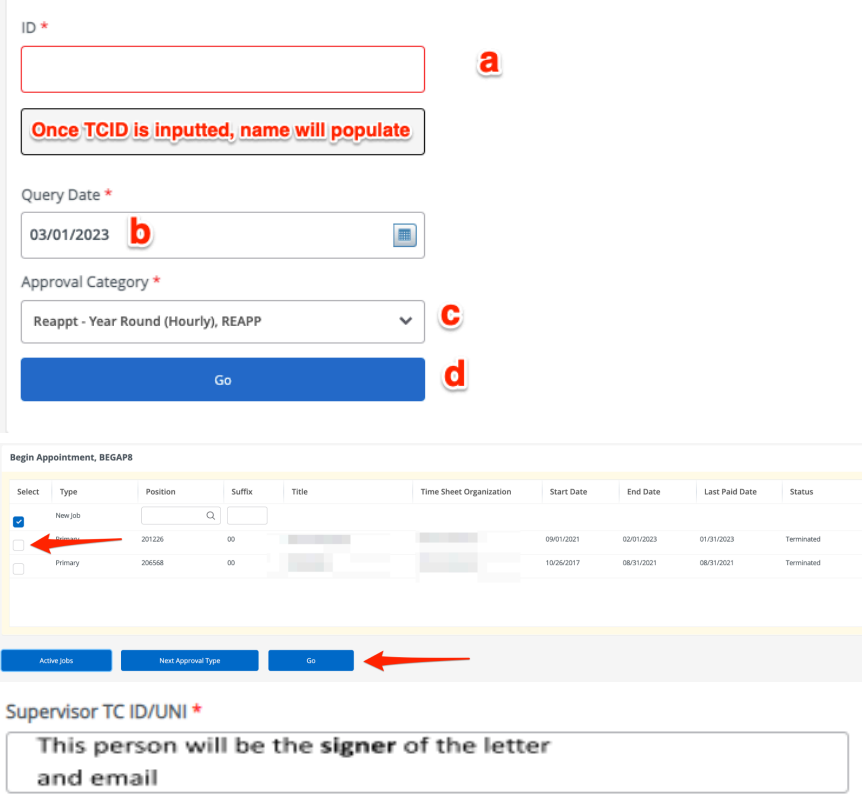
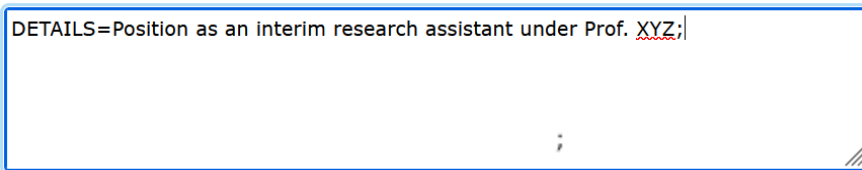


Auto - Generate Reappointment Letters for Interim employees

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

What you need to do	What you will see
<p>STEP 1: Reappoint an interim staff member using the <i>Reappt – Year Round (Hourly) - SSB9</i> approval category.</p> <p>Please refer to Reappt - Year Round (Hourly) for additional details.</p> <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>STEP 2: Enter the appointment Details in the comments section.</p> <p>DETAILS=zzzzzz;</p> <p>Information between = and ; will show on the letter.</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>	

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

DETAILS=Position as an interim research assistant under Prof. XYZ;
TITLE=Interim Research Assistant;

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: 144271 Transaction Status: Waiting Approval Category: _____

Query Date: 03/07/2023

* Indicates a required field.

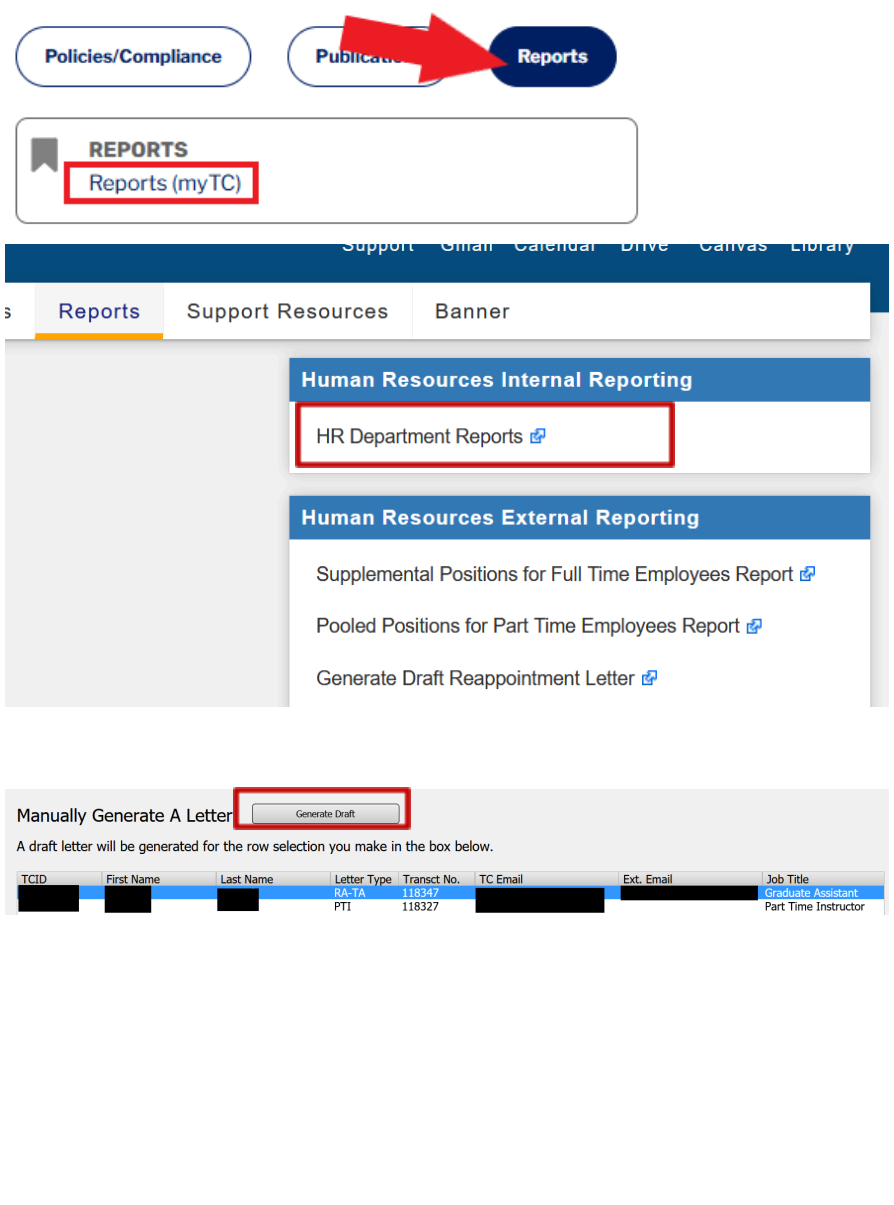
Step 4: Review the Draft letter (RELOAD the Draft Generator webpage to reflect ePAF edits)

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.

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.



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
██████	██████	██████	RA-TA PTI	118347 118327	██████	██████	Graduate Assistant Part Time Instructor

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

TEACHERS COLLEGE
COLUMBIA UNIVERSITY

OFFICE OF HUMAN RESOURCES

DRAFT

To: Joshua Devincenzo
 Re: Appointment as Adult Learning Interim Online Transition Coordinator
 Hourly Rate: \$15.00
 Details: Some details are here
 Pay Cycle: Bi-Weekly
 Date: 12/10/2021

Dear Joshua,

On behalf of Teachers College, I am pleased to provide you notice of your reappointment as a Adult Learning Interim Online Transition Coordinator in the Department of Adult Learning, beginning 01/01/2022. This position is a term appointment and will start on 01/01/2022 and end on 10/31/2022 and, if applicable, is subject to continued availability of funds specified in the grant, project, or unit under which you are employed. Except as provided in this notice, the provisions in your initial appointment letter remain in effect.

Even though this is a reappointment, if you are an international student who is not a permanent resident, you must clear your reappointment with the Office of International Students and Scholars (OISS).

Your hours cannot exceed the maximum determined by your supervisor, and no interim position can exceed 19 hours per week, except during summer and holiday breaks, where this maximum may be increased up to 35 hours per week.

If your position is eligible for subsequent reappointments then you will receive additional notice. However, absent a reappointment, your employment with the College will end at the expiration of this appointment term. While it is anticipated that your employment will continue until the end of the appointment, your employment with the College is "at-will" and you or the College may terminate employment with or without cause at any time.

If you have any questions, please contact your supervisor or your HR representative. On behalf of the Department of Adult Learning, we look forward to working with you over the course of this appointment period.

Sincerely,
 Jace Davies
 HRIS Programmer

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.