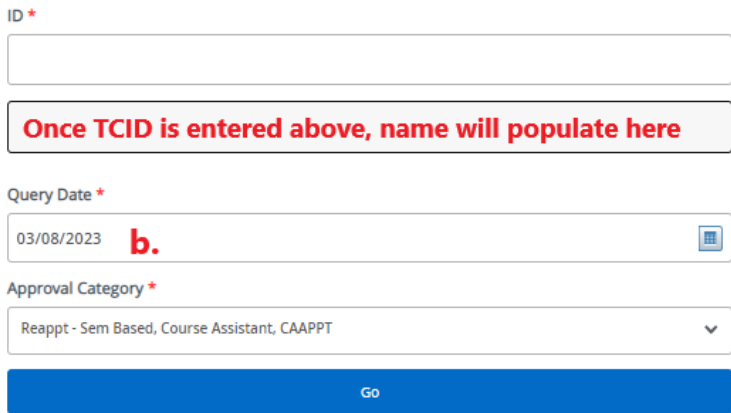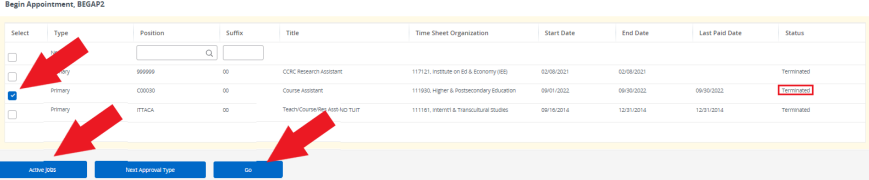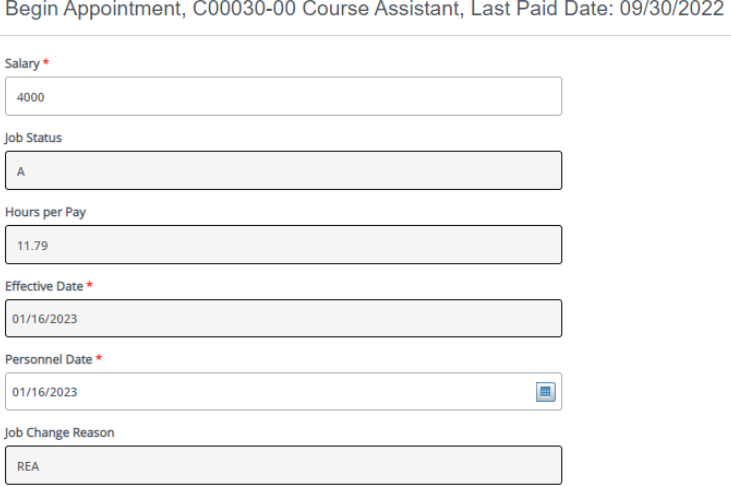**Teachers College**
COLUMBIA UNIVERSITY

Reappt – Sem. Based, Course Assistant, CAAPPT

This ePAF is used to reappoint Student employees paid from account 6462 or 6469. 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 the new reappointment.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the appointment effective date</u>. c. Select Reappt - Sem Based, Course Assistant, CAAPPT in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/08/2023 **b.** Approval Category * Reappt - Sem Based, Course Assistant, CAAPPT **c.** Go **d.**
STEP 2: Select Job **Click All Jobs** to see a listing of all jobs that employee has held. Select the appropriate job to be reappointed. Click **Go** to navigate to the Electronic Personnel Action Form page.	Begin Appointment, BEGAP2 Select / Type / Position / Suffix / Title / Time Sheet Organization / Start Date / End Date / Last Paid Date / Status 999999 / 00 / CCRC Research Assistant / 117121, Institute on Ed & Economy (IEE) / 02/08/2021 / 02/08/2021 / Terminated Primary / C00030 / 00 / Course Assistant / 111930, Higher & Postsecondary Education / 09/01/2022 / 09/30/2022 / 09/30/2022 / Terminated Primary / ITTACA / 00 / Teach/Course/Reg Asst AID TUIT / 111161, Intern'l & Transcultural Studies / 09/16/2014 / 12/31/2014 / 12/31/2014 / Terminated Active Jobs Next Approval Type Go
STEP 3: Input Begin Record Information. Enter the appointment salary in the Salary field. Do not use '$' or ','. The Effective Date is hardcoded and aligns with the start of the semester. The Personnel Date will default to the Query Date you entered in step 1.	Begin Appointment, C00030-00 Course Assistant, Last Paid Date: 09/30/2022 Salary * 4000 Job Status A Hours per Pay 11.79 Effective Date * 01/16/2023 Personnel Date * 01/16/2023 Job Change Reason REA

STEP 3: (continued)
 	
Enter Supervisor TC ID/UNI in ALL CAPS.
	Factor
	`7`
	
	Pays
	`7`
	
	Payroll Id
	`SM`
	
	Salary Table
	`PN`
	
	Salary Group
	`23SAL`
	
	Supervisor TC ID/UNI *
	`[ ]`

STEP 4: If necessary, update Labor Distribution information.
 	
The Effective Date should match the begin date, which can only occur after the last paid date.
 	
<u>If the funding information needs to be updated</u>, enter your index number and click the button for "Default from Index."
 	
<u>Please Note:</u> 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 <u>e-class & account chart.</u>
 	
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

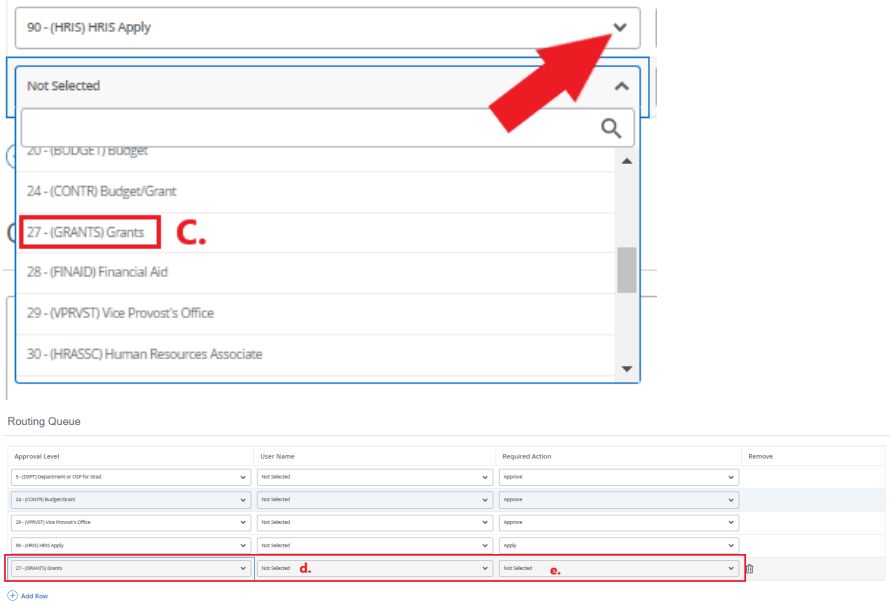|	
STEP 5: Input End Record Information The Effective Date is hardcoded and aligns with the end of the semester. In the Personnel Date, enter the actual end date of the reappointment. ****Manually type in date in this field.** Do NOT use the calendar picker tool	End Appointment, C00030-00 Course Assistant, Last Paid Date: 09/30/2022 Job Status T Effective Date * Due to a known defect, do not use the datepicker tool. Type the date into the field. 04/30/2023 Personnel Date * Due to a known defect, do not use the datepicker tool. Type the date into the field. 04/30/2023 Job Change Reason EAP
STEP 6: Input Routing Queue. Click on the drop down menu to enter the approver for each approval level. Do not touch the "Required Action" If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.	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	 ⊕ Add Row

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	Remove

---	---	---	---
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.**	Not Selected	Not Selected	🗑	 ⊕ Add Row

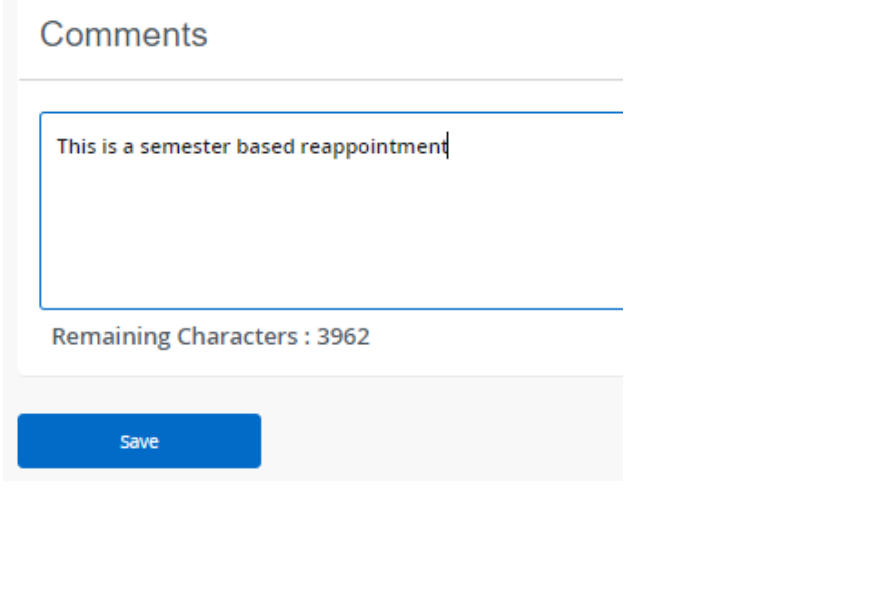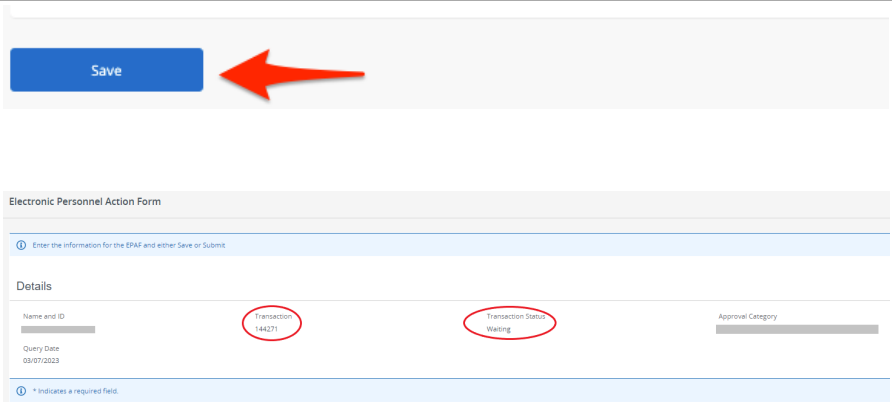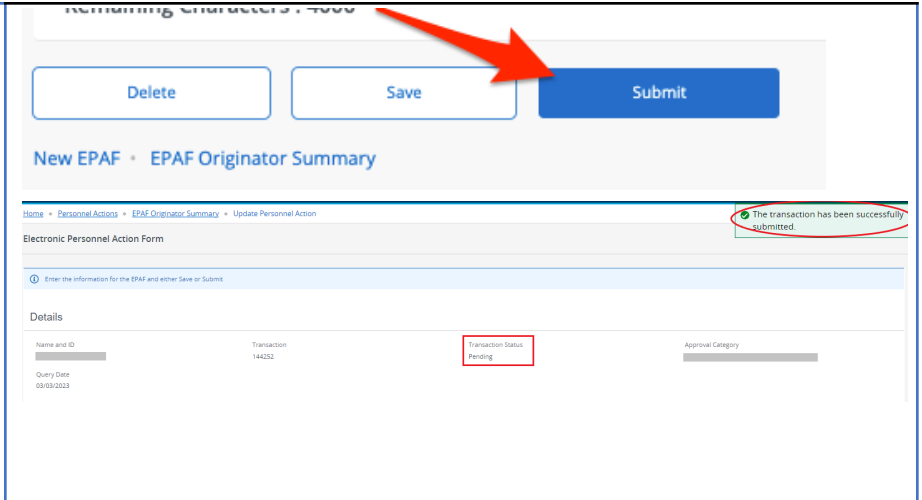|	
STEP 6A (continued) c. From the drop down, select **27- Grants.** d. In User Name, select John Hernandez as the approver. e. In Required Action, select Approve.	90 - (HRIS) HRIS Apply Not Selected 20 - (BUDGET) Budget 24 - (CONTR) Budget/Grant 27 - (GRANTS) Grants **C.** 28 - (FINAID) Financial Aid 29 - (VPRVST) Vice Provost's Office 30 - (HRASSC) Human Resources Associate Routing Queue
STEP 7: If needed, add a comment (max 4000 chars). Enter additional information in the Comment field if needed.	**Comments** This is a semester based reappointment Remaining Characters : 3962 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 either Save or Submit Details Name and ID Transaction Transaction Status Approval Category 144271 Waiting Query Date 03/07/2023 * Indicates a required field.

4

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 Actions › EPAF Originator Summary › Update Personnel Action

The transaction has been successfully submitted.

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit.

Details

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