The following steps will guide you step-by-step in originating a reappointment EPAF for a part-time employee into a position they HAVE previously worked in (RAPT40).

This EPAF does NOT affect any other job this employee may have. If you are trying to open a job for an active employee, which they have NEVER held before, you MUST use a different EPAF.

1. Enter the ID (G#) for the employee, the Query Date (effective date), and select the EPAF Approval Category RAPT40. Select Go.
   - The Query Date will always default to today’s date. CHANGE the query date if today is not the effective date for this transaction.
   - Any other active jobs for this employee will autopopulate on the screen.

2. If an address populates, and is CORRECT, select the address and select Next Approval Type.
   - In this example the address is correct.
3. If a phone number populates, and is CORRECT, select the phone number and select **Next Approval Type**.
   - In this example the phone number is correct.

   ![San Jacinto Telephone Information Table]

   ✓ Telephone Type defaulted from Electronic Approval Category Form (NTRACAT).

   ![Show All Phones]

   ![Next Approval Type]

4. If an address populates, and it is INCORRECT, select **New Record** and select **Next Approval Type**.
   - In this example, the address is incorrect.

   ![Billing Address Information Table]

   ✓ Address Type defaulted from Electronic Approval Category Form (NTRACAT).

   ![Show All Addresses]

   ![Next Approval Type]

5. If a phone number populates, and it is INCORRECT, select **New Record** and select **Go**.
   - In this example, the phone number is incorrect.

   ![Billing Telephone Information Table]

   ✓ Telephone Type defaulted from Electronic Approval Category Form (NTRACAT).

   ![Show All Phones]

   ![Go]
6. Select **All Jobs** to find the job that the employee is being reappointed to.

7. Select the terminated job that is being reactivated. Select **Go**.

8. If the CORRECT address/phone number information populated in the previous screen, no address/phone number information needs to be added. Leave this section blank and move on to next section.
   - In this example, the correct address/phone number information populated.
9. If the INCORRECT address/phone number information populated and you selected new record on the previous screen, enter the new address/phone number information.
   - In this example, the incorrect address/phone number information was populated, new record was selected, and new information will need to be entered.

   ![Billing Address Information](image1)

   ![Billing Telephone Information](image2)

10. Enter all required information marked with a red asterisk.

   ![Hire Employee](image3)
11. Enter all required information marked with a red asterisk.
   • Contract type will be primary if this is the employee’s primary job; secondary if this is a secondary job.
   • A title MUST be entered for all part-time staff jobs (even though it doesn’t have a red asterisk).
   • Enter the department ORG on the **Timesheet Orgn** line.

![Reappoint Jobs Assignment - Hourly Staff, PT1014-00 PT Specialty Lab Assistant I](image-url)
12. Enter the appropriate **Routing Queue**, and add comments if necessary. Select **Save**.

13. Click **Submit**.
   - The Transaction Status will change from **Waiting** to **Pending** once the EPAF is submitted successfully.
14. The originator will be notified via email once the EPAF has been applied, and the **Transaction Status** will be changed to **Completed**.

- Once this has been done, your employee may begin working at this job.