This job aid outlines how to request a reappointment action for an RGP, TL, or FTE employee.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

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<th>Information</th>
<th>Screenshots</th>
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<tbody>
<tr>
<td>Those with HR Initiator access can take this action for employees within their security scope.</td>
<td><img src="image1.png" alt="Screenshot 1" /></td>
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<tr>
<td>Research Grant/Time Limited (RGP/TL) employees are subject to the auto-termination process in HCM and must be reappointed with an effective date prior to the current end-date. If not reappointed timely, RGP/TL employees must be reinstated through the special hire process in PeopleAdmin which may delay compensation. FTE faculty employees have end-dates but are not subject to the auto-termination process.</td>
<td><img src="image2.png" alt="Screenshot 2" /></td>
</tr>
<tr>
<td>Reappointment actions should be submitted as a standalone request, no other changes (including salary increases) can be made at that time.</td>
<td><img src="image3.png" alt="Screenshot 3" /></td>
</tr>
<tr>
<td><strong>Initiating a Reappointment action:</strong> In order to initiate this action for one of your employees, take the following steps:</td>
<td></td>
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<tr>
<td>1. Click the <strong>Employee Self-Service</strong> dropdown menu button.</td>
<td></td>
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<tr>
<td>2. Click the <strong>My Homepage</strong> option in the drop-down.</td>
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<tr>
<td>3. Click the <strong>ePAF Homepage</strong> tile.</td>
<td></td>
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</table>
On the ePAF homepage enter your employee’s name or USC ID in the Search for Person field, then click the Search button.

The results that appear are referred to as Search Cards. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the Related Actions Menu button.
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

The **Job Change eForm** is used to make permanent changes to position and/or base salary.

From the Related Actions Menu, select the **Job Change** option.
Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the reappointment action.
   a. Reappointments should be effective using the current date. The effective date must be prior to the current end-date as appearing on this eForm. This date will differ than the true reappointment date on the reappointment letter.

2. Enter the new **Expected Job End Date**. This date must align with the end-date in the reappointment letter.
   a. The eForm will populate the current end-date which must be changed. Forgetting to change this field will result in auto-termination of the employee since the end-date was not extended.

All RGP/TL position related changes are initiated in PeopleAdmin, thus the position related fields on the Job Change eForm are locked and cannot be edited.

3. Scroll to the bottom of the page and click the **Next** button.
The only change that can be submitted with the Reappointment action is a change to the base salary funding allocation. If the reappointment is associated with a change in funding distribution, take the optional step 4 listed below.

4. **Optional** – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the PFP.

5. Click the **Next** button.
The **Action Reason** grid will appear blank.

6. Click the **Action** drop-down menu button and select the **Data Change** option.

7. Click the **Reason Code** drop-down menu button and select the **Reappointment** option.

Upon selecting the **Reason Code** of **Reappointment**, two changes appear on the eForm: a Benefits section pops up asking if the reappointment will result in changes to the benefits currently offered to the employee, and the File Attachments section will change to required.

- Benefits
  - In the grant or project funding changing with this reappointment that will affect the benefits currently offered to the employee, e.g., no longer funding state health insurance?
    - Response: No
  - File Attachments
    - Attachment Required: Yes
    - Action: Reappointment
    - Description: Reappointment Letter
    - File Name: Reappointment Letter
    - Delete

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**Job Change eForm: Reappointment**

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8. **Optional** – if the reappointment will change the benefits offerings to the employee click the Yes/No toggle button to Yes. Changing the Response field to Yes will open the four eligibility fields shown here. Update the eligibility as applicable.

9. Click the Upload button and follow the on-screen prompts to attach the Reappointment Letter from your device.

10. Click the Submit button.
11. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

12. The Approval Route shows the workflow steps for the specific action you submitted. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and the applicable central HR office.
   a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say **Not Routed**.

13. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Reappointment** action!