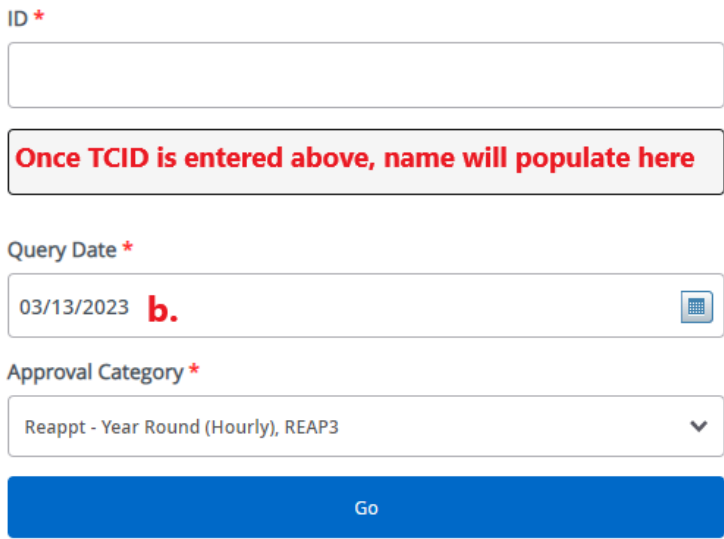
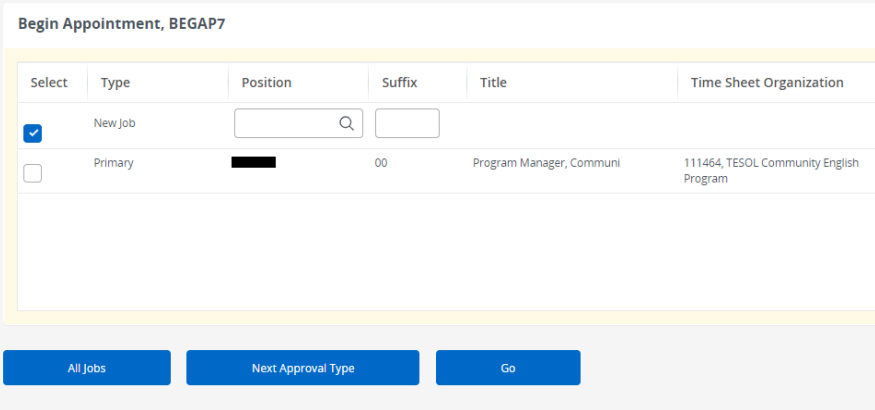
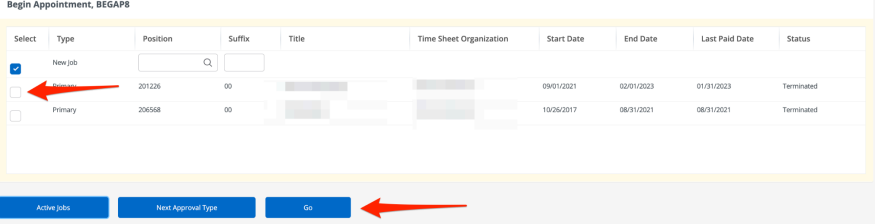


Reappt - Year Round (Hourly), REAP3

This ePAF is used to reappoint the following employee groups: Full Time and Part Time Non-Exempt Professionals, Interim Employees, Interim Students, and Admin Fellows. 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
<p>STEP 1: Provide the ePAF parameters:</p> <ol style="list-style-type: none"> Enter the TCID of the employee in the ID field ('T' in TCID in caps). Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> Select Reappt – Year Round (Hourly), REAP3 in the approval category. Click Go. 	
<p>STEP 2: Select Job</p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p>	
<p>STEP 2.1 : Select Job</p> <p>Select the appropriate terminated job to be reappointed.</p> <p>Click Go to navigate to the Electronic Personnel Action Form page.</p>	

STEP 3: Input Begin Record Information.

- a. Input the hourly rate to be paid to the employee.
- b. Effective Date and Personnel Date will default from the Query Date input in Step 1. For reappointments, this effective date must occur after the last paid date. Please update if needed.
- c. If applicable, update the supervisor information. Input the TCID or UNI in ALL CAPS

Begin Appointment, 201245-00 [redacted] Last Paid Date **01/31/2023**

Hourly Rate * ← **a**

Job Status

Effective Date * ← **b**

Personnel Date *

Job Change Reason

Salary Group

Factor

Pays

Supervisor TC ID/UNI * ← **c**

STEP 4: If necessary, update the funding 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 ←

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6462	6000					100

←

STEP 5: Input End Record Information

Enter the end date of the appointment in both Effective Date and Personnel Date.

****Manually type in date in this field.** Do NOT use the calendar picker tool

End Appointment, 201226-00 Senior HR Generalist, Last Paid Date: 01/31/2023

Job Status
T

Effective Date *
Due to a known defect, do not use the datepicker tool. Type the date into the field.
01/01/1900

Personnel Date *
Due to a known defect, do not use the datepicker tool. Type the date into the field.
01/01/1900

Job Change Reason
EAP

This is defaulted. Please manually type in with the end date of the appointment in both fields.

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	Remove
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPART) Department Level 2nd Approval	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

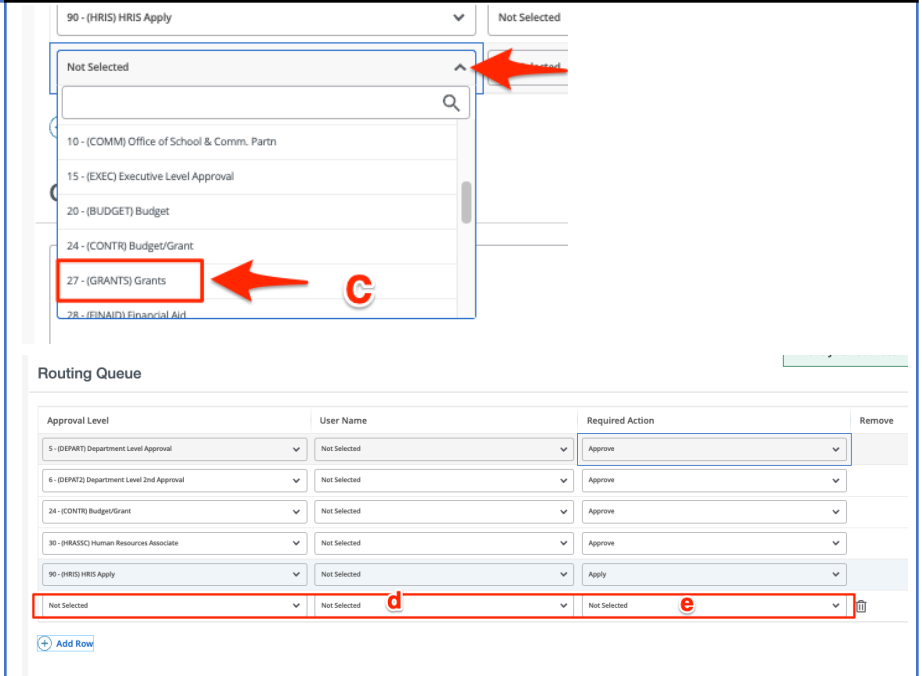
Routing Queue

Approval Level	User Name	Required Action	Remove
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
+ Add Row			
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPART) Department Level 2nd Approval	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	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

Not Selected

10 - (COMM) Office of School & Comm. Partn

15 - (EXEC) Executive Level Approval

20 - (BUDGET) Budget

24 - (CONTR) Budget/Grant

27 - (GRANTS) Grants

78 - (FINAID) Financial Aid

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPART) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSO) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected	Not Selected d	Not Selected e	

+ Add Row

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

Enter any additional information if needed.

For hourly employees, enter the total amount to be paid for this job. This is a Budget requirement.

Comments

Add Comment

Remaining Characters : 4000

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 144271

Transaction Status Waiting

Approval Category

Quality Date 03/07/2023

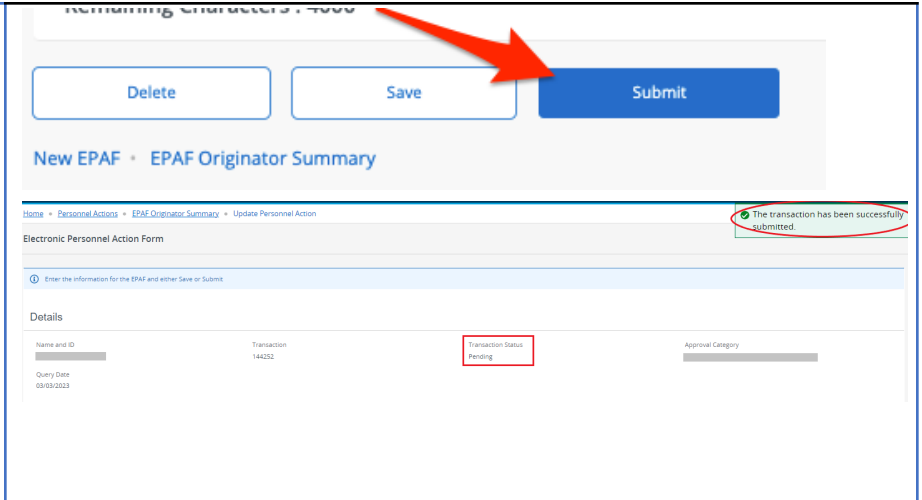
* Indicates a required field.

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 sub-header reads: '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]

The 'Transaction Status' cell in the table is highlighted with a red box.