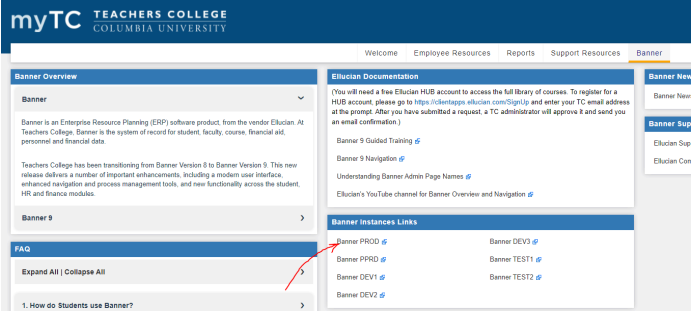
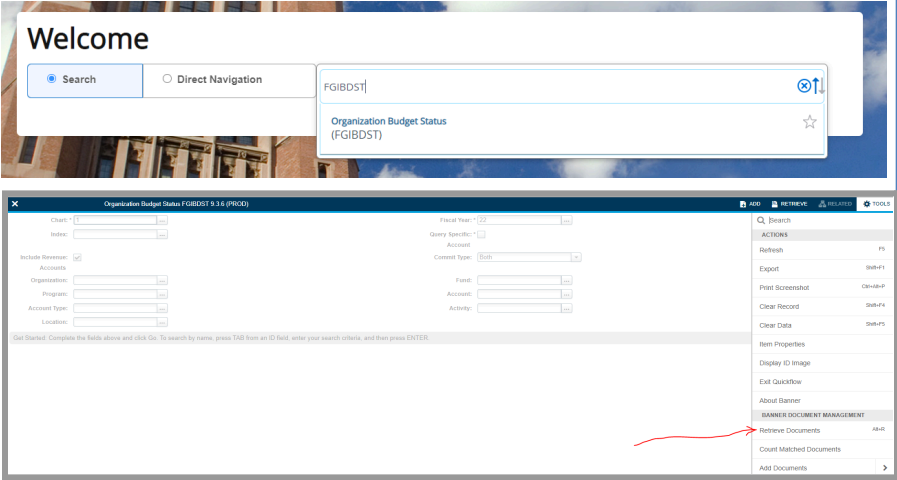


Viewing Reappointment Letters in Banner Document System

The instructions below detail the steps required to view auto-generated reappointment letters in Banner Document System (BDM). This guide assumes familiarity with the creation of letters from semester-based ePAFs.

What you need to do	What you will see
<p>STEP 1: Go to Banner Production</p> <ol style="list-style-type: none"> Go to MyTC Portal and click on Banner tab Click on Banner PROD link 	
<p>STEP 2: Got to Banner Document System (BDM)</p> <ol style="list-style-type: none"> Open any form that you have access to, such as the Budget Form FGIBDST Click on Tools -> Retrieve Documents 	
<p>Step 3: Retrieve Letter in BDM</p> <ol style="list-style-type: none"> On the left hand side, you should see the cabinet you have access to. There is one cabinet for every Academic Department. Click on your Department cabinet. Click New Query Enter the TC ID of the employee and Reappointment Letter for the Document Type Click Run <p>If you have any issues, please contact hristeam@tc.columbia.edu</p>	