

# PR Assist

Part Time Employee  
Appointment/Payroll/Time &  
Leave Management System



# What is PRAssist?

**PRAssist** is a new online appointment and time & leave application for all **part-time** employees:

- College Assistant
- Custodial Assistant (H)
- Campus Security Assistant (H)
- IT Titles (H)
- Continuing Education Teachers (CET)
- Non-Teaching Adjuncts (NTAs)
- **Excludes Teaching Adjuncts**

As of **Fall 2019** PRAssist will replace the current paper Recommendation for Appointment (RFA) and timesheets used for these employees.

# What is PRAssist?

We are moving away from the RFA concept and we are now introducing the Personal Action Form (PAF)

- The RFA only allowed you to Recommend an employee for Appointment
- With the Personal Action Form you will be able to do **MORE!**
- PAF allows you to Appoint, Reappoint, Revise, and create Terminations all in the same place
- We will no longer be accepting PAPER RFA for the part time employees we already mentioned
- Going live September 8<sup>th</sup>, 2019



# Advantages of PRAssist

How will departments and part-time employees benefit from this online application?

1. Departments will now be able to submit electronic:
  - Personnel Action Forms (PAFs) for appointments
  - Separation/Termination
  - Employees (part-time) will now be able to submit their timesheets online.
2. Supervisors will receive email notification when time sheets or PAFs require their approval.
3. Accurate and up-to-date accrual balances will be available to be viewed by employees and their supervisors.
4. Paperless!



# Roles & Responsibilities

1. **PAF Creator:** creates and revises employee appointments. Can also delete and modify PAF if an error is found.
2. **Supervisor:** reviews and approves timesheets & PAF's, as well as make modifications if an error is found.
3. **Chair/Director:** reviews and approves PAF appointments.
4. **VP/Provost:** reviews and approves, also has the option to Deny a PAF. They can add comments in the approval process as well.
5. **Human Resources:** reviews, approve/deny the PAF. They can add missing information to, or modify, a PAF during this time. HR can also add comments.
6. **Budget:** allocate department budgets in the beginning of the fiscal year. Can review budget allocations and usage reports.
7. **Payroll:** able to modify and Activate PAF so that it will be ready for accepting timesheets. Oversees pay period control and pay period date setup. Payroll also reviews all posted timesheets.
8. **Timekeeper:** maintains timesheets and accurately inputs time and attendance data into the PR-Assist system on behalf of another employee.

# Important Note

Only 1 PAF can be active at a time.

If a revision is made after the activation it must go through the approval process once again.

Once the revision is activated by Payroll the old PAF becomes inactive.

2 revisions *cannot* be added at the same time.

# Department & Budget Codes

Different budget codes were entered as departments in PRAssist.

In CUNYFirst these different departments are seen as **1** department.

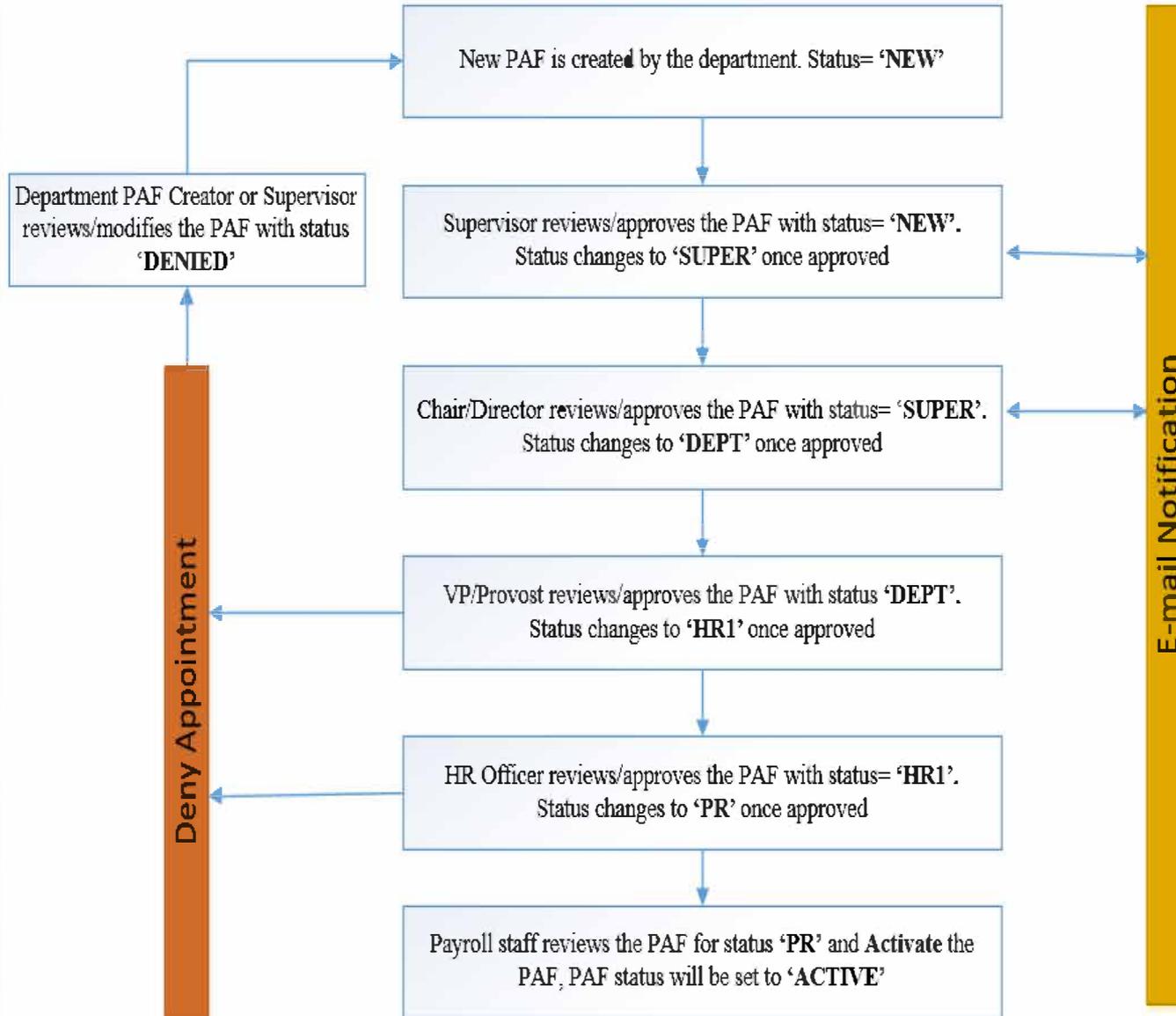
**Example:** The department for Center for Teaching and Learning uses 10 different budget codes. All of those budget codes show up as separate departments on PRAssist.

**Remember:** if an appointment is being paid from multiple budget codes, an appointment needs to be created in PRAssist in the **separate departments**.

HR will know that those appointments will go into CUNYFirst as “1” when it is received.



## Appointment Processing Flow



# Payroll Processing Flow

