



LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

APPOINTMENT/REAPPOINTMENT

1. Click on the ‘Change Department’ tab on the left-side menu.



2. From the dropdown menu, select the department budget code you will be creating the PAF in. Click ‘Select’

Change Department -- Human Resources Operations [80174]

Select Department: Human Resources Operations - 80174 ▾

Select Close

3. Click on the ‘Review Appointment’ tab



4. Select the **Fiscal Year** as needed and click on ‘New PAF’.

Specify the parameters you would like to search for					
PAF Date: (From)	<input type="text"/>	(To)	<input type="text"/>	Fiscal Year:	<input type="text"/>
Name: (Last)	<input type="text"/>	(First)	<input type="text"/>	PAF Type:	<input type="text"/>
PAF Status:	<input type="text"/>	Title:	<input type="text"/>	Empl ID:	<input type="text"/>
Department:	<input type="text"/>	Dept No:	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="New PAF"/>
				<input type="button" value="Close"/>	

Creating 'New PAF'

1. Please fill in all the highlighted fields. These are marked with an asterisk (*) on PRAssist
2. Select 'Action Type' at the top of the new PAF
 - a. **Appointment:** The employee is a NEW hire to the department or if the employee had a break in service for more than one (1) year.
 - b. **Reappointment:** The employee is being rehired to the same department or this is a reappointment at the beginning of a new fiscal year.

Action Type:	<input checked="" type="radio"/> Appointment <input type="radio"/> Reappointment		Year:	2024
Date:	01/03/2024	Empl ID:	<input type="text"/> Search Employee	
* Last Name:	<input type="text"/>	* First Name:	<input type="text"/>	
* Address:	<input type="text"/>	* City:	<input type="text"/>	
* State:	<input type="text"/>	* Zip:	<input type="text"/>	<input type="text"/>
Phone #:	<input type="text"/>	Work Phone:	<input type="text"/>	<input type="text"/>
* Title:	<input type="text"/>	Position #:	<input type="text"/>	JSN: <input type="text"/>
* Rate/Hour:	<input type="text"/>	* Budget Hrs:	<input type="text"/> /Appt	<input type="text"/> /PAF
* Appt. Start Date:	<input type="text"/>	* Appt. End Date:	<input type="text"/>	
* Appt. Initial Date:	<input type="text"/>	* CUNY College:	LaGuardia Community College	
LG User ID:	<input type="text"/>	E-Mail:	<input type="text"/>	
Reference #:	<input type="text"/>	* Supervisor:	<input type="text"/>	
Empl Rcd No:	<input type="text"/>			
* Work Location:	<input type="text"/>	<input type="checkbox"/> Student	<input type="checkbox"/> Foreign Student	
Comments:	<input type="text"/>			

3. If this is an existing employee or the employee has previously worked at the college, click on 'Search Employee' (1) option next to the emplid ID field. Enter the employee's emplid ID (2) and click 'Search' (3). If the employee is listed on the results, click 'Select' (4). This action will automatically populate the employee's personal data on the new PAF.

Action Type:	<input checked="" type="radio"/> Appointment <input type="radio"/> Reappointment		Year:	2024
Date:	01/03/2024	Empl ID:	<input type="text"/> Search Employee	
* Last Name:	<input type="text"/>	* First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Empl ID: 12345678
City:	<input type="text"/>	State:	<input type="text"/>	Search
Last Name	First Name	Empl ID	City	State
Doe	Jane	12345678	South Richmond Hill	NY
				E-Mail
				doejane@lagcc.cuny.edu
				Select
* Address:	<input type="text"/>	* City:	<input type="text"/>	
* State:	<input type="text"/>	* Zip:	<input type="text"/>	<input type="text"/>
Phone #:	<input type="text"/>	Work Phone:	<input type="text"/>	<input type="text"/>
* Title:	<input type="text"/>	Position #:	<input type="text"/>	JSN: <input type="text"/>
* Rate/Hour:	<input type="text"/>	* Budget Hrs:	<input type="text"/> /Appt	<input type="text"/> /PAF
* Appt. Start Date:	<input type="text"/>	* Appt. End Date:	<input type="text"/>	
* Appt. Initial Date:	<input type="text"/>	* CUNY College:	LaGuardia Community College	
LG User ID:	<input type="text"/>	E-Mail:	<input type="text"/>	
Reference #:	<input type="text"/>	* Supervisor:	<input type="text"/>	
Empl Rcd No:	<input type="text"/>			
* Work Location:	<input type="text"/>	<input type="checkbox"/> Student	<input type="checkbox"/> Foreign Student	
Comments:	<input type="text"/>			

4. If this is a brand-new employee to this department and there are no results on the emplid search, please enter all the required fields manually.
5. Before saving the new PAF, please make sure of the following:
 - a. The 'Action Type' is selected and make the necessary changes on the PAF.
 - b. 'Appt. Start Date' [❖] should reflect the date when the employee will start working at the department.
 - c. 'Appt. Initial Date' [❖] should reflect the date the employee will start working at LAGCC.

❖ **Please note, that the Human Resources officers may modify dates as needed.**

NOTE: Please remember that all the required fields (those with asterisks) must be filled out before saving the PAF or an error message will appear. The Appt. Initial Date is the first date the employee started working in the title the PAF is being created in. If they previously held that same title and you use their Empl. ID to populate the fields, that is one of the fields that will populate. If this is their first appointment in the title then the Start date will be the same as the Appt. Initial Date. This date is directly linked to the employee's accruals so it is very important that this date is accurate. If not sure, please contact Payroll to verify the correct entry date to that title.

6. Click 'Save'. The new PAF has been created.