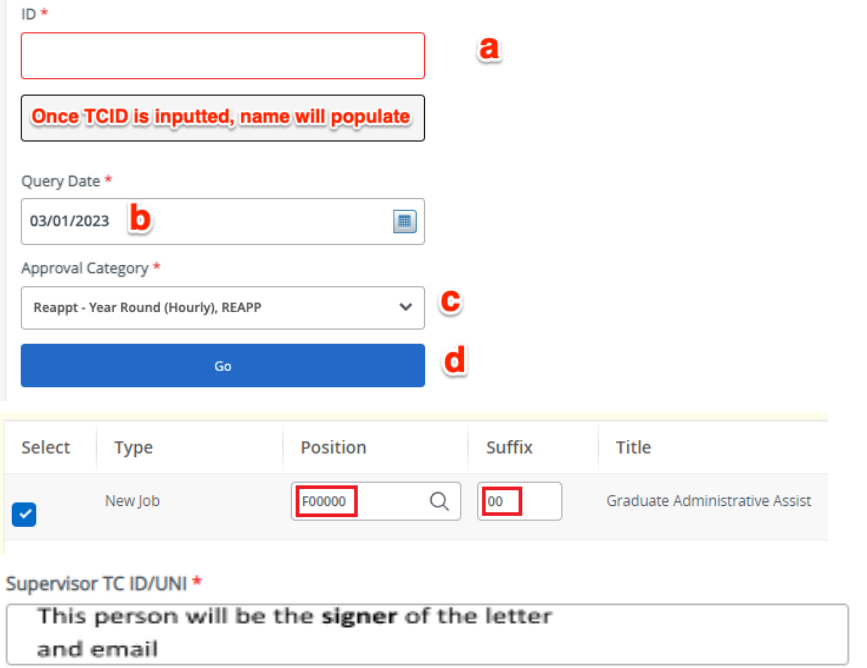
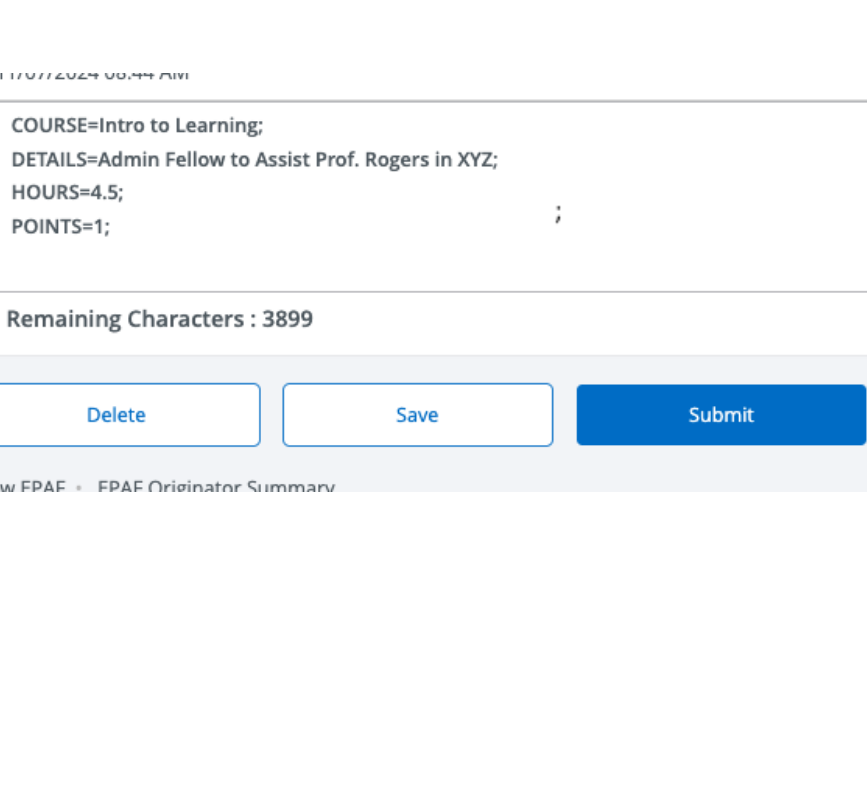


## Auto - Generate Reappointment Letters for Admin Fellows employees

The instructions below detail the steps required to generate a letter for an Interim Student employee. This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
<p><b>STEP 1: Reappoint an interim staff member using the <i>Reappt – Year Round (Hourly) - SSB9</i> approval category.</b></p> <p>Please refer to <a href="#">Reappt - Year Round (Hourly)</a> OR <a href="#">Reappt - Conversion Admin Fellow</a> for additional details.</p> <p><b>Note:</b> The supervisor entered in the Supervisor TC ID/UNI field will be the signer of the Reappointment Letter and email, and will be copied on the email.</p>	
<p><b>STEP 2: Enter the appointment Details in the comments section.</b></p> <p><b>COURSE=wwwww;</b></p> <p><b>DETAILS=xxxxx;</b></p> <p><b>HOURS=yyyyy;</b></p> <p><b>POINTS=zzzzz;</b></p> <p>Information between = and ; will show on the letter.</p> <p><b>Note:</b> You can put other text in the comments. Only the information between = and ; will be included on the letter. The rest will be ignored.</p> <p>If you make an error, you can enter a new comment to update either the hours, points or details.</p>	

**OPTIONAL Step 2a: Update the Job Title**

Enter **TITLE=xxxxxxx;** in the comments field. This will show on both the draft and final letters, and the title will be updated by HRIS in Banner

11/07/2024 08:44 AM

DETAILS=Admin Fellow to Assist Prof. Rogers in XYZ;  
 HOURS=4.5;  
 POINTS=1;  
**TITLE=Admin Fellow to Prof Rogers;**

Remaining Characters : 3863

Buttons: Delete, Save, Submit

**Step 3: Save the ePAF**

**DO NOT SUBMIT** the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 below.

Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

Details

Name and ID: Transaction 14421, Transaction Status: Waiting, Approval Category

Query Date: 03/07/2023

\* Indicates a required field.

**Step 4: Review the Draft letter (RELOAD the Draft Generator webpage to reflect ePAF edits)**

Navigate to the Employee Portal > All Resources > Reports (myTC) > Human Resources External Reporting > Generate Draft Reappointment Letter. A listing of all ePAFs that you have created that are in Waiting and Pending status will show.

Select the transaction you want to review for the Draft Letter. Note the TC email and the Preferred External email of the Appointee, if it exists. The Final Letter will be sent to these addresses.

Click the **Generate Draft** button, which will create a letter in a new tab.

Navigation: Policies/Compliance, Publications, **Reports**

REPORTS  
 Reports (myTC)

Support, Gmail, Calendar, Drive, Canvas, Library

Reports, Support Resources, Banner

Human Resources Internal Reporting  
 HR Department Reports

Human Resources External Reporting  
 Supplemental Positions for Full Time Employees Report  
 Pooled Positions for Part Time Employees Report  
 Generate Draft Reappointment Letter


Manually Generate A Letter **Generate Draft**

A draft letter will be generated for the row selection you make in the box below.

TCID	First Name	Last Name	Letter Type	Transct No.	TC Email	Ext. Email	Job Title
			EA/TA	118347			Graduate Assistant
			PTI	118327			Part Time Instructor

Review the Draft, making sure the wording and details are correct. If you need to make corrections on the program, course or job title, go back to the ePAF and enter the updates in the Comments.

**You must RELOAD the webpage using the Refresh button in your browser for the ePAF updates to be reflected in your draft**


DRAFT

To: Yunhe Zhong  
 From: Saeeduliah Jan, HRIS Manager  
 Re: Appointment as Admin Fellow to Prof Rogers  
 Course: Intro to Learning  
 Semester/Details: Spring 2025, Admin Fellow to Assist Prof. Rogers in XYZ  
 Date: 11/08/2024

Congratulations on your reappointment as an Administrative Fellow (AF) at Teachers College!

**College and Human Resources Policies**

Teachers College student appointments are governed by policies that both define the appointments and establish certain requirements for them. Please review the Student Positions-Administrative Guidelines ( <https://tccolumbia.navexone.com/content/dotNet/documents/?docid=174&app=pt&source=rowse&public=true> ) in the TC Policy Library, and if you do not meet these eligibility requirements, please notify me immediately.

TC matriculated students must be enrolled for 5 credits or equivalent during the period of the appointment i.e. Fall, Spring or Summer (A and B combined). AF's may hold other non-exempt positions (Federal Work Student (only if eligible), Interim Student or a Course Assistant role). Students in AF roles may not simultaneously hold a Research Assistant (RA) or Teaching Assistant (TA) position.

As an Administrative Fellow, you will be required to perform academically relevant administrative services and receive a bi-weekly payment (based on hours worked and reported on electronic timesheets) and 3 tuition remission/points only. The points will be added to your student bill as payment through the Office of the Bursar. International students may have limitations on the number of hours permissible per week, depending on their visas. If you are an international student who is not a permanent resident, you must clear your employment with the Office of International Students and Scholars (OISS) ( <https://www.tc.columbia.edu/international/> ). Due to IRS regulations applicable to assistantships, the first \$5,250 of points you receive during a calendar year is not taxable, but the value of points in excess of \$5,250 is taxable. **You may review the Tuition Exemption for Employees policy** ( <https://www.tc.columbia.edu/policylibrary/policies/tuition-exemption-for-employees-10952254/> ).

**NOTE: The deadline for submitting the Tuition Exemption Form is the close of business which is two weeks after the "drop and add" period in each semester as stated in the Academic Calendar**

An AF must work a minimum of 15 hours per week and no more than 20 hours per week for 15 weeks in the Fall or Spring semester and up to 25 hours a week for 12 weeks in the Summer. However, there may be exceptional circumstances in which an employee may work multiple appointments/positions at the College at one time. **At no time may a student employee work more than twenty-seven (27) hours per week (or twenty (20) hours per week for international students), total, across all part-time positions.** Please refer to the policy titled Employment in Part-Time Positions ( <https://www.tc.columbia.edu/policylibrary/human-resources/employment-in-part-time-positions/> ) for additional information available in the TC Policy Library.

**As this is a student position, all work must be completed in person (on-campus) unless prior approval has been obtained.**

Your continued employment is "at will" and is subject to and governed by all applicable College policies, procedures, trainings as well as federal, state and local laws, taxes, rules and regulations. This letter's terms and conditions of this reappointment have been agreed upon by you and Teachers College.

**Terms of Offer**

Hourly Rate: \$18.00  
 Points (if any): 1  
 Dates of Appointment: 01/09/2025 to 12/20/2024  
 Number of Hours Per Week: 4.5  
 Pay Cycle: Bi-Weekly

If you have an issue accepting the terms of this reappointment, please contact me no later than one (1) week from the date of this letter. If we do not hear from you, this letter and its contents will be deemed acceptable to you.

Sincerely,  
 Saeeduliah Jan

**Step 5: Submit the ePAF**

Once the review of the Draft Letter is complete, you may submit the ePAF for approval and processing.

Once the ePAF is applied by HRIS, the final letter will be sent to the employee, the ePAF originator, and the supervisor listed in the ePAF.

The Re-appointee's TCID is required to view the final reappointment letter.