Auto - Generate (Re)appointment Letters for RA/TA - SSB9

The instructions below detail the steps required to generate a letter for a semester-based (re)appointment of a Research Assistant or Teaching Assistant (employee class 87). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
STEP 1: Create a reappointment for a Research Assistant or Teaching Assistant For additional details, see: ● [Reappt - Sem Based RA TA](#) ● [Reappt - Sem Based, Conversion Research Assistants](#) ● [Reappt - Sem Based, Conversion Teaching Assistants](#) Or for first-time RA/TA appointments: ● [Additional Job - Salaried Student](#) **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.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/08/2023 **b.** Approval Category * Reappt - Sem Based, RA/TA, GRDAPP **c.** Go **d.** ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/06/2023 **b.** Approval Category * Additional Job - Salaried Student, ADDJB4 **c.** Go **d.** Begin Appointment, BEGAP2 | Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
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	New Job								
		C00017	00	Course Assistant - MST D	111601, Mathematics Science & Technology	09/01/2020	06/30/2020	06/30/2020	Terminated
		DTP000	00	One Time Payment	117111, GIUME	08/16/2021	08/31/2021	08/31/2021	Terminated
✓	Primary	R00000	00	Research Assistant	117111, GIUME	01/01/2021	12/31/2022	12/15/2022	Terminated
	Secondary	T00000	00	Interim Grad Stdnt	111814, Math Ed	01/20/2019	06/30/2019	06/30/2019	Terminated
	Secondary	T00000	D1	...ly (non-operating)	119101, Provost's Office	02/11/2019	05/31/2019	05/19/2019	Terminated	 Active Jobs Next Approval type Go Supervisor TC ID/UNI * This person will be the **signer** of the letter and email

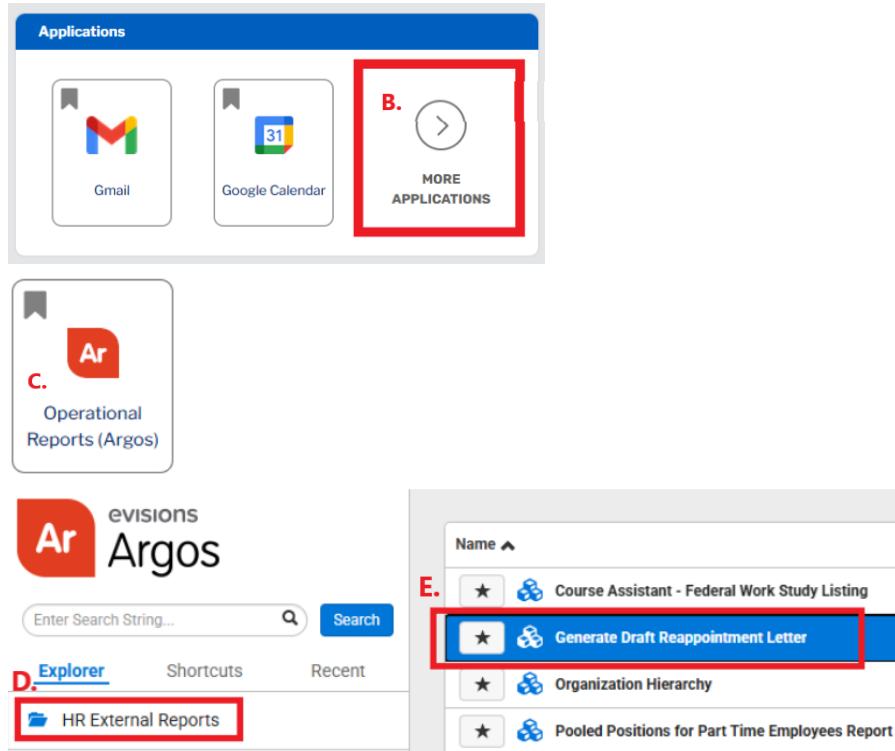|	
STEP 2: Enter the Hours, Scholarship Points, and appointment Details in the comments section. **HOURS=xxxxx;** **POINTS=yyyyy;** **DETAILS=zzzzzz;** **TITLE=xxxxxxx;** Information between = and ; will show on the letter. **Note:** You can put other text in the comments. Only the information between = 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.	Comment POINTS=3; HOURS=15; DETAILS=The XX Project under the supervision of Dr. YY; TITLE=Graduate Assistant; ;
Step 3: Save the ePAF **DO NOT SUBMIT** the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 below.	

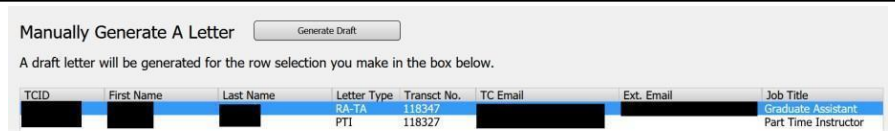|	
Step 4: Review the Draft letter **(RELOAD the Draft Generator webpage to reflect ePAF edits)** A. Navigate to the Employee Portal B. Click **More Applications** C. Navigate to **Operational Reports (Argos)** D. Click **HR External Reports** E. Click **Generate Draft Reappointment Letter.** A listing of all ePAFs that you 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.	

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

Teachers College
COLUMBIA UNIVERSITY

DRAFT

Date: 02/20/2025
To:
From: _____, ____ Manager
Re: Appointment as Teaching Assistant for T___ M___
Semester/Details: Summer 2025, Becoming a Pop Star

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 Student Positions-Administrative Guidelines in the TC Policy Library, www.tc.edu/policylibrary, and if you do not meet these eligibility requirements, please notify me immediately.

TC matriculated students enrolled for 5 credits or equivalent during the period of the appointment are eligible for a Research Assistant (RA) or Teaching Assistant (TA) appointment. Full-time employees are not eligible for an RA or TA appointment. TC students may only have one RA or TA position per semester. (For example, no student may hold an RA and also a TA position in the same semester)

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).

Please note that, while most student appointees at the College work less than twenty hours (20) per week (RAs, TAs and AFs work a minimum of 15 hours and a maximum of 20 hours per week), (FWS up to 20 hours/week during term), there are 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 on average more than twenty-seven hours per week (or twenty hours per week for international students), total, across all part-time positions** (part-time exempt positions include RA and TA; non-exempt positions include AF, CA, FWS, and IS). Please refer to the personnel policy entitled Employment in Part-Time Positions <https://www.tc.columbia.edu/policylibrary/human-resources/employment-in-part-time-positions/> (403.3) for additional information available in the TC Policy Library.

Your employment is subject to and governed by all applicable College policies, procedures, trainings as well as federal, state and local laws, rules and regulations. This letter's terms and conditions of the appointment and hiring have been agreed upon by you and Teachers College. If you have worked at Teachers College in the last few months, you should not have to fill out new HR paperwork. If you are not sure about your status or if you are a non-US citizen, please contact the Office of Human Resources (hr@tc.columbia.edu or 212.678.3175) to ensure everything is in order.

Terms of Offer

Payment for the Semester: $1,122.00
Scholarship Points (if any): 2
Dates of Appointment: 05/16/2025 to 06/30/2025
Number of Hours Per Week: 4
Pay Cycle: Semi-Monthly

If you have an issue accepting these terms, please contact me 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,

_____ Manager
___@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.