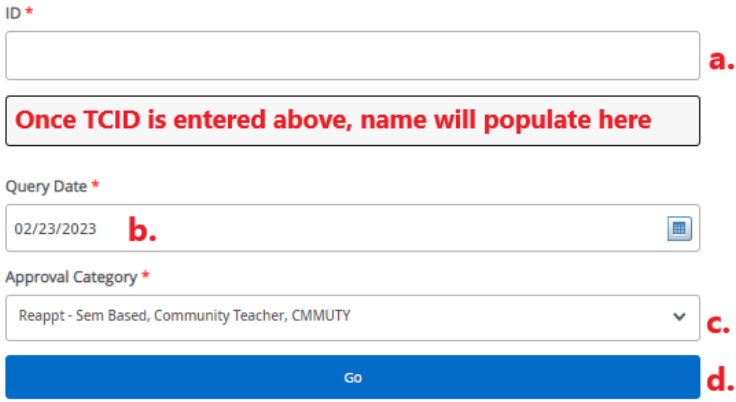
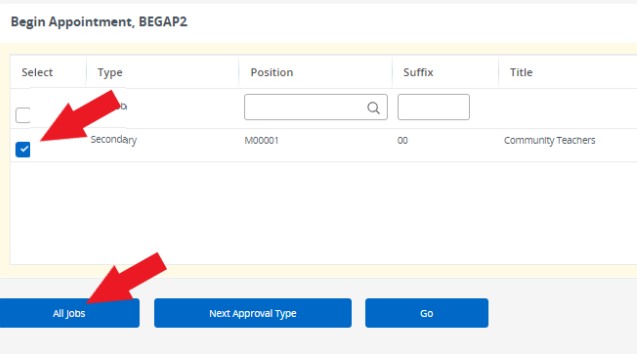


## Reappt – Sem Based, Community Teacher, CMMUTY

This ePAF is used to reappoint Part Time instructional staff paid from account 6142 or 6149. 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 this reappointment.

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 Reappt - Sem Based, Community Teacher, CMMUTY in the approval category.</li> <li>d. Click Go.</li> </ul>	
<p><b>STEP 2: Select Job</b></p> <p><b>Click All Jobs</b> to see a listing of all jobs that employee has held.</p> <p>Select the job/position to be reappointed. Click <b>Go</b> to navigate to the Electronic Personnel Action Form page.</p>	

**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.

Enter the actual start date of the reappointment in Personnel Date.

Enter Supervisor TCID/UNI in caps

Begin Appointment, M00001-00 Community Teachers, Last Paid Date: 02/28/2023

Salary \*  
0

Job Status  
A

Hours per Pay  
4.29

Effective Date \*  
01/16/2023

Personnel Date \*  
01/16/2023

Payroll Id  
SM

Salary Table  
PN

Salary Group  
23SAL

Supervisor TC ID/UNI \*  
T45976308

**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.

If the funding information needs to be updated, 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](#).

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, M00001-00 Community Teachers, Last Paid Date: 02/28/2023

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
10 - (COMM) Office of School & Comm. Partn	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
30 - (HRASSC) Human Resources Associate	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.**

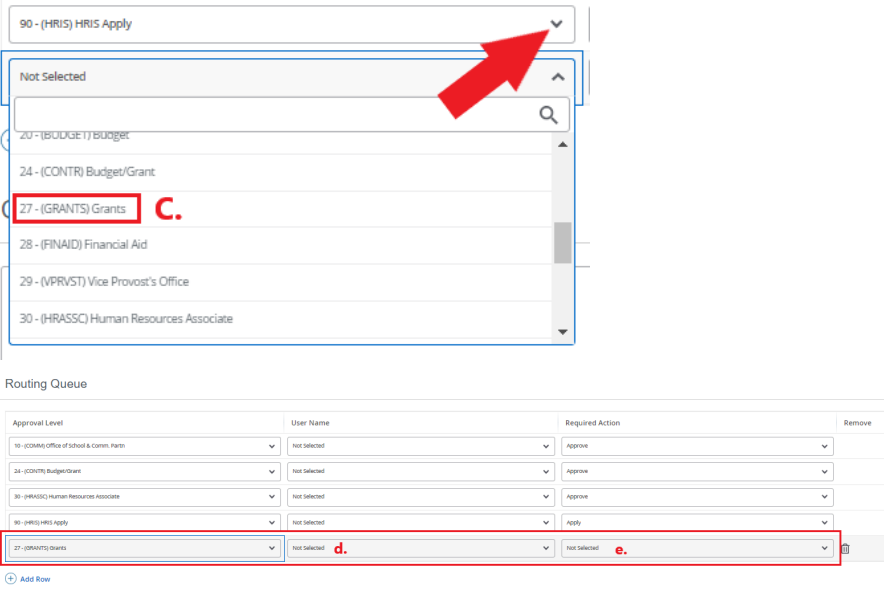
Routing Queue

Approval Level	User Name	Required Action	Remove
10 - (COMM) Office of School & Comm. Partn	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected <b>b.</b>	Not Selected	Not Selected	

+ Add Row

**STEP 6A (continued)**

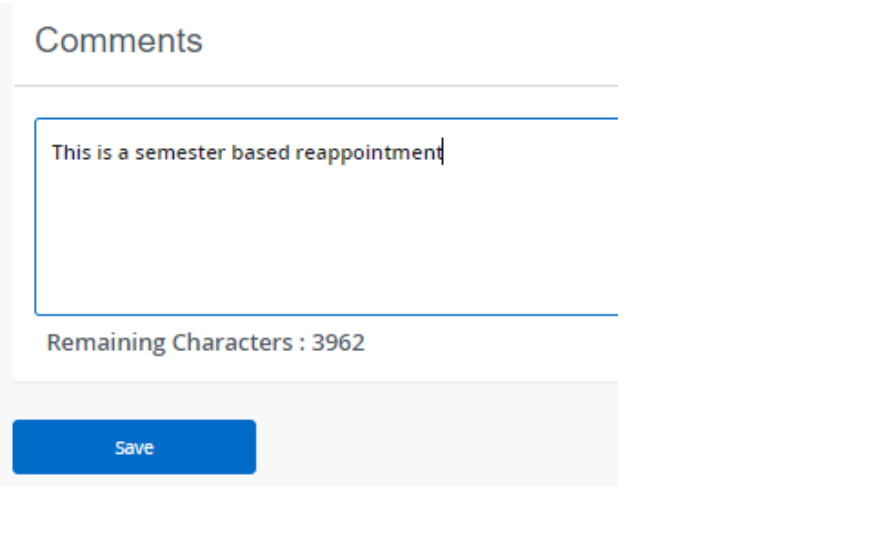
- c. From the drop down, select **27- Grants**.
- d. In User Name, select John Hernandez as the approver.
- e. In Required Action, select Approve.



Approval Level	User Name	Required Action	Remove
10 - (COUNSELOR) Counselor & Career Plans	not selected	Approve	
24 - (CONTR) Budget/Grant	not selected	Approve	
30 - (HRASSC) Human Resources Associate	not selected	Approve	
30 - (HRIS) HRIS Apply	not selected	Apply	
27 - (GRANTS) Grants	not selected <b>d.</b>	not selected <b>e.</b>	

**STEP 7: If needed, add a comment (max 4000 chars).**

Enter additional information in the Comment section if needed.

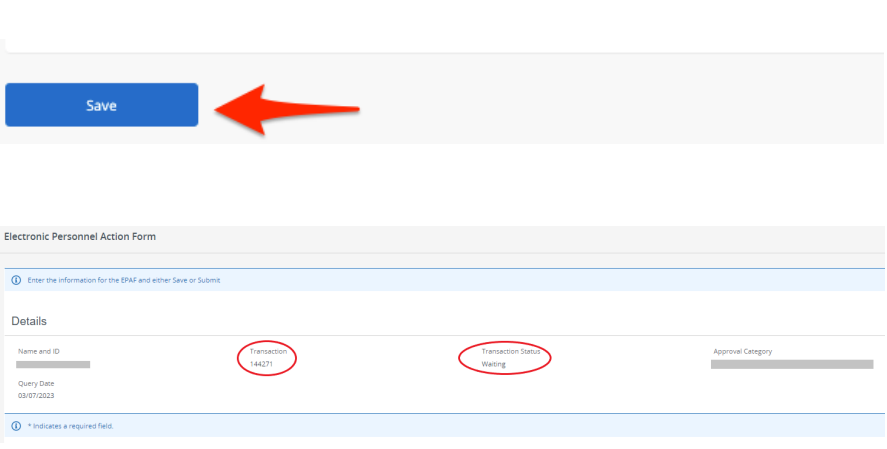


**STEP 8: Save the ePAF.**

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



Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

**Details**

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

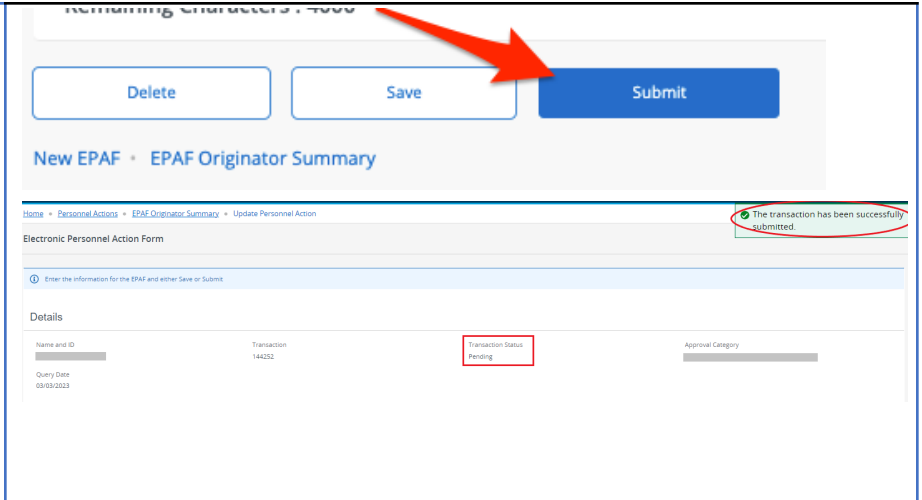
\* Indicates a required field.

**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**.



The screenshot shows the 'New EPAF - EPAF Originator Summary' page. At the top, there are three buttons: 'Delete', 'Save', and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons, there is a breadcrumb trail: 'Home > Personnel Actions > EPAF Originator Summary > Update Personnel Action'. A notification message in the top right corner states: 'The transaction has been successfully submitted.' Below this, the page title is 'Electronic Personnel Action Form'. A instruction bar says: 'Enter the information for the EPAF and either Save or Submit'. Under the 'Details' section, there is a table with the following data:

Name and ID	Transaction	Transaction Status	Approval Category
[Redacted]	144252	Pending	[Redacted]