

EPAF – How to Originate a Part-time Reappointment (RAPT40)

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.

New EPAF Person Selection


Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: *


 **There are no active jobs based on the Query Date.**

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

Public San Jacinto Address Information

Type	From and To Date	Address	Status	Select
New Record				<input type="radio"/>
San Jacinto College Address	Dec 15, 2014 to Current Date	8060 Spencer Highway C-11.1077 C-11 Pasadena, Texas 77505	Active	<input checked="" type="radio"/>

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

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

Type	Telephone	Status	Address Type	Select
New Record				<input type="radio"/>
College Work Telephone	281-9986150 1234	Primary Active	San Jacinto College Address	<input checked="" type="radio"/>

✓ 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

Type	From and To Date	Address	Status	Select
New Record				<input checked="" type="radio"/>
Billing	Apr 01, 2014 to Current Date	8060 Spencer HWY 102 CADM Pasadena, Texas 77505	Active	<input type="radio"/>

✓ 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

Type	Telephone	Status	Address Type	Select
New Record				<input checked="" type="radio"/>
Billing	281-998-6150	Primary Active	Billing	<input type="radio"/>

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

Show All Phones

Go

- Select **All Jobs** to find the job that the employee is being reappointed to.

New EPAF Job Selection

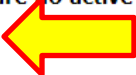
Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: David Letterman, G00890430
Query Date: Apr 10, 2014
Approval Category: Reappt PTNon-Teaching Staff, RAPT40

Reappoint Jobs Assignment - Hourly Staff, JOBS16


Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>

There are no active jobs based on the Query Date.



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

Reappoint Jobs Assignment - Hourly Staff, JOBS16

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	PT1014	00	PT Specialty Lab Assistant	11014, Biology	Apr 01, 2014	Apr 02, 2014		Terminated	<input checked="" type="radio"/> 

- 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.

Public San Jacinto Address Information

Item	Current Value	New Value
Address Type: (Not Enterable)	SJ, San Jacinto College Address	<input type="text" value="SJ"/>
Address Sequence No.:	9	<input type="text" value="9"/>
Address From Date: MM/DD/YYYY	12/15/2014	<input type="text" value="03/30/2015"/>
Address Line 1:	8060 Spencer Highway	<input type="text"/>
Address Line 2:	C-11.1077	<input type="text"/>
Address Line 3:	C-11	<input type="text"/>
City:	Pasadena	<input type="text"/>
State:	TX, Texas	<input type="text" value="TX, Texas"/>
ZIP or Postal Code:	77505	<input type="text"/>

Public San Jacinto Telephone Information

Item	Current Value	New Value
Telephone Type: (Not Enterable)	SJ, College Work Telephone	<input type="text" value="SJ"/>
Telephone Seq. No.:	15	<input type="text" value="15"/>
Area Code:	281	<input type="text"/>
Telephone Number:	9986150	<input type="text"/>
Phone Extension No.:	1490	<input type="text"/>

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		
Item	Current Value	New Value
Address Type: (Not Enterable)		BI
Address Sequence No.: (Not Enterable)		
Address From Date: MM/DD/YYYY		04/10/2014
Address Line 1:		8060 Spencer Highway
Address Line 2:		C-11.1077
Address Line 3:		C-11
City:		Pasadena
State:		TX, Texas
ZIP or Postal Code:		77505

Billing Telephone Information		
Item	Current Value	New Value
Telephone Type: (Not Enterable)		BI
Telephone Seq. No.: (Not Enterable)		
Area Code:		281
Telephone Number:		9986150
Phone Extension No.:		1490

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

Hire Employee		
Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	A
Employee Class Code: *	31, Non-Exempt Hourly Part Time	
Campus Code: *	C, Central Campus (003609)	Not Selected
Home COAS: *(Not Enterable)	J	J
Home Organization: *	11014, Biology	
Distribution COA: (Not Enterable)	J	J
Distribution Orgn:	11014, Biology	
Current Hire Date: MM/DD/YYYY*	04/10/2014	04/10/2014
Adjusted Srcv Date: MM/DD/YYYY	04/10/2014	

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		
Item	Current Value	New Value
Job End Date: MM/DD/YYYY*(Not Enterable)	04/02/2014	- <input type="text"/>
Job Status: *(Not Enterable)	Terminated	<input type="text" value="A"/>
Contract Type: *	Primary	<input type="text" value="Not selected"/>
Job Effective Date: MM/DD/YYYY*	04/02/2014	<input type="text" value="04/10/2014"/>
Personnel Date: MM/DD/YYYY	04/02/2014	<input type="text"/>
Title:	PT Specialty Lab Assistant I	<input type="text"/>
Regular Rate: *	9	<input type="text"/>
Job Change Reason: *(Not Enterable)	NLE	<input type="text" value="REAPT"/>
Payroll ID:	BW	<input type="text" value="BW, BiWeekly Pay Cycle"/>
Time Entry Method:	Employee Time Entry via Web	<input type="text" value="Employee Time Entry via Web"/>
Time Entry Type:	Pay Period Time Sheet	<input type="text" value="Pay Period Time Sheet"/>
Time In/Out Ind:	Yes	<input type="text" value="Yes"/>
Timesheet Orgn:	11014	<input type="text" value=""/>
Leader ID:		<input type="text"/>
Leader Position:		<input type="text"/>
Leader Suffix:		<input type="text"/>

12. Enter the appropriate **Routing Queue**, and add comments if necessary. Select **Save**.

Routing Queue

Approval Level	User Name	Required Action
20 - (HRREVW) HR Review	<input type="text"/>	<input type="button" value="Approve"/>
25 - (FLEVEL) First Level Leader	<input type="text"/>	<input type="button" value="Approve"/>
30 - (SLEVEL) Second Level Leader	<input type="text"/>	<input type="button" value="Approve"/>
40 - (SLTDES) SLT or Designee	<input type="text"/>	<input type="button" value="Approve"/>
99 - (HRAPLY) HR EPAF Apply	<input type="text"/>	<input type="button" value="Apply"/>
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Comment

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13. Click **Submit**.

- The Transaction Status will change from **Waiting** to **Pending** once the EPAF is submitted successfully.

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: David Letterman, G00890430	Job and Suffix: PT1014-00, PT Specialty Lab Assistant I
Transaction: 3582	Query Date: Apr 10, 2014
Transaction Status: Waiting	Last Paid Date:
Approval Category: Reappoint Part-Time Non-Teaching Staff, RAP40	

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.

Completed

hrepaf@sjcd.edu

Sent: Thu 4/10/2014 10:34 AM

To:

An EPAF you submitted has been applied:

Transaction: 3582

Approval Category: Reappoint Part-Time Non-Teaching Staff

Approval Category Code: RAPT40

Employee Name: Letterman, David

CID: G00890430

Transaction Status: Completed

Approval Level: HR EPAF Apply

Approval Level Code: HRAPLY

Review the EPAF, login to EPAF Originator Summary via Self-Service Banner (SSB) on <http://www.sanjac.edu/soslogin>

EPAF Preview

Name and ID: David Letterman, G00890430

Transaction: 3582

Transaction Status: Completed

Approval Category: Reappoint Part-Time Non-Teaching Staff, RAPT40

Job and Suffix: PT1014-00, PT Specialty Lab Assistant I

Query Date: Apr 10, 2014

Last Paid Date:

