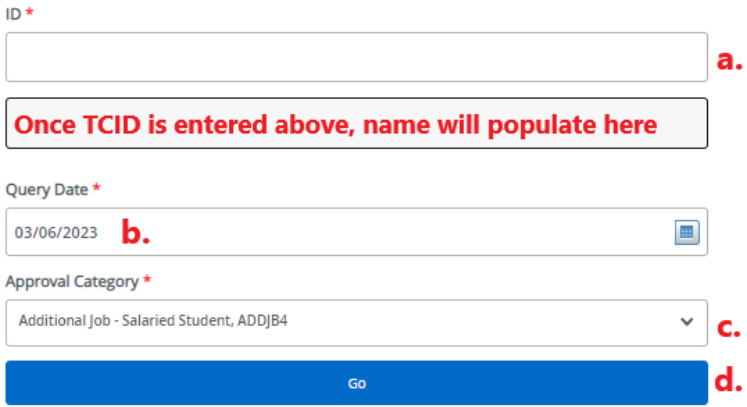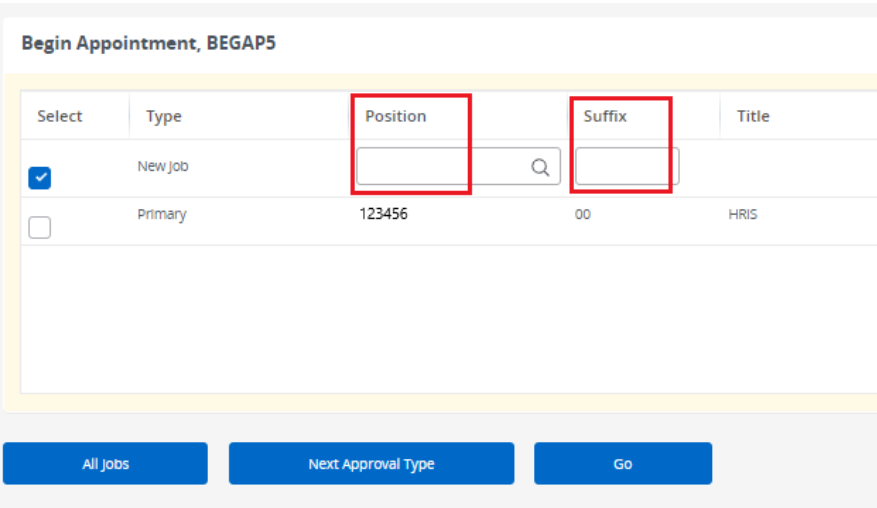# Additional Job – Salaried Student, ADDJB4

This ePAF is used to process an additional job for Salaried student employees. The employee must have an active employment record in order to use this ePAF.

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 Additional Job - Salaried Student, ADDJB4 in the approval category. d. Click Go.	ID * a. **Once TCID is entered above, name will populate here** Query Date * 03/06/2023 b. Approval Category * Additional Job - Salaried Student, ADDJB4 c. Go d.
STEP 2: Select Job Click All Jobs to see a listing of all jobs that employee has held. For guidance on the Position number to use for an additional student job, refer to the [Pooled Position Crosswalk](#). The Position Number should not have ever existed for the employee. This can be checked under "All Jobs". If the Position Number has not existed for this employee, enter the Position Number and Suffix 00 for this ePAF.	**Begin Appointment, BEGAP5** | Select	Type	Position	Suffix	Title
---	---	---	---	---
☑	New Job			
☐	Primary	123456	00	HRIS	 All Jobs Next Approval Type Go

STEP 2: (Continued)

If the Position Number already exists for this employee as a Terminated Job, use the designated student reappointment ePAf. Please refer to the Detailed Listing of ePafs with Conversion ePafs for assistance identifying the necessary selection.

If the Position Number already exists for this employee as an Active job, increment the Suffix (i.e. from 00 to 01) for this ePAF.

Click Go to navigate to the Electronic Personnel Action Form page.

STEP 3: Input Begin Record Information.

The following fields will default from the query date entered in step 1:

Job Begin Date

Effective Date

Personnel Date

Enter the Timesheet Orgn. This is the same as the organization value.

This is the same as the Organization field in the Funding Allocation section (Step 5). Input the index the transaction is being charged to and click Default from Index. Copy the value in the Organization field into the Timesheet Orgn field. If there are multiple indices, select the one with the highest %.

Begin Appointment, R00017-00 Research/Teaching Assistant

Begin Date *
02/23/2023

Effective Date *
02/23/2023

Personnel Date *
02/23/2023

Contract Type
S

Timesheet COA
1

Timesheet Orgn *
[   ] 🔍

To determine Timesheet Orgn

New

Effective Date null
02/27/2023

COA	Index	Fund	Organization	Account
1 🔍	139980 🔍	1 🔍	139980 🔍	6571 🔍

![Teachers College Columbia University]

Enter the Supervisor's TC ID/UNI in ALL CAPS. **Enter the salary amount for the job.** This field should not contain the following: dollar signs or commas. Enter only the numerical amount. **Input the Factor and Pays** Factor and Pays will be the same number. Input the number of paychecks you would like the employee to receive for the appointment. You can count the number of paychecks by using the begin and end dates of the appointment. Refer to the payroll calendar for guidance.	Supervisor TC ID/UNI * [ ] Salary * [ ] Factor * [6] Pays * [6]
STEP 4: If applicable, update the Funding Allocation field. The Effective Date should match the begin date, which can only occur after the last paid date. Confirm that the value in the Organization field matches the one in timesheet orgn from step 3. <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. 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 Enter the Job End Effective Date and Personnel Date. The Personnel Date should reflect the actual end date. ****Manually type in date in this field.** Do NOT use the calendar picker tool	Job Status T Effective Date * Due to a known defect, do not use the datepicker tool. Type the date into the field. Personnel Date * Due to a known defect, do not use the datepicker tool. Type the date into the field. Job Change Reason EAP
STEP 6: Input Routing Queue. Click the User Name drop down to enter the approver for each approval level. If your transaction needs to go through both the Budget AND Grants departments for approval, enter the budget approver in level 24 – CONTR Budget/Grant. Then, move on to step 6A **If the position is for an RA/TA/DRF, Financial Aid must be added to the Routing Queue.** Otherwise, click Save and Add New. Move to Step 7.	Routing Queue 	Approval Level	User Name	Required Action
---	---	---
5 - (DEPART) Department Level Approval	Not Selected	Approve
24 - (CONTR) Budget/Grant		Approve
95 - (HRIS-A) HRIS Apply		Apply	 Add Row Not Selected ABIOLA1 - Abiola, Sara E. ALFORD1 - Alford, Brian ARTHUR - Arthur, Alisha M.

STEP 6A: Include Budget AND Grants as approvers in the routing queue.
 	
    a.   Click Add Row.
    b.   Go to the empty row
		30 - (HRASSC) Human Resources Associate	Not Selected	Approve

---	---	---
90 - (HRIS) HRIS Apply	Not Selected	Apply | Add Row **a** Routing Queue | Approval Level	User Name	Required Action	Remove
---	---	---	---
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPAT2) 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 **b**	Not Selected	Not Selected		 Add Row

STEP 6A (continued)
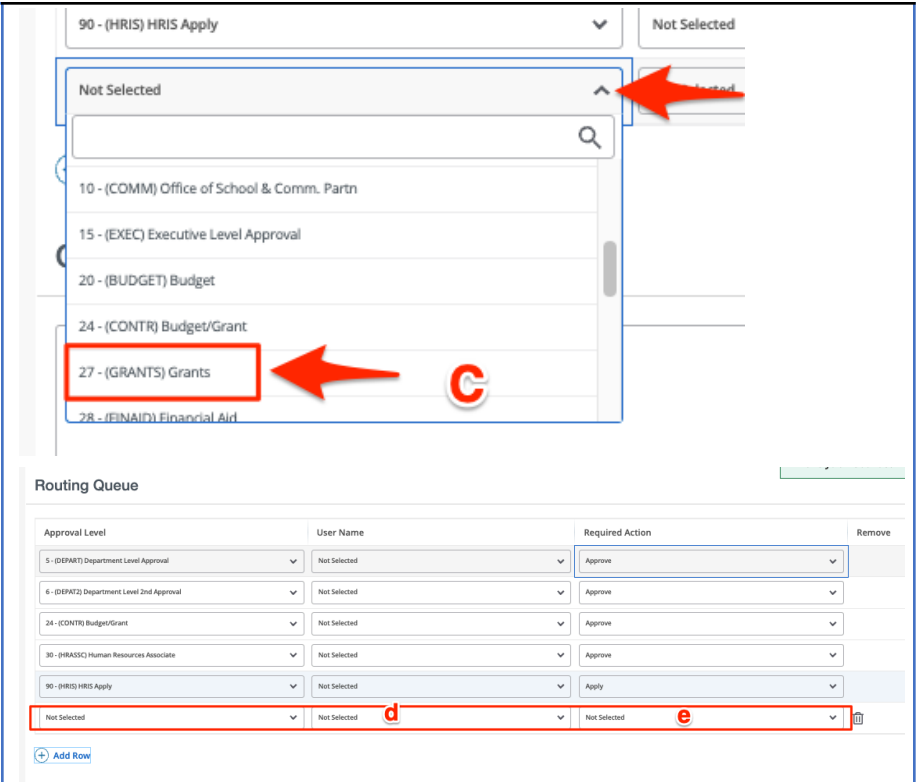
c. From the drop down, select **27- Grants.**
d. In User Name, select John Hernandez as the approver.
e. In Required Action, select Approve.

Note:
For RAs, TAs or DRFS, if the funding index begins with a "2" and "119226", the Provost level approver must be added.
STEP 6A (continued)

For RAs, TAs or DRFS if the funding index begins with a "5", the OSP level approver must be added.

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   **c**
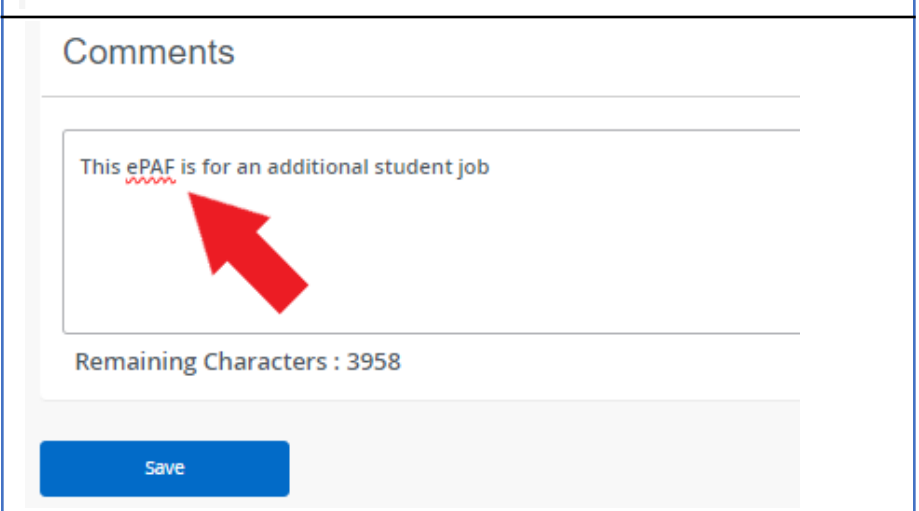
28 - (FINAID) Financial Aid

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPAT2) 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 **d**	Not Selected **e**	🗑

⊕ Add Row

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

Enter any applicable comments regarding the job in this section, if needed.

Comments

This ePAF is for an additional student job

Remaining Characters : 3958

Save

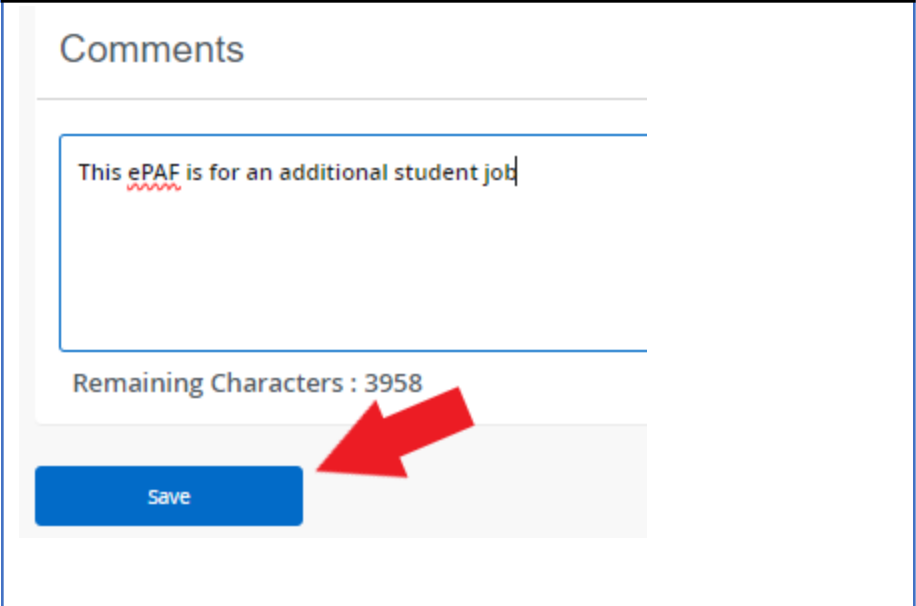|	
STEP 8: Save the ePAF. Click the Save button. Please note: your ePAF has not been submitted yet. Continue to step 9.	## Comments This ePAF is for an additional student job Remaining Characters : 3958 **Save**
STEP 9: Submit the ePAF. Review your submission and click Submit. Once submitted successfully, the Transaction Status will be Pending. The ePAF will now go through the approval workflow.	**Add Comment** Remaining Characters : 4000 Delete Save **Submit** 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