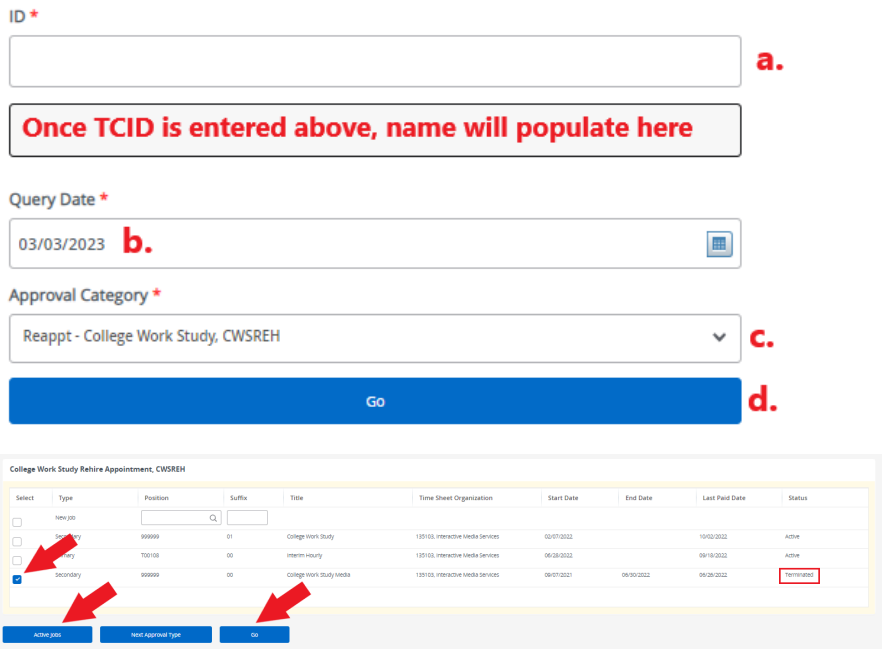
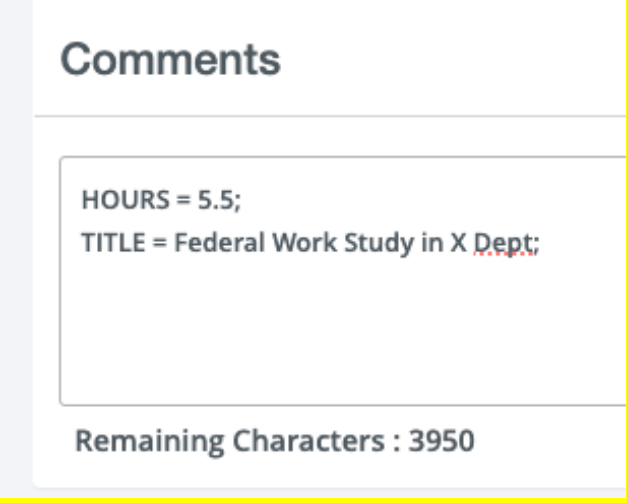


Auto - Generate Reappointment Letters for Federal Work Study

The instructions below detail the steps required to generate a letter for a reappointment of a Federal Work Study (employee class 90). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
<p>STEP 1: Reappoint a Reappt - Federal Work Study, CWSREH approval category.</p> <p>Please refer to Reappt - Federal Work Study, CWSREH guide for additional details.</p>	
<p>STEP 2: Enter the Hours and Updated Title, in the comments section.</p> <p>HOURS=xxxxxx; TITLE=xxxxxxxx;</p> <p>This will show on both the draft and final letters, and the title will be updated by HRIS in Banner</p> <p>Note: 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>	

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: [redacted] Transaction: 14621 Transaction Status: Waiting Approval Category: [redacted]

Query Date: 09/07/2023

* 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.

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
[redacted]	[redacted]	[redacted]	RA-TA	118347	[redacted]	[redacted]	Graduate Assistant
[redacted]	[redacted]	[redacted]	PTI	118327	[redacted]	[redacted]	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

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.



DRAFT

To: Virginia Chandler
From: Saeedullah Jan, HRIS Manager
Re: Appointment as test work study rehire in Digital Futures Institute
Date: 11/08/2024

Congratulations on your reappointment as a Federal Work Study (FWS) 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 your Federal Work Student (FWS) student eligibility available on the Office of Financial Aid Website (<https://www.tc.columbia.edu/admission/financial-aid/aid-at-teachers-college/federal-aid/>). Additionally, please review the Student Positions-Administrative Guidelines (<https://tc.columbia.navenone.com/content/dotNet/documents/?docid=174&app=pt&source=browse&public=true>) in the TC Policy Library, and if you do not meet these eligibility requirements, please notify the Office of Financial Aid and your supervisor immediately.

Eligibility for holding FWS student positions is determined by eligibility to receive federal student aid. Only TC matriculated students enrolled for at least 5 credits or equivalent during the period of the appointment are eligible to hold a FWS student position. TC students may only hold up to **two (2) concurrent FWS student positions**. A reappointment will be rescinded and the position will be terminated if the student is deemed ineligible to hold the appointed position at any time.

Please note that, while FWS student appointees may have work schedules that permit work up to **20 hours/week during academic sessions** (30 hours/week during break sessions), there may be exceptional circumstances in which an employee may work multiple appointments/positions at the College at one time.

FWS's may hold other non-exempt positions (one other Federal Work Student, Interim Student or a Course Assistant role). They may not simultaneously hold a Research Assistant (RA) or Teaching Assistant (TA) position. **At no time may a student-employee work on average more than twenty-seven (27) hours per week total across all part-time positions.** Please refer to the policy titled Employment in Part-Time Positions (403.3) (<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 and hiring have been agreed upon by you and Teachers College.