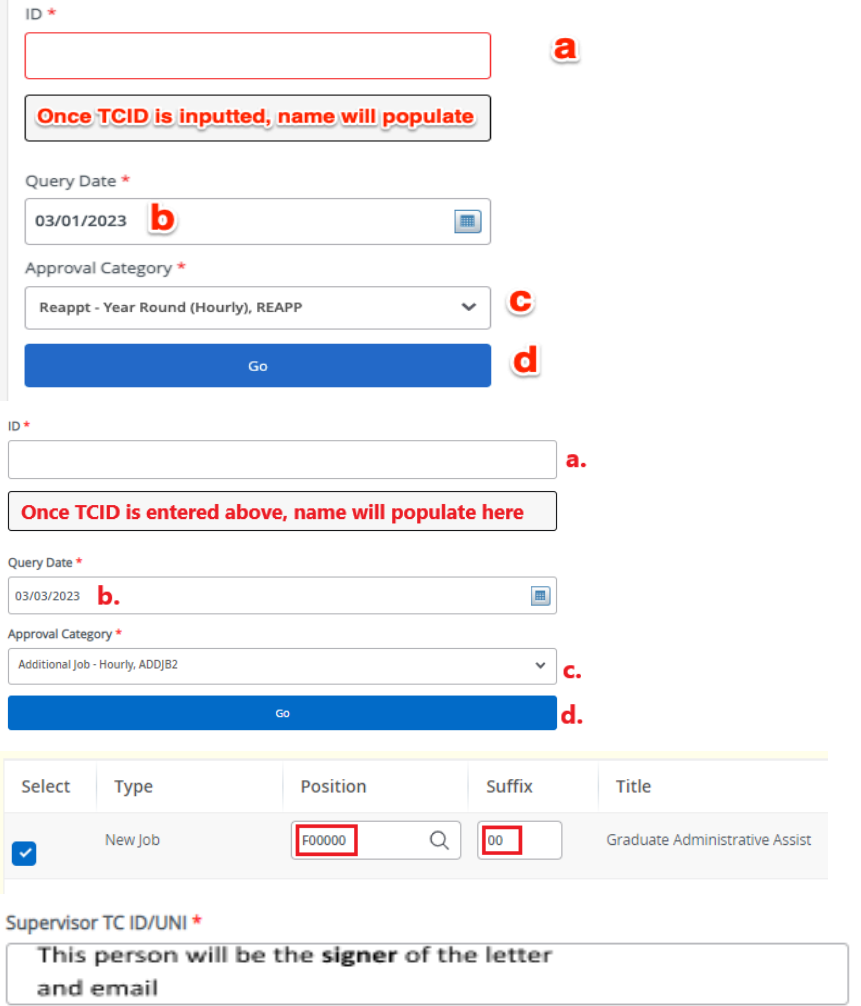


Auto - Generate (Re)appointment Letters for Admin Fellows employees

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

What you need to do	What you will see										
<p>STEP 1: Create a reappointment for an Admin Fellow.</p> <p>For additional details, see:</p> <ul style="list-style-type: none"> • Reappt - Year Round (Hourly) • Reappt - Conversion Admin Fellow <p>Or for first-time Admin Fellow appointments:</p> <ul style="list-style-type: none"> • Additional Job - Hourly, ADDJB2 <p>Note: 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>The screenshot displays the system interface for generating appointment letters. It is divided into two main sections for different appointment types.</p> <p>Top Section (Reappointment):</p> <ul style="list-style-type: none"> ID *: A text input field with a red border and a red 'a' label. Once TCID is inputted, name will populate: A red-bordered box containing this text. Query Date *: A date picker showing 03/01/2023 with a red 'b' label. Approval Category *: A dropdown menu showing 'Reappt - Year Round (Hourly), REAPP' with a red 'c' label. Go: A blue button with a red 'd' label. <p>Bottom Section (First-time Appointment):</p> <ul style="list-style-type: none"> ID *: A text input field with a red border and a red 'a' label. Once TCID is entered above, name will populate here: A red-bordered box containing this text. Query Date *: A date picker showing 03/03/2023 with a red 'b' label. Approval Category *: A dropdown menu showing 'Additional Job - Hourly, ADDJB2' with a red 'c' label. Go: A blue button with a red 'd' label. <p>Job Selection Table:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>New job</td> <td>F00000</td> <td>00</td> <td>Graduate Administrative Assist</td> </tr> </tbody> </table> <p>Supervisor TC ID/UNI *: A text input field with the text 'This person will be the signer of the letter and email' inside.</p>	Select	Type	Position	Suffix	Title	<input checked="" type="checkbox"/>	New job	F00000	00	Graduate Administrative Assist
Select	Type	Position	Suffix	Title							
<input checked="" type="checkbox"/>	New job	F00000	00	Graduate Administrative Assist							
<p>STEP 2: Enter the appointment Details in the comments section.</p> <p>COURSE=wwwww; DETAILS=xxxxx; HOURS=yyyyy; POINTS=zzzzzz; TITLE=xxxxxxx;</p> <p>Information between = and ; will show on the letter.</p> <p>Note: You can put other text in the comments. Only the</p>											

information between = and ; will be included on the letter. The rest will be ignored.

If you make an error, you can enter a new comment to update either the hours, points or details.

Comments

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

Remaining Characters : 3867

Save

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

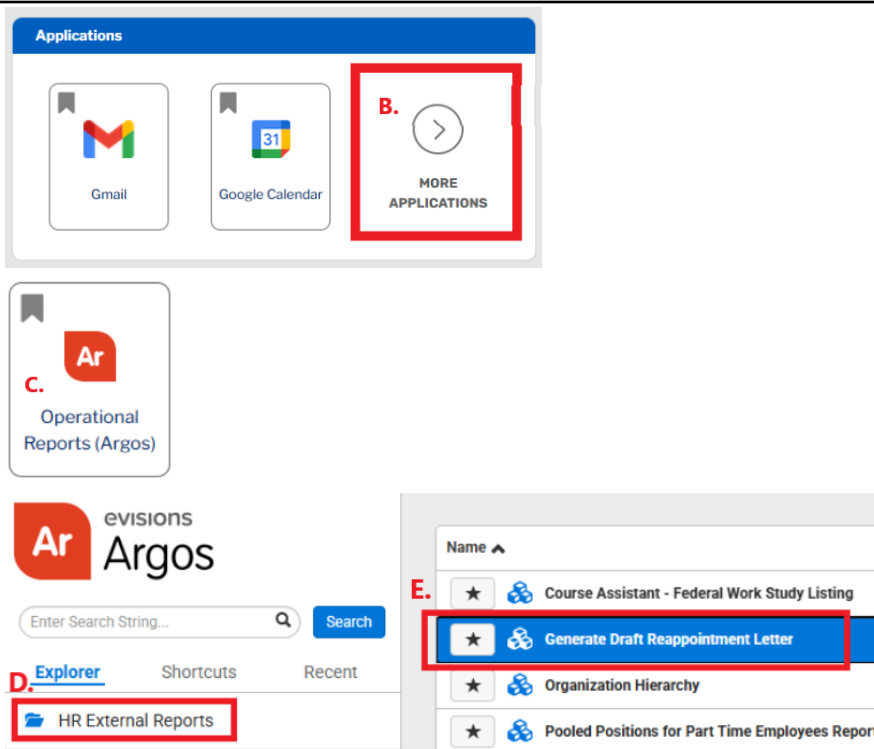
Name and ID	Transaction 14421	Transaction Status Waiting	Approval Category
Query Date 03/07/2023			

* Indicates a required field.

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

- Navigate to the Employee Portal
- Click **More Applications**
- Navigate to **Operational Reports (Argos)**
- Click **HR External Reports**
- Click **Generate Draft Reappointment Letter**.

A listing of all ePAFs that you have created that are in Waiting and Pending status will show.



The screenshot shows the Employee Portal interface. At the top, there are icons for Gmail, Google Calendar, and a 'MORE APPLICATIONS' button (labeled B). Below that is a link for 'Operational Reports (Argos)' (labeled C). The Argos interface is shown with a search bar and a list of reports. 'HR External Reports' is highlighted (labeled D). A dropdown menu is open, showing 'Generate Draft Reappointment Letter' as the selected option (labeled E).

Step 4.1: Review the Draft letter

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.

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 PTI	118347 118327	[REDACTED]	[REDACTED]	Graduate Assistant 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: [REDACTED]
 From: [REDACTED] Manager
 Re: Appointment as Schooler of Drake
 Course: Kendrick Course
 Semester/Details: Spring 2025, School of Kendrick
 Date: 02/20/2025

On behalf of Teachers College, Columbia University, I am pleased to provide you notice of your appointment as Schooler of Drake in the Department of HR Administration and Operations, beginning 02/20/2025.

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://tc.columbia.navexone.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 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). APs 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: \$15.00
 Points (if any): 3
 Dates of Appointment: 02/20/2025 to 12/31/2025
 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,
 [REDACTED]
 [REDACTED] Manager
 [REDACTED]@tc.columbia.edu

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.