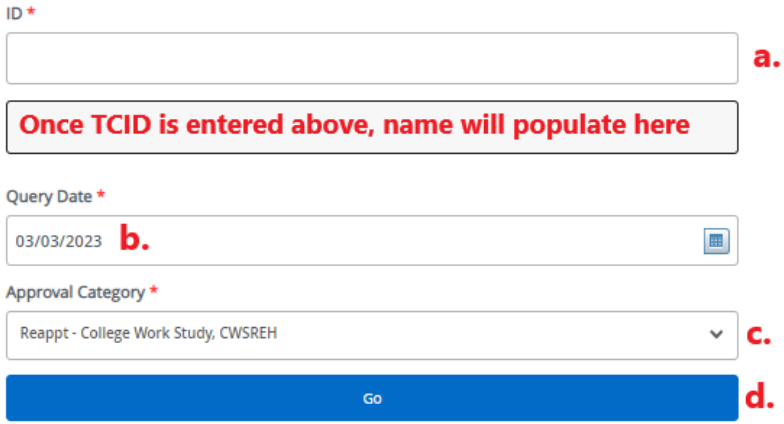
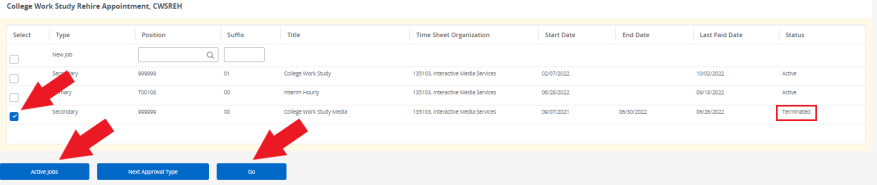


## Reappt – Federal Work Study, CWSREH

This ePAF is used to reappoint Federal Work Study employees paid from account 7829. 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 this reappointment.

| What you need to do   | What you will see   |          |        |                          |                                    |            |                         |                |            |                |        |                          |         |  |  |  |  |  |  |  |  |                          |           |       |    |                    |                                    |            |            |  |        |                          |         |        |    |               |                                    |            |            |  |        |                                     |           |       |    |                          |                                    |            |            |            |            |
|---|---|----------|--------|--------------------------|------------------------------------|------------|-------------------------|----------------|------------|----------------|--------|--------------------------|---------|--|--|--|--|--|--|--|--|--------------------------|-----------|-------|----|--------------------|------------------------------------|------------|------------|--|--------|--------------------------|---------|--------|----|---------------|------------------------------------|------------|------------|--|--------|-------------------------------------|-----------|-------|----|--------------------------|------------------------------------|------------|------------|------------|------------|
| <p><b>STEP 1: Provide the ePAF parameters:</b></p> <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 - College Work Study, CWSREH in the approval category.</li> <li>Click Go.</li> </ol> |  <p>The screenshot shows a form with the following elements:</p> <ul style="list-style-type: none"> <li><b>ID *</b>: A text input field with a red 'a.' next to it.</li> <li><b>Once TCID is entered above, name will populate here</b>: A grey box with red text below the ID field.</li> <li><b>Query Date *</b>: A date input field showing '03/03/2023' with a red 'b.' next to it.</li> <li><b>Approval Category *</b>: A dropdown menu showing 'Reappt - College Work Study, CWSREH' with a red 'c.' next to it.</li> <li><b>Go</b>: A blue button at the bottom with a red 'd.' next to it.</li> </ul>  |          |        |                          |                                    |            |                         |                |            |                |        |                          |         |  |  |  |  |  |  |  |  |                          |           |       |    |                    |                                    |            |            |  |        |                          |         |        |    |               |                                    |            |            |  |        |                                     |           |       |    |                          |                                    |            |            |            |            |
| <p><b>STEP 2: Select Job</b></p> <p><b>Click All Jobs</b> to see a listing of all jobs that employee has held.</p> <p>From the list that populates, select the terminated job that needs to be reappointed. Click <b>Go</b> to navigate to the Electronic Personnel Action Form page.</p>   |  <p>The screenshot shows a table titled 'College Work Study Rehire Appointment, CWSREH' with the following columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status.</p> <table border="1"> <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></td> <td></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>135103, Interactive Media Services</td> <td>02/07/2022</td> <td>10/02/2022</td> <td></td> <td>Active</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>701103</td> <td>00</td> <td>Intern-hourly</td> <td>135103, Interactive Media Services</td> <td>06/28/2022</td> <td>09/18/2022</td> <td></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 Media</td> <td>135103, Interactive Media Services</td> <td>09/07/2021</td> <td>09/30/2022</td> <td>09/29/2022</td> <td>10/19/2022</td> </tr> </tbody> </table> <p>Red arrows point to the 'All Jobs' button, the selected job row, and the 'Go' button.</p> | Select   | Type   | Position                 | Suffix                             | Title      | Time Sheet Organization | Start Date     | End Date   | Last Paid Date | Status | <input type="checkbox"/> | new job |  |  |  |  |  |  |  |  | <input type="checkbox"/> | Secondary | 99999 | 01 | College work study | 135103, Interactive Media Services | 02/07/2022 | 10/02/2022 |  | Active | <input type="checkbox"/> | Primary | 701103 | 00 | Intern-hourly | 135103, Interactive Media Services | 06/28/2022 | 09/18/2022 |  | Active | <input checked="" type="checkbox"/> | Secondary | 99999 | 00 | College Work Study Media | 135103, Interactive Media Services | 09/07/2021 | 09/30/2022 | 09/29/2022 | 10/19/2022 |
| Select  | Type  | Position | Suffix | Title                    | Time Sheet Organization            | Start Date | End Date                | Last Paid Date | Status     |                |        |                          |         |  |  |  |  |  |  |  |  |                          |           |       |    |                    |                                    |            |            |  |        |                          |         |        |    |               |                                    |            |            |  |        |                                     |           |       |    |                          |                                    |            |            |            |            |
| <input type="checkbox"/>  | new job   |          |        |                          |                                    |            |                         |                |            |                |        |                          |         |  |  |  |  |  |  |  |  |                          |           |       |    |                    |                                    |            |            |  |        |                          |         |        |    |               |                                    |            |            |  |        |                                     |           |       |    |                          |                                    |            |            |            |            |
| <input type="checkbox"/>  | Secondary   | 99999    | 01     | College work study       | 135103, Interactive Media Services | 02/07/2022 | 10/02/2022              |                | Active     |                |        |                          |         |  |  |  |  |  |  |  |  |                          |           |       |    |                    |                                    |            |            |  |        |                          |         |        |    |               |                                    |            |            |  |        |                                     |           |       |    |                          |                                    |            |            |            |            |
| <input type="checkbox"/>  | Primary   | 701103   | 00     | Intern-hourly            | 135103, Interactive Media Services | 06/28/2022 | 09/18/2022              |                | Active     |                |        |                          |         |  |  |  |  |  |  |  |  |                          |           |       |    |                    |                                    |            |            |  |        |                          |         |        |    |               |                                    |            |            |  |        |                                     |           |       |    |                          |                                    |            |            |            |            |
| <input checked="" type="checkbox"/>   | Secondary   | 99999    | 00     | College Work Study Media | 135103, Interactive Media Services | 09/07/2021 | 09/30/2022              | 09/29/2022     | 10/19/2022 |                |        |                          |         |  |  |  |  |  |  |  |  |                          |           |       |    |                    |                                    |            |            |  |        |                          |         |        |    |               |                                    |            |            |  |        |                                     |           |       |    |                          |                                    |            |            |            |            |

**STEP 3: Input Begin Record Information.**

The following fields will be defaulted from the query date you inputted in Step 1. This should be the actual start date.

- **Effective Date**
- **Personnel Date**

Enter the hourly rate in the Hourly Rate field. Do not use '\$' or ','.

Enter Supervisor TC ID/UNI in ALL CAPS.

**Enter the Timesheet Orgn.** This is the same as the index in the Funding Allocation section. If there are multiple indices, select the one with the highest %.

College Work Study Rehire Appointment, [REDACTED]-00 [REDACTED], Last Paid Date: 10/15/2022

Job Status \*  
A

Effective Date \*  
03/03/2023

Personnel Date \*  
03/03/2023

Hourly Rate \*  
15

Job Change Reason \*  
REA

Timesheet COA \*  
1

Timesheet Orgn \*  
133101

Job Location  
W4

Supervisor TC ID/UNI \*

Time Entry Method \*  
W

Time Entry Type \*  
T

Time In/Out Ind \*  
Y

**STEP 4: If applicable, update the Funding Allocation field.**

The Effective Date should match the begin date, which can only occur after the last paid date.

Confirm that the value in the Organization field matches the one in timesheet orgn from step 3.

If the funding information needs to be updated, enter your index number and click the button for "Default from Index."

Please Note: When you click "Default from Index," the system removes the defaulted account. If you forget your account, you can always refer to the [e-class & account chart](#).

Confirm that the percentage equals 100%

New

Effective Date null  
09/16/2023

| COA | Index  | Fund   | Organization | Account | Program | Activity | Location | Project | Cost | Percent |
|-----|--------|--------|--------------|---------|---------|----------|----------|---------|------|---------|
| 1   | 500000 | 500000 | 500000       | 6462    | 6000    |          |          |         |      | 100     |

+ Default from Index    + Add Row

**STEP 5: Input End Record Information**

Enter the end date of this appointment in the fields for Effective Date and Personnel Date.

**\*\*Manually type in date in this field. Do NOT use the calendar picker tool**

End Appointment, 999999-00 Federal Work Study

Job Status (Not Enterable) \*

T

Effective Date \*

Due to defect, do not use datepicker tool. Type the date into the field.

01/01/1900

Personnel Date \*

Due to defect, do not use datepicker tool. Type the date into the field.

01/01/1900

Job Change Reason (Not Enterable) \*

EAP

**STEP 6: Input Routing Queue.**

Click on the magnifying glass to specify the approver for each approval level.

Routing Queue

| Approval Level                        | User Name    | Required Action |
|---------------------------------------|--------------|-----------------|
| 5 - (DEPT-2) Academic Admin Approvals | Not Selected | Approve         |
| 28 - (FINAID) Financial Aid           | Not Selected | Approve         |
| 05 - (HRIS-A) HRIS Apply              | Not Selected | Apply           |

ABIOIA1 - Abiola, Sara E.  
ALFORD1 - Alford, Brian  
ARTHUR - Arthur, Alpha M.

**STEP 7: If needed, add a comment (max 4000 chars).**

Enter any applicable comments regarding the job in this section, if needed.

Comments

Reappointment for Federal Work Study

Remaining Characters : 3964

Save

**STEP 8: Save the ePAF.**

Click the Save button located at the bottom of the screen

\*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen

Save

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Details

|             |                    |                            |                   |
|-------------|--------------------|----------------------------|-------------------|
| Name and ID | Transaction 144231 | Transaction Status Waiting | Approval Category |
| Query Date  | 03/07/2023         |                            |                   |

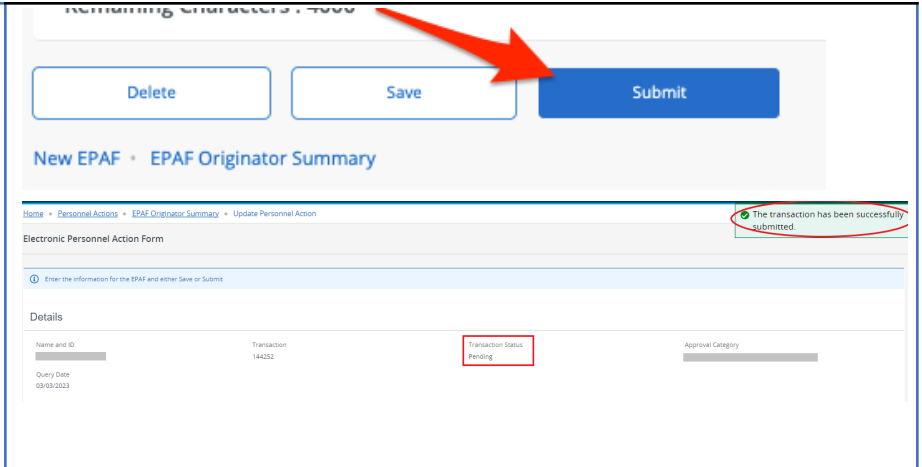
\* Indicates a required field.

**STEP 9: Submit the ePAF.**

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.



The screenshot shows the 'New EPAF - EPAF Originator Summary' page. At the top, there are three buttons: 'Delete', 'Save', and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons, the page title is 'New EPAF - EPAF Originator Summary'. The breadcrumb trail is 'Home > Personnel Actions > EPAF Originator Summary > Update Personnel Action'. A notification in the top right corner states 'The transaction has been successfully submitted.' Below this, the page title is 'Electronic Personnel Action Form'. A message says 'Enter the information for the EPAF and either Save or Submit'. Under the 'Details' section, there is a table with the following data:

| Name and ID | Transaction | Transaction Status | Approval Category |
|-------------|-------------|--------------------|-------------------|
| [Redacted]  | 144252      | Pending            | [Redacted]        |