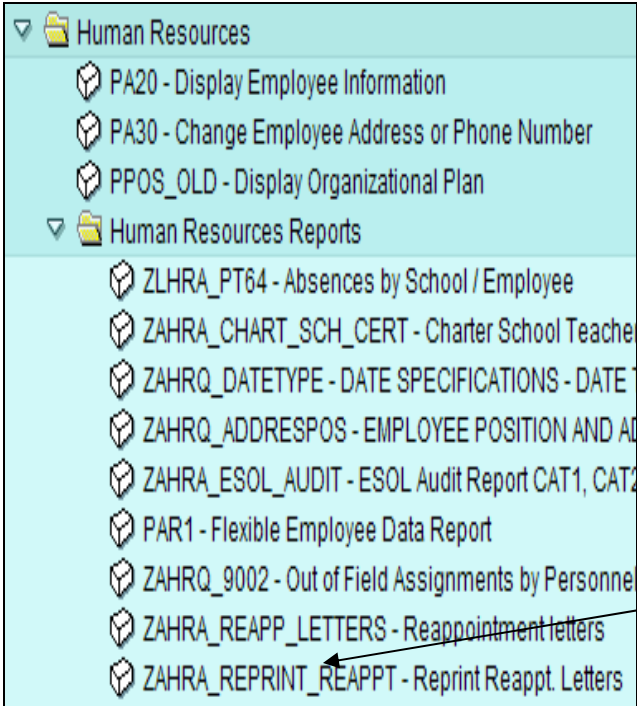
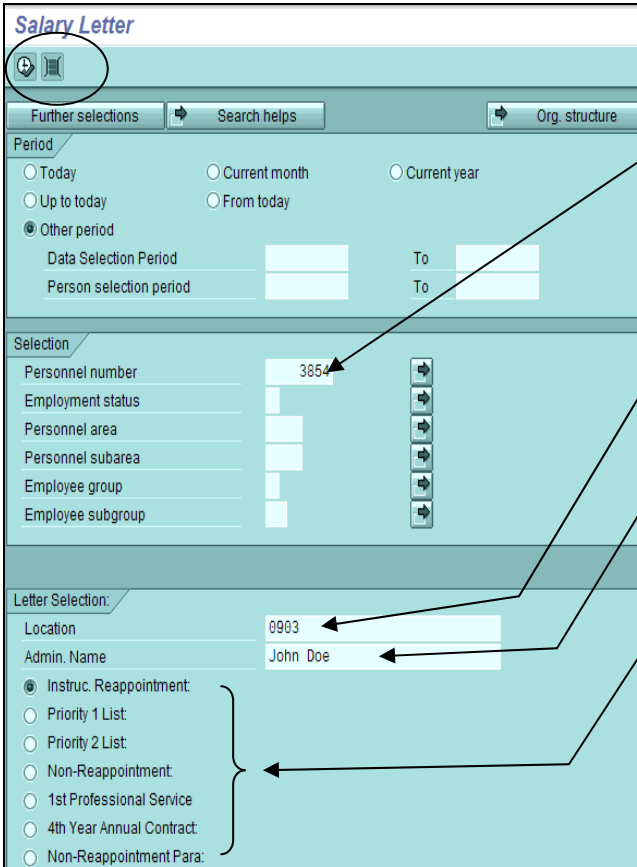
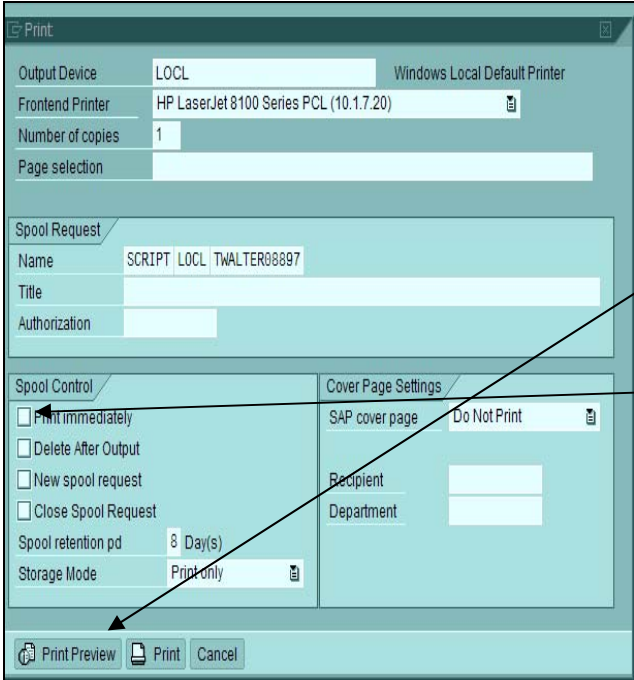
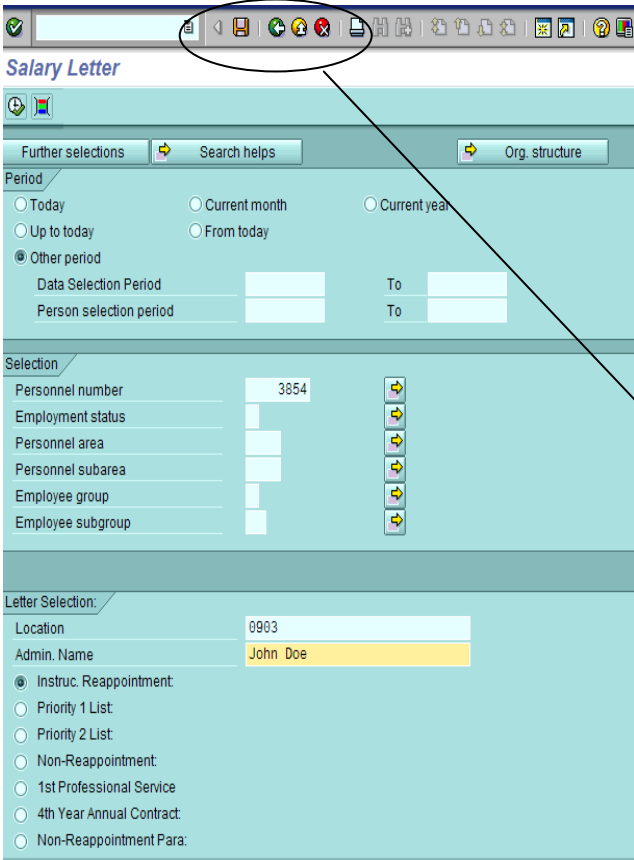



Reappointment

Print Individual Employee – Intent to Return and Reappointment Letters

Steps	Screen Displayed	Procedures
1		<p>Follow this procedure to further assist you in the Reappointment process. You will be able to print individual Intent to Return and Reappointment letters</p> <p><u>To Print Individual Intent or Reappointment Letters:</u></p> <p><u>Logon to SAP:</u></p> <ul style="list-style-type: none"> Click the Expand icon to the left of PCSB Menu>Human Resources>Human Resources Reports Select ZAHRA_REPRINT_REAPPT
2		<p><u>To Print an Individual Letter:</u></p> <ul style="list-style-type: none"> Enter the employee's SAP Number in the Personnel number field Enter your Location Number in the Location field Type the Admin. Name (Administrator's name) that will be printed on the letter Click the Radio button to Select the letter you want to print Click the Execute button

Reappointment Print Individual Employee – Intent to Return and Reappointment Letters

Steps	Screen Displayed	Procedures
3		<p>The print form is displayed. You can Preview the letter before printing or <i>click Print</i> without previewing button.</p> <p><u>To Preview the selected letter:</u></p> <ul style="list-style-type: none"> • Click the Print Preview button <p><u>To Print the selected letter:</u></p> <ul style="list-style-type: none"> • Click the box in front of Print immediately • Click the Print button
4		<p><u>To Print a Letter for another Employee:</u></p> <p> Repeat Step 2</p> <p><u>To Exit this form:</u></p> <ul style="list-style-type: none"> • Click the Amber up arrow in the toolbar at the top of the form 