

REACT Cheat Sheet

Reactive Terminated Part-Time/Full-Time Temp/Casual Hourly

This EPAF is used to reactivate a terminated job for time entry purposes only. The dates on this EPAF do not reflect an actual work period, it is purely to allow for time entry and pay processing.

Access NOAEPAF		
	Enter Key Block Information:	
	Name/Id	
	Query Date	Set equal to the first day of the current pay period
	Approval Category	REACT
	Position/Suffix	Enter the original position/suffix from NBIJLST
Next Block		
	REACT	
	Jobs Detail Effective Date	Same as Query Date
	Job Status	A
	Job End Date	-
	FTE	0
	Job Change Reason	AERAC
Save, Next Action, Next Block		
	TERM	
	Jobs Detail Effective Date	Set equal to the last day of the current pay period
	Personnel date	Same as Query Date
	Job Status	T
	Job Change Reason	TTERM
	Contract Begin Date	Leave blank
	Contract End Date	Leave blank
Save		
Routing Information, Save		
Transaction Comments, Save		
Submit Transaction		