



**Teachers College**  
COLUMBIA UNIVERSITY

# **Semester Reappointment ePAF Training**

Semester Reappointments, Semester Conversions & Automated  
Reappointment Letters

# What We'll Cover Today

- Course Assistants: Move from Salaried to Hourly
- Pooled Position Numbers
- Reappointment ePAF Listing
- Requirements of Reappointment ePAFS
- Pay Dates
- Semester Based Reappointment Conversion ePAFs
- Semester Based Reappointment ePAFs
- Defaulted Values and Defects
- Demo
- Automated Reappointment Letters
- User Guides
- Questions?



# **Course Assistants: Move From Salaried to Hourly**

# Goals and Objectives

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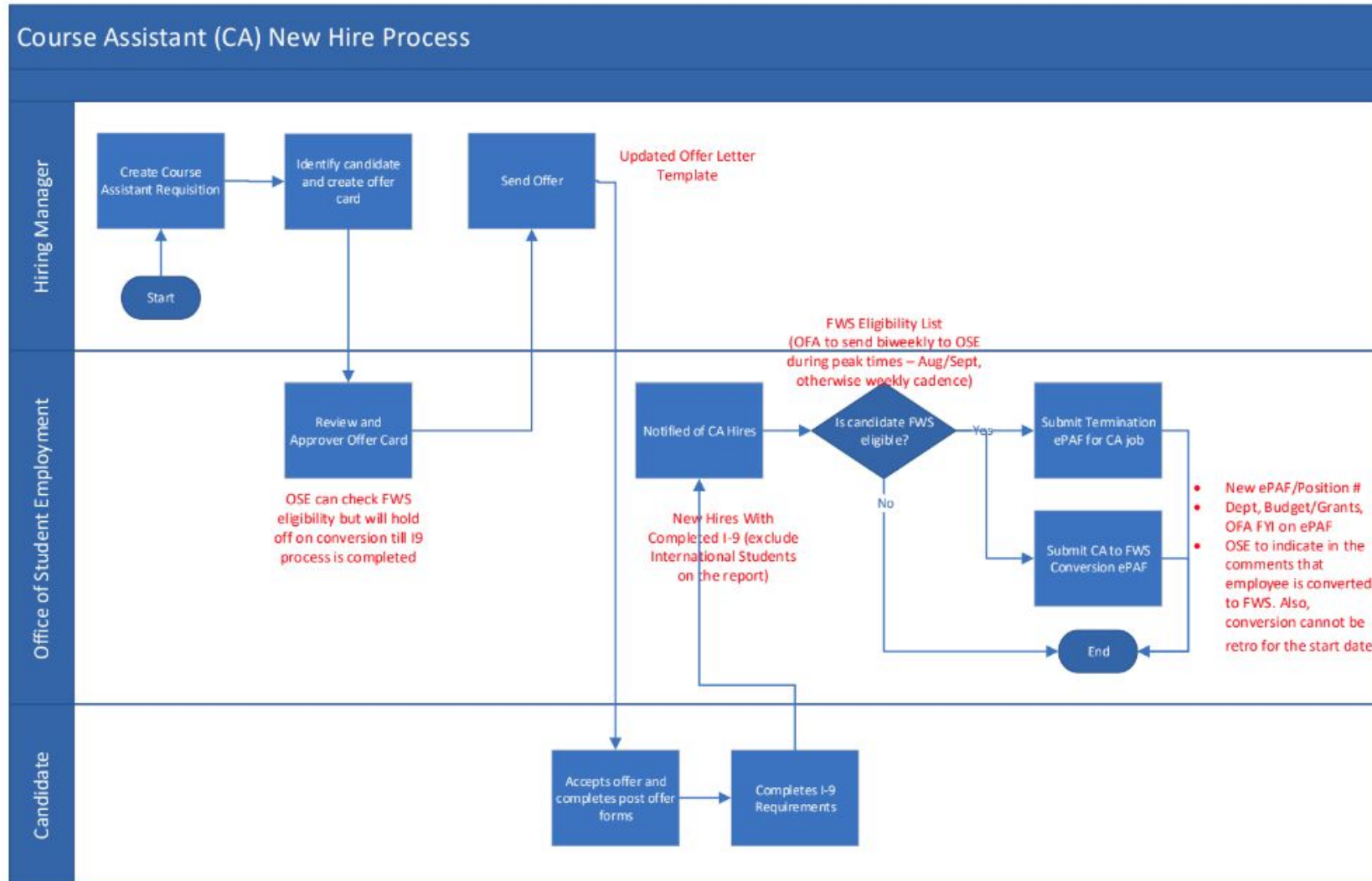
## FLEXIBILITY

and more employment opportunities while complying with labor regulations and TC policy

IMPROVED STUDENT  
EXPERIENCE

MAXIMIZE FEDERAL  
FUNDING

# FYI: New Hires - CA to FWS (If applicable)



- Recruit and send offers to new CAs as per usual
- Updated and Clearly Labeled Offer Letters and Pay Rate Notices Available in PageUp
- Office of Student Employment (OSE) will work with Office of Financial Aid (OFA) to confirm FWS eligibility and transfer student if necessary

Difference:

- Timesheet will display different position number (see next slide)

# Reappointments - Conversion to Hourly

## Processing:

- **CA0000** is the new HOURLY pooled position number
- Account remains the same 6462 and is budget neutral
- Hourly Rate is \$18/hour and 4.5 hours/week
- Input total appointment amount into comments section ( $\$18 \text{ per hour} \times 4.5 \text{ hours per week} \times 15 \text{ weeks} = \text{max of } \$1215 \text{ for the semester}$ )
- New ePAF created to reappoint the HOURLY CAs (already in position number CA0000) → Reappt - Course Asst Hourly, CAAPT2
- Auto Generated Reappointment Letters still apply; inputs in the Comments section remain unchanged

## Timesheets:

- Timesheet submission and approval now required
- Supervisor listed on ePAF will approve timesheets
- Follow bi-weekly payroll calendar; See [deadlines here](#).

## CA Timesheet

Not Started 1

Employee Name

Course Assistant CA0000-01

## CA - FWS Timesheet

Not Started 1

Employee Name

Course Assistant - Federal Work Study, CA9999-00



# Pooled Position Numbers

# Pooled Position Numbers

## Pooled Positions for Part Time Employees Report

Category	EClass	Position	Position Description	Account
PT Instructional	31 - Part Time Instructor	N00000	Part-Time Instructor	6122 - PT Instructors Exempt
PT Instructional	35 - Adj/PTVisiting Prof/PTLecturer	A00000	Adjunct Professor	6132 - PT Adjunct Professor Exempt
PT Instructional	39 - Community Teachers	M00000	Community Teachers	6142 - Community Teacher
PT Instructional	81 - Fee Based Instructors	B00000	Fee Based Instructors	6152 - PT Fee Based Instructor Exempt
Professional Staff	45 - Part Time Professional Stud	G00000	Part Time Professional Student	6432 - PT Professional Students
Professional Staff	48 - Temporary Professional	E00000	Temporary Professional	6252 - Temporary Professional Exempt
Graduate Assistant	87 - Research/Teaching Assistant	R00000	Research Assistant	6422 - TA/RA - Part-Time
Graduate Assistant	87 - Research/Teaching Assistant	RT0000	Teaching Assistant	6422 - TA/RA - Part-Time
Doctoral Research Fellow	88 - Doctoral Research Fellow	D00000	Doctoral Research Fellow	6442 - Doctoral Research Fellow-Part-Time
Student Assistant	84 - Course Assistant	CA0000	Course Assistant	6462 - Course Assistants
Student Assistant	89 - Administrative Fellows	F00000	Administrative Fellow	6412 - Administrative Fellows Part-Time
Student Assistant	90 - Work Study	CA9999	Course Assistant - Federal Work Study	7829 - College Work Study
Student Assistant	90 - Work Study	999999	Federal Work Study	7829 - College Work Study
Student Assistant	93 - Interim Student	TS0000	Interim Student	6452 - Temporary Prof. Non-Exempt Student
Interim	91 - Interim Employee	T00000	Interim Employee	6254 - Temporary Professional Non-Exempt

15 items





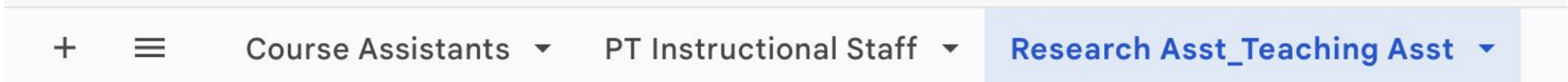
# Reappointment ePAF Listing

# Reappointment ePAF Listing

Providing a more detailed reappointment listing which will detail which ePAF Approval Category, Position and Suffix to use.

TCID	Employee Name	Position	Su	E-l	Index	Accour	Use ePAF Approval Category:	Input Position and Suffix as:
T7	/	A00056	0	35	111941	6132	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = A00000, Suffix = 00
T7	/	A00056	1	35	111941	6139	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = A00000, Suffix = 01
T7	/	A00056	3	35	111941	6132	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = A00000, Suffix = 02
T7	/	B00120	0	81	111941	6152	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = B00000, Suffix = 00
T7	/	B00120	1	81	111941	6159	Reappt - Sem Based, Conversion PT Instructors, ADDJ10	Manually input: Position = B00000, Suffix = 01
T7	/	F00000	0	48	546200	6252	Reappt - Year Based (Salaried)	Select position held in previous Position = F00000, Suffix = 00

Divided into tabs based on employee group:



# Reappointment ePAF Listing for RAs and TAs

Providing a more detailed reappointment listing which will detail which ePAF Approval Category, Position and Suffix to use.

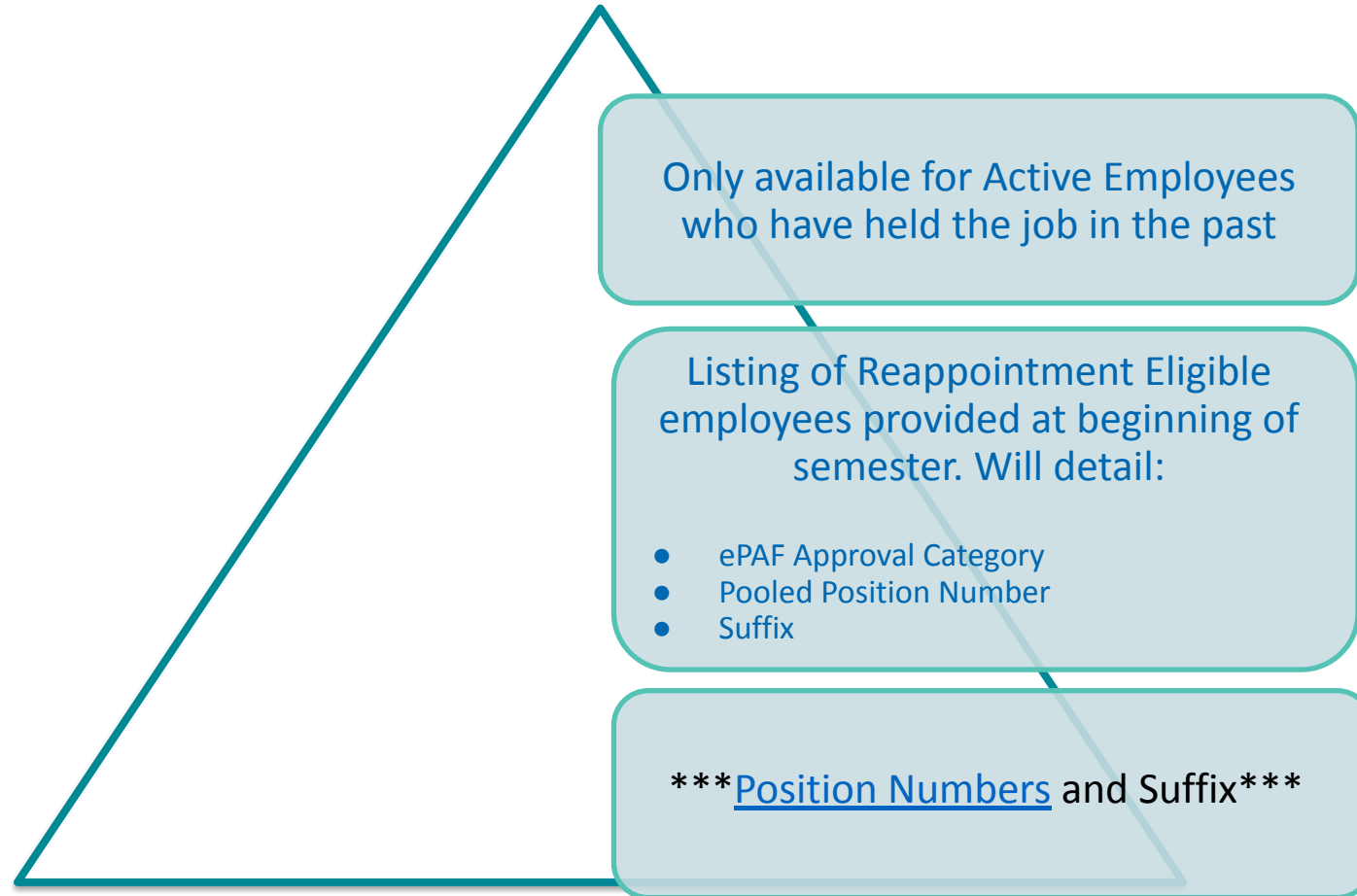
TCID	Employee Name	Position	Suffix	E-Class	Working Title	ePAF Approval Category	Input Position and Suffix as:
1		R00000	00	87	Graduate Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 00
1		R00000	01	87	Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 01
1		R00000	00	87	Graduate Assistant	Review job duties. If RA, use Reappt - Sem Based, RA/TA. If TA, If RA, select previously held job with Position = R00000 & Suffix = 00. I	
1		R00000	00	87	Graduate Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 00
1		R00000	00	87	Teaching Assistant: Measureme	Reappt - Sem Based, Conversion RA/TA, ADDJB9	Manually input Position = RT0000 & Suffix = 00
1		R00000	00	87	Graduate Research Assistant	Reappt - Sem Based, RA/TA	Select previously held job with Position = R00000 & Suffix = 00
1		R00000	00	87	Teaching Assistant	Reappt - Sem Based, Conversion RA/TA, ADDJB9	Manually input Position = RT0000 & Suffix = 00
1		R00028	00	87	Teaching Assistant	Reappt - Sem Based, Conversion RA/TA, ADDJB9	Manually input Position = RT0000 & Suffix = 00
1		R00028	01	87	Research/Teaching Assistant	Review job duties, Use Reappt - Sem Based, Conversion RA/TA, If RA, use Position R00000 & Suffix = 01. If TA, use Position RT0000 &	
1		R00025	00	87	Graduate Assistant, Adult Learn	Review job duties, Use Reappt - Sem Based, Conversion RA/TA, If RA, use Position R00000 & Suffix = 00. If TA, use Position RT0000 &	

**\*\*Please update the working title of all RA/TA reappointments. In Comments section, input “Title = xxxxxxxx”**



# Requirements of Reappointment ePAFs

# Requirements of ePAFs





# Pay Dates

# Payment for Salaried Employees

(PT Instructional Staff, Community Teachers, RA/TAs)

Start Date	End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments:
1/16/2025	1/31/2025	1/31/2025	2	12/24/2024
2/1/2025	2/15/2025	2/14/2025	3	1/8/2025
2/16/2025	2/28/2025	2/28/2025	4	1/22/2025
3/1/2025	3/15/2025	3/14/2025	5	2/7/2025
3/16/2025	3/31/2025	3/31/2025	6	2/20/2025
4/1/2025	4/15/2025	4/15/2025	7	3/10/2025
4/16/2025	4/30/2025	4/30/2025	8	3/26/2025

- Salaried employees will receive 7 equal payments starting 1/31/2025 and ending 4/30/2025
- If ePAFs are submitted after 12/24/2024, missed payments will be combined in the closest check date

# Payment for Hourly Employees (Course Assistants)

Start Date	End Date	Check Date	Pay Cycle #	Payroll Deadline for Departments:
12/23/2024	1/5/2025	1/10/2025	1	12/11/2024
1/6/2025	1/19/2025	1/24/2025	2	1/2/2025
1/20/2025	2/2/2025	2/7/2025	3	1/13/2025
2/3/2025	2/16/2025	2/21/2025	4	1/28/2025
2/17/2025	3/2/2025	3/7/2025	5	2/11/2025
3/3/2025	3/16/2025	3/20/2025	6	2/27/2025
3/17/2025	3/30/2025	4/4/2025	7	3/12/2025
3/31/2025	4/13/2025	4/18/2025	8	3/27/2025
4/14/2025	4/27/2025	5/2/2025	9	4/10/2025
4/28/2025	5/11/2025	5/16/2025	10	4/24/2025

- Hourly employees will be paid on the check date as long as the following conditions are met:
  - The ePAF is submitted by the payroll deadline
  - Their timesheets for the pay period have been submitted and approved by the deadlines





# Semester Based Reappointment Conversion ePAFs

# Semester Based Conversion ePAFs

These ePAFs will reappoint AND convert the employee into the updated pooled position numbers (see [Slide 8](#))

Employee Group	ePAF Approval Category	Account	Pay Type
PT Instructors	<a href="#">Reappt - Sem Based, Conversion Adjunct Professor ADDJ10</a>	6132	Salaries
	<a href="#">Reappt - Sem Based, Conversion PT Instructors ADDJ10</a>	6122	Salaries
	<a href="#">Reappt - Sem Based, Conversion Fee Based Instructors ADDJ10</a>	6152	Salaries
Community Teachers	<a href="#">Reappt - Sem Based, Conversion Comm. Teachers ADDJ11</a>	6142	Salaries
Research Assistants/ Teaching Assistants	<a href="#">Reappt - Sem Based, Conversion Research Assistants, ADDJB9</a>	6422	Salaries
	<a href="#">Reappt – Sem. Based, Conversion Teaching Assistants, ADDJB9</a>	6422	Salaries
Course Assistants	<a href="#">Reappt - Sem Based, Conversion to Hourly Course Assistant, ADDJ14</a>	6462	Hourly

# Conversion ePAFs

- Query Date:
  - For Hourly → Input the day the employee starts work in the format MM/DD/YYYY. This date must match the Actual Start Date.
  - For Salaried → Input **01/16/2025**
- Manually input new **Position** and **Suffix**
- Update **Labor Distribution**; Use **Default from index** button
- Always Input “**Title = xxxxxx;**” in comments section



# Semester Based Reappointment ePAFs

# Semester Based Reappointment ePAFs

These ePAFs will reappoint employees who have already held a job in the updated pooled position numbers (see [Slide 8](#))

Employee Group	ePAF Approval Category	Account	Pay Type
PT Instructors	<a href="#">Reappt - Sem Based, PT Instructional, PTIAPP</a>	6122, 6132, 6152	Salaried
Community Teachers	<a href="#">Reappt - Sem Based, Community Teacher, CMMUTY</a>	6142	Salaried
Research Assistants/ Teaching Assistants	<a href="#">Reappt - Sem Based, RA/TA, GRDAPP</a>	6422	Salaried
Course Assistants	<a href="#">Reappt - Sem Based, Hourly Course Assistant, CAAPT2</a>	6462	Hourly

# Reappointment ePAFs

- Query Date:
  - For Hourly → Input day (MM/DD/YYYY) employee starts work
  - For Salaried → Input **01/16/2025**
- Select previously held job (**Position** and **Suffix**)
- Update **Labor Distribution**; Use **Default from index** button
- Always Input “**Title = xxxxxx;**” in comments section

# Select Previously Held Job

## Details

ID: [REDACTED] Query Date: 09/16/2023 Approval Category: Course Assistant-Reappointment, CAAPPT

## Begin Appointment, BEGAP2

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	Course Assistant	139198, Fringe Benefit Control - Recovery				
<input checked="" type="checkbox"/>	Secondary	C00000	00	Course Assistant	111930, Higher & Postsecondary Education	01/16/2018	05/15/2018	05/15/2018	Terminated
<input type="checkbox"/>	Secondary	F00002	00	Administrative Fellow	111930, Higher & Postsecondary Education	09/07/2016	05/12/2023	05/14/2023	Terminated
<input type="checkbox"/>	Primary	OLINTR	00	PT Summer Interim	111971, Organization & Leadership-Desig	07/08/2016	08/28/2016	08/28/2016	Terminated
<input type="checkbox"/>	Primary	T00067	00	Faculty Assistant (Inter	111930, Higher & Postsecondary Education	05/17/2018	08/15/2023	07/09/2023	Terminated
<input type="checkbox"/>	Secondary	T00067	01	Student Advisor	111930, Higher & Postsecondary Education	05/20/2019	09/03/2021	09/05/2021	Terminated
<input type="checkbox"/>	Secondary	T00067	02	Interim Hourly	111930, Higher & Postsecondary Education	05/10/2022	08/31/2022	09/04/2022	Terminated

Active Jobs

Next Approval Type

Go

Review All Jobs and select previously held job as indicated on the reappointment listing



# Defaulted Values and System Defects



# Pooled Position - Defaulted Values

Due to being used across the College, the pooled position numbers will not initially display organizations/indices aligned with your department. You will update this information within the ePAF.

ID: [REDACTED] Query Date: 09/16/2023 Approval Category: Reappt - Conv CA, ADDJB8

**Begin Appointment, BEGAP5**

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text" value="C00000"/>	<input type="text" value="00"/>	Course Assistant	139198, Fringe Benefit Control - Recovery				

## New

Effective Date null

09/16/2023

COA	Index	Fund	Organization	Account	Program	Activ
1	500000	500000	500000	6462	6000	

+ Default from Index

+ Add Row

# Defaulted Values: Salary/Hourly Rate

Begin Appointment, A00044-00 Adj/PTVisiting Prof/PTLe,

Salary \*

0

Job Status

A

Effective Date \*

01/16/2023

Personnel Date \*

01/16/2023

Job Change Reason

- Any true reappointment ePAFs with a Salary/Hourly Rate have been defaulted to “0”
- The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.

# Defect: Funding Allocation: Default From Index

When updating the funding information, you should only update two fields **Index** and **Account**.

**Step 1.** Manually enter the Index field only

**Step 2.** Click Default from Index

**Step 3.** The Fund, Organization and Program fields will automatically populate

COA	Index	Fund	Organization	Account	Program	Act
1	133100	500000	500000	6462	6000	

+ Default from Index   ←   + Add Row

COA	Index	Fund	Organization	Account	Program
1	133100	1	133100		720

+ Default from Index   + Add Row

# Defect continued: Account Code is required

## Step 4. Enter Account Code

Teachers College  
COLUMBIA UNIVERSITY

Hannah Masbad 2

Personnel Actions • New Personnel Action

Effective Date: 11/16/2023

4

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1	133100	1	133100		720					100		

Funding Allocation - Account code is required.

Error(s) occurred.



# Updates to Auto Generated Reappointment Letters

# Updated Full Scope

- **ePAFs** - Reappointment, Conversion and Reinstatement ePAFs  
(No letters are generated for Additional Jobs ePAFs)
- **Employee Class** -
  - FT and PT Professional Staff **excluding** eclass 48 (Temp Professional/OTP)
  - PT Instructional Staff **excluding** eclass 81 (Fee Based Instructor)
  - Student employees **excluding** eclass 88 (Doctoral Research Fellow)
  - Interim Employee

# Things to Have Ready to Auto Generate Reappointment Letters

## Employee Info

- Employee Name & TCID
- Position Number to be reappointed

## Teaching Info

- Program Name
- Course Name
- Title Update  
(\*Mandatory for Conversion ePAFs)
- ORL specific text
- GA Scholarship Points
- GA hours/week

## Browser Tabs

- ePAF System
- Reports (to review drafts)

# Reappointment Letter Draft Generator

- Access by going to the Employee Portal. Go to All Resources > Reports (myTC) > Human Resources External Reporting section
- If access is needed, please email [HRISTeam@tc.edu](mailto:HRISTeam@tc.edu)

The screenshot shows the navigation path for the Reappointment Letter Draft Generator. At the top, there are three buttons: "Policies/Compliance", "Publications", and "Reports". A red arrow points from "Publications" to "Reports". Below this, a "REPORTS" section is highlighted with a red box, containing the link "Reports (myTC)". The main content area shows a navigation menu with "Reports", "Support Resources", and "Banner". Under "Reports", there are two main sections: "Human Resources Internal Reporting" and "Human Resources External Reporting". Under "Human Resources External Reporting", there are three links: "Supplemental Positions for Full Time Employees Report", "Pooled Positions for Part Time Employees Report", and "Generate Draft Reappointment Letter".



# Auto Generated Reappointment Letters Tips

- ✓ *Make sure to review the Draft Letter before submitting the ePAF (ePAF needs to be saved).* Final letter will be automatically sent when ePAF is fully approved and processed.
- ✓ Make sure to include Titles “Title = xxxxx;”
- ✓ Make sure to put semicolons (;) at the end of each comment
- ✓ Make sure to reload the entire web page in the draft generator if changes are made to the ePAF and saved again
- ✓ Supervisor TCID listed in ePAF will be the signatory of the letter
- ✓ Reappointed employee’s TCID needed to access the reappointment letter



# Demo

# Step 1: Select an Employee & ePAF Approval Category

ID \*

T31317009

Klay Thompson

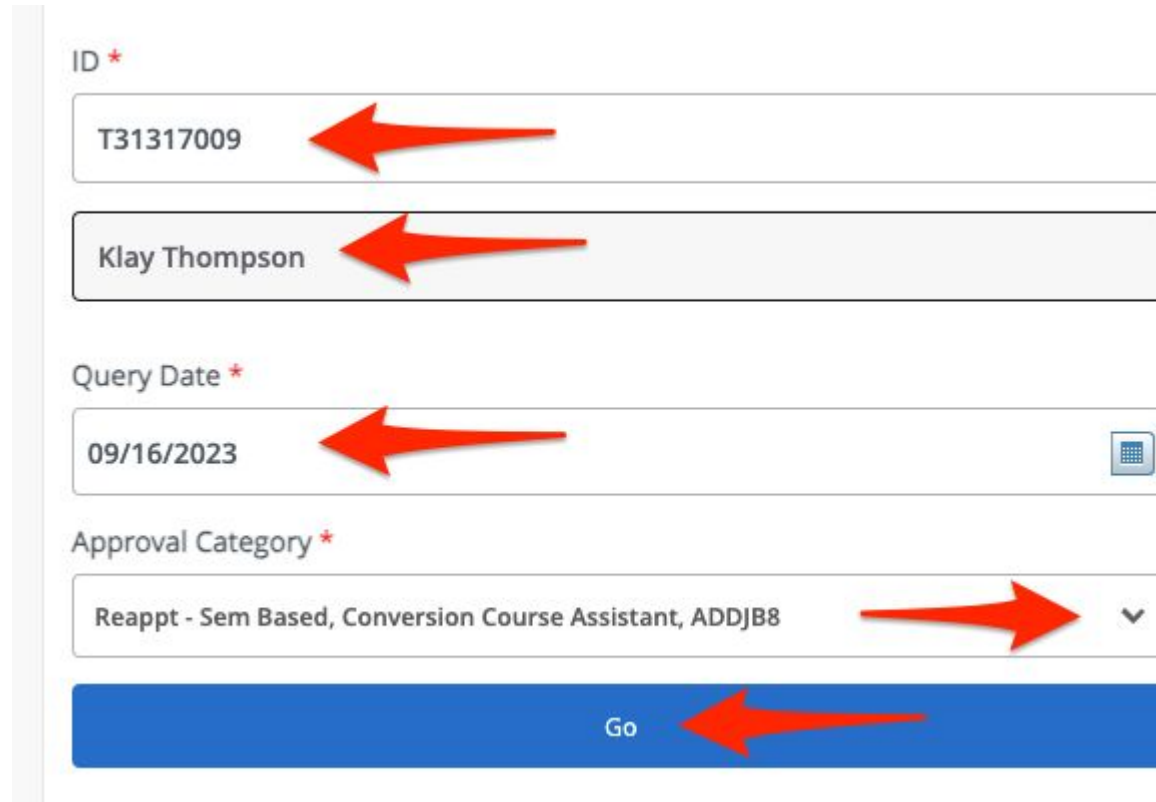
Query Date \*

09/16/2023

Approval Category \*

Reappt - Sem Based, Conversion Course Assistant, ADDJB8

Go



# Step 2: Manually Input Position Number & Suffix

**Details**

ID	Query Date	Approval Category
██████████	09/16/2023	Reappt - Conv CA, ADDJB8

**Begin Appointment, BEGAP5**

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text" value="C00000"/>	<input type="text" value="00"/>	Course Assistant	139198, Fringe Benefit Control - Recovery				

**\*Ignore defaulted value**

# Step 3: Inputted Enterable Fields on ePAF

Begin Date \*

05/16/2024

Effective Date \*

05/16/2024

Personnel Date \*

05/16/2024



Contract Type

S

Timesheet COA

1

- All Required fields marked by \*


# Step 3a: Update Labor Distribution Section

Pooled position numbers will have dummy funding information defaulted. This **must** be updated.




- Input your Index.
- Click Default from Index.
- Fund, Organization and Program will be defaulted. Account will get deleted and you will get an error.
- Re -Enter Account.

**New**

Effective Date null

09/16/2023 

COA	Index	Fund	Organization	Account	Program
1	500000	500000	500000	6462	6000

 Default from Index   Add Row

**a** **b** **c** **d**

# Step 3b: Input Title and Additional Reappointment Letter Information

Comments

Title = Course Assistant for Basketball Analytics;  
Course = Basketball Analytics;  
Hours = 8;

Remaining Characters : 3908

Save

For all conversion reappointments, you must input the title along with the other required fields. Please refer to the automated reappointment letter guides for details on each:

- Auto - Generate Reappointment Letters for PT Instructors - SSB9
- Auto - Generate Reappointment Letters for Adjuncts - SSB9
- [Auto - Generate Reappointment Letters for Community Teachers - SSB9](#)
- Auto - Generate Reappointment Letters for RA\_TA - SSB9
- Auto - Generate Reappointment Letters for Course Assistants - SSB9
- Auto - Generate Reappointment Letters for Interim employees - SSB9


# Step 4: Save ePAF

**Comments**

---

Title = Course Assistant for Basketball Analytics;  
Course = Basketball Analytics;  
Hours = 8;

Remaining Characters : 3908



Once all fields are filled, click Save at the bottom of the ePAF

## Details

Name and ID	Transaction	Transaction Status
Klay Thompson, T31317009	164797	Waiting
Query Date		
09/16/2023		

Remember, the transaction still remains at a status of "Waiting"

**Save as a draft. Review reappointment letter if applicable. See [Slide 27: Automated Reappointment Letters](#)**



# Step 5: Submit the ePAF

Made By  
Johanna J Masbad


Comment  
Title = Course Assistant for Basketball Analytics; Course = Basket

Date  
08/01/2023 11:26 AM

---

Add Comment

Remaining Characters : 4000

Delete Save **Submit** 

After **Updating** or **Saving** the EPAF, you can choose to **Submit** or **Delete** the EPAF from one of the icons listed under the Index.

The EPAF will not be submitted until you **Submit** the EPAF. If the **Transaction Status** still shows '*Waiting*' the EPAF has not been submitted.

Remember to only press **Submit** or **Delete** once.



# User Guides

# User Guides

Always available in the [Manager's Toolkit](#) on the HR website

COLUMBIA UNIVERSITY

## Reappt – Year Round (Salaried)

This ePAF is used to reappoint the following employee groups: Full Time Faculty & Instructional Staff, Full Time Professionals & Exempt Part Time Professionals. 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
<b>STEP 1: Provide the ePAF parameters:</b> <ol style="list-style-type: none"><li>Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li><li>Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li><li>Select Reappt – Year Round (Salaried) in the approval category.</li><li>Click Go.</li></ol>	<p>The screenshot shows the 'New ePAF Person Selection' form. It includes a search section with fields for First Name, Last Name, ID, and SSN/IN/ITIN, and a 'Search' button. Below this is the 'Enter or Generate New ID' section, which has a red box labeled 'a' around the ID field and a message 'Once TCID is entered, name will populate'. There is also a 'Query Date' field with a calendar icon, labeled 'b', and an 'Approval Category' dropdown menu with 'Reappt - Year Round (Salaried), REAP1' selected, labeled 'c'. At the bottom is a blue 'Go' button labeled 'd'.</p>

## EPAFS

### General Information and Tools

- Detailed Listing of ePAFs
- Visual Guide for ePAF Originators
- Visual Guide for ePAF Approvers
- Position Guidance for Additional Compensation or Job
- Determining a Position Number for a Pooled Position for a PT Employee
- Determining a Position Number for a Supplemental Compensation for FT Employee
- Additional Job or Compensation ePAF - Common Issues Guide

### How To:

**Full Guide:** [Guide to HR Banner Forms & Transactions](#)

### Additional Compensation or Job

- [Additional Compensation or Job - Salaried](#)
- [Additional Job - Hourly](#)
- [Additional Job - College Work Study](#)
- [Additional Job - Students](#)
- [Reinstate Job or Compensation - Salaried & Hourly](#)

### Adjustments to Active Jobs

- [Salary or Hourly Rate Updates](#)
- [Salary Adjustment - Faculty FT Lecturer](#)
- [Labor Update](#)
- [Hourly Rate or Labor Update - Interim](#)
- [Hourly Rate or Labor Update - Work Study](#)
- [Timesheet, Leave Report Approver, and or Title Updates](#)
- [Job Termination](#)



# Questions?

# Help!

Contact: [HRISTeam@tc.edu](mailto:HRISTeam@tc.edu) or your HR Rep 😊

\*\* By emailing [HRISTeam@tc.edu](mailto:HRISTeam@tc.edu) a ServiceNow ticket will automatically be created. You will receive a follow up email saying that a case has been created along with a case number.

Please correspond with us by replying to the email with the CASE NUMBER.

Case Created | HR0018683 | Additional [redacted]



**TC Information Technology**

to me, map2312 ▾

This email is to confirm that we have received your request for assistance and have opened HR incident

Here is a short description of your request: Additional ACAT codes to add to epaf reports

[View the status of your incidents](#)

---

From: Johanna Masbad

[redacted]

[redacted]

[redacted]

# Appendix A: Required Inputs for Reappointment Letters

Part Time Instructor / Adjunct and Part Time Lecturer:

**PROGRAM=xxxxx;** (required)  
**COURSE=yyyyy;** (required)  
**TITLE=xxxxxxx;** (required for all Conversion Reappointment ePAFs)  
**ORLSPECIAL;** (only for Organization and Leadership special enrollment text)

Community Teachers:

**PROGRAM=xxxxx;** (required)  
**COURSE=yyyyy;** (required)  
**TITLE=xxxxxxx;** (required for all Conversion Reappointment ePAFs)

Research / Teaching Assistant:

**HOURS=xxxxx;** (required)  
**POINTS=yyyyy;** (required)  
**DETAILS=zzzzzz;** (required)  
**TITLE=xxxxxxx;** (required for all Conversion Reappointment ePAFs)

Course Assistant:

**HOURS=xxxxx;** (required)  
**COURSE=yyyyy;** (required)  
**DETAILS=zzzzzz;**  
**TITLE=xxxxxxx;** (required for all Conversion Reappointment ePAFs)

# Appendix A: Required Inputs for Reappointment Letters

## Administrative Fellow

**COURSE=xxxxx;** (required)  
**POINTS=yyyyy;** (required)  
**DETAILS=zzzzz;** (required)  
**TITLE=xxxxxxx;** (required for all Conversion Reappointment ePAFs)

## Federal Work Study

**HOURS =xxxxx;** (required)  
**TITLE=xxxxxxx;**

## Interim / Interim Student

**DETAILS=zzzzz;** (required)  
**TITLE=xxxxxxx;** (required for all Conversion Reappointment ePAFs)

## Professional:

**TITLE=xxxxxxx;**

# Appendix B: Full List of Auto Generated Letter Scope

e-class	e-class description	Transaction 1	ACAT	ACAT description
31	Instructor	Conversion	ADDJ10	Reappt - Sem Based, Conversion PT Instructors
31	Instructor	Reappoint	PTIAPP	Reappt - Sem Based, PT Instructional
35	Adjunct/PT Visiting Prof/PT Lecturer	Conversion	ADDJ10	Reappt - Sem Based, Conversion PT Instructors
35	Adjunct/PT Visiting Prof/PT Lecturer	Reappoint	PTIAPP	Reappt - Sem Based, PT Instructional
40	Exempt Full Time Professional Staff	Reappoint	REAP2	Reappt - Year Round (Salaried)
41	Non-Exempt Part Time Professional Staff	Reappoint	REAP3	Reappt - Year Round (Hourly)
42	Non-Exempt Full Time Professional Staff	Reappoint	REAP3	Reappt - Year Round (Hourly)
43	Exempt Part Time Professional Staff	Reappoint	REAP2	Reappt - Year Round (Salaried)
44	School Based Professional Staff (Full Time)	Reappoint	REAP2	Reappt - Year Round (Salaried)
45	Part Time Professional Student	Reappoint	REAP2	Reappt - Year Round (Salaried)
87	Research/Teaching Assistant	Conversion	ADDJB9	Reappt - Sem Based, Conversion RA/TA
87	Research/Teaching Assistant	Reappoint	GRDAPP	Reappt - Sem Based, RA/TA
91	Interim Employee	Conversion	ADDJ12	Reappt - Conversion Int Employee, Int Student, Admin Fellow
91	Interim Employee	Reappoint	REAP3	Reappt - Year Round (Hourly)
93	Interim Student	Conversion	ADDJ12	Reappt - Conversion Int Employee, Int Student, Admin Fellow
93	Interim Student	Reappoint	REAP3	Reappt - Year Round (Hourly)
31	Instructor	Reinstate	ADDJB6	Reinstate Job or Compensation - Salaried
35	Adjunct/PT Visiting Prof/PT Lecturer	Reinstate	ADDJB6	Reinstate Job or Compensation - Salaried
39	Community Teachers	Conversion	ADDJ11	Reappt - Sem Based, Conversion Community Teachers
39	Community Teachers	Reinstate	ADDJB6	Reinstate Job or Compensation - Salariedb
39	Community Teachers	Reappoint	CMMUTY	Reappt - Sem Based, Community Teacher
40	Exempt Full Time Professional Staff	Reinstate	ADDJB6	Reinstate Job or Compensation - Salaried
43	Exempt Part Time Professional Staff	Reinstate	ADDJB6	Reinstate Job or Compensation - Salaried
44	School Based Professional Staff (Full Time)	Reinstate	ADDJB6	Reinstate Job or Compensation - Salaried
84	Course Assistant	Conversion	ADDJ14	Reappt - Sem Based, Conversion to Hourly Course Assistant
84	Course Assistant	Reappoint	CAAPT2	Reappt - Sem Based, Hourly Course Assistant
89	Admin Fellow	Conversion	ADDJ12	Reappt - Conversion Int Employee, Int Student, Admin Fellow
89	Admin Fellow	Reappoint	REAP3	Reappt - Year Round (Hourly)
90	Work Study	Reappoint	CWSREH	Reappt - College Work Study