

## Auto - Generate (Re)appointment Letters for Federal Work Study

The instructions below detail the steps required to generate a letter for a (re)appointment 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><b>STEP 1: Create a reappointment for a Federal Work Study.</b></p> <p>For additional details, see:</p> <ul style="list-style-type: none"> <li><a href="#">Reappt - Federal Work Study, CWSREH</a></li> </ul> <p><b>Or for first-time FWS appointments:</b></p> <ul style="list-style-type: none"> <li><a href="#">Additional Job – Federal Work Study, CWSADD</a></li> </ul> <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>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>ID * <span style="float: right;">a.</span></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; color: red; font-weight: bold;">Once TCID is entered above, name will populate here</div> <p>Query Date * <span style="float: right;">b.</span></p> <div style="border: 1px solid #ccc; padding: 5px;">03/03/2023 <span style="float: right;">📅</span></div> <p>Approval Category * <span style="float: right;">c.</span></p> <div style="border: 1px solid #ccc; padding: 5px;">Reappt - College Work Study, CWSREH <span style="float: right;">▼</span></div> <div style="background-color: #0070c0; color: white; text-align: center; padding: 5px; width: fit-content; margin: 0 auto;">Go <span style="float: right;">d.</span></div> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>ID * <span style="float: right;">a.</span></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; color: red; font-weight: bold;">Once TCID is entered above, name will populate here</div> <p>Query Date * <span style="float: right;">b.</span></p> <div style="border: 1px solid #ccc; padding: 5px;">03/03/2023 <span style="float: right;">📅</span></div> <p>Approval Category * <span style="float: right;">c.</span></p> <div style="border: 1px solid #ccc; padding: 5px;">Additional Job - Federal Work Study, CWSADD <span style="float: right;">▼</span></div> <div style="background-color: #0070c0; color: white; text-align: center; padding: 5px; width: fit-content; margin: 0 auto;">Go <span style="float: right;">d.</span></div> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p><small>College Work Study Rehire Appointment, CWSREH</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>New job</td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Secondary</td> <td>99999</td> <td>01</td> <td>College Work Study</td> <td>131103, Interactive Media Services</td> <td>02/07/2022</td> <td></td> <td>10/03/2022</td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>70102</td> <td>00</td> <td>Intern-Hourly</td> <td>131103, Interactive Media Services</td> <td>06/28/2022</td> <td></td> <td>09/18/2022</td> <td>Active</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Secondary</td> <td>99999</td> <td>00</td> <td>College Work Study (encls)</td> <td>131103, Interactive Media Services</td> <td>08/07/2021</td> <td>09/30/2022</td> <td>09/29/2022</td> <td>Terminated</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Active job</span> <span>Rehire Appointment type</span> <span>Go</span> </div> </div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	New job	<input type="text" value=""/>	<input type="text" value=""/>							<input type="checkbox"/>	Secondary	99999	01	College Work Study	131103, Interactive Media Services	02/07/2022		10/03/2022	Active	<input type="checkbox"/>	Primary	70102	00	Intern-Hourly	131103, Interactive Media Services	06/28/2022		09/18/2022	Active	<input checked="" type="checkbox"/>	Secondary	99999	00	College Work Study (encls)	131103, Interactive Media Services	08/07/2021	09/30/2022	09/29/2022	Terminated
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**STEP 2: Enter the Hours and Updated Title, in the comments section.**

**HOURS=xxxxx;**  
**TITLE=xxxxxxx;**

This will show on both the draft and final letters, and the title will be updated by HRIS in Banner

**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.

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

## Comments

HOURS = 5.5;  
TITLE = Federal Work Study in X Dept;

Remaining Characters : 3950

### 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

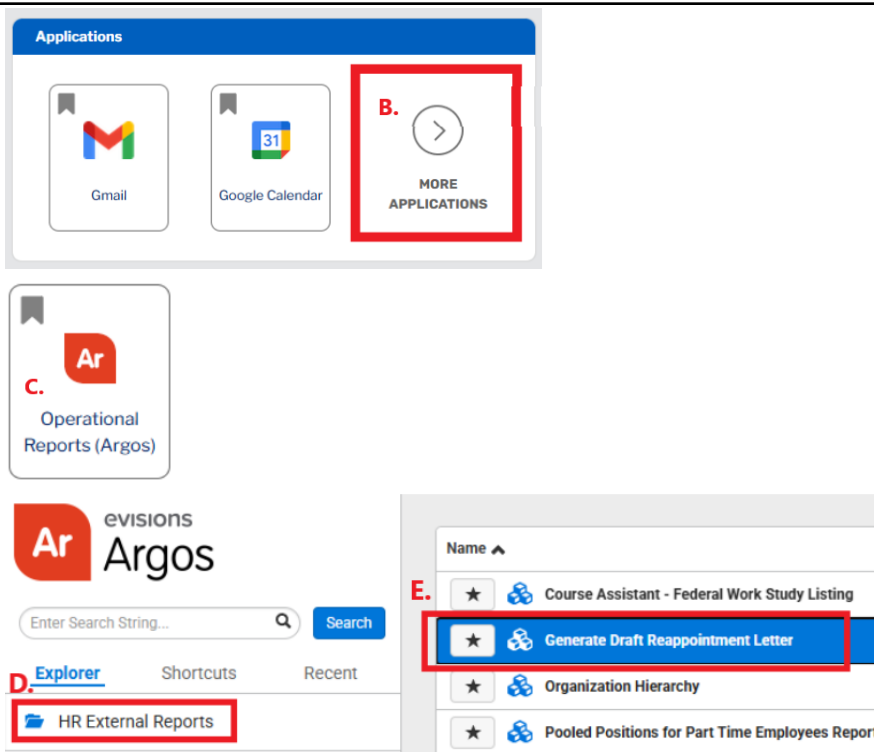
Name and ID	Transaction 14421	Transaction Status Waiting	Approval Category
Query Date 03/07/2023			

\* 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



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 the 'Operational Reports (Argos)' section (labeled C). The Argos logo is visible. At the bottom, there is a search bar and a list of reports. The 'HR External Reports' link is highlighted with a red box (labeled D). A dropdown menu is open, showing 'Generate Draft Reappointment Letter' as the selected option, also highlighted with a red box (labeled E).

have created that are in Waiting and Pending status will show.

**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

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]	PTA 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], [Redacted] Manager  
 Re: Appointment as FWS to Professor X in Curriculum  
 Date: 02/20/2025

Congratulations on your appointment 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://tcolumbia.na.vexone.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.

**Terms of Offer**

Hourly Rate: \$25.00  
 Start Date: 03/01/2025  
 End Date: 07/15/2025 no later than the end of the corresponding federal aid year or upon student ineligibility  
 Number of Hours Per Week: 10  
 Pay Cycle: Bi-Weekly

If you have an issue accepting these terms, please contact the Office of Financial Aid and your supervisor immediately no later than one 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,  
 Office of Financial Aid

**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.