

## REACT Cheat Sheet

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

<b>Access NOAEPAF</b>	
Enter Keyblock Information	
Name/Id	
Querydate	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>	
<b>REACT</b>	
Jobs Detail Effective Date	Querydate will default. Should be set equal to the first day of the current pay period.
Job Status	“A” will default
Job End Date	“-“ will default creating a “null” entry
FTE	“0” will default
Job Change Reason	AERAC
<b>Save, Next Action, Next Block</b>	
<b>TERMIN/TERM</b>	
Jobs Detail Effective Date	Set equal to the last day of the current pay period
Personnel date	Querydate will default
Job Status	“T” will default
Job Change Reason	“TTERM” will default
Contract Begin Date	Leave blank
Contract End Date	Leave blank
<b>Save, Routing Information</b>	
<b>Transaction Comments, Save</b>	
<b>Submit</b>	

We will use the Personnel Date on the Termination record, set to the “reactivation date” to infer that the Job record is not intended to represent a work period, but rather is open only for time entry purposes.