PRASSIST FAQs

**Part Time Civil Service**: College Assistant, IT Hourly, Sign Language Interpreters, Custodial Assistant, etc

1. **What should be done when the number of hours on the PAF fall beyond the allotted number of hours for that current month?**

   The number of hours can’t exceed the maximum. The PAF will be denied so that the hours can be decreased.

2. **How should HR handle departments that want to give College Assistants more hours than are listed on the approved spread sheet?**

   The hours must not go over the maximum. The departments can enter a different # of hours than the spreadsheet, as long as the hours don’t go over the maximum.

3. **Can a PAF contain less hours than the University allotted hours?**

   The departments can enter a different # of hours than the spreadsheet, as long as the hours don’t go over the maximum.

4. **What if a College Assistant is not listed, or has zero, on the approved list. How can this College Assistant be approved to work in the current month?**

   The department will need an approval from their Vice President first, otherwise HR will deny the PAF with a note stating that the employee is not in the list approved by the Vice President.

5. **What scenarios can hinder a College Assistant from submitting a time sheet to be approved?**

   - If the employee doesn’t have enough hours.
   - If the PAF has not been approved yet.
   - If the employee doesn’t have an active PAF with a current appointment in PRAssist.
6. **How is a new College Assistant appointed during the month-by-month process?**

Department will need to check with their division’s liaisons to approve and clear the appointment.

The liaison will then let Claudette Gray know to add the person to the list.

7. **PAFs with zero hours for the current month must be denied. Why?**

0 hours means that the employee was not approved to work for that month. These employees will get a non-reappointment letter. These employees won’t have any leftover hours from the month prior.

8. **How will the leftover hours be handled?**

If there are some leftover hours from the prior month, but the employee is not being reappointed in the current month, then the appointment can be extended. The employee will still get a non-reappointment letter.

9. **How should negative budgets, written in red, on the PAF be handled?**

It means that the budget used is above the allotted amount. Refer to Anthony Garafola in the budget office for further instructions.

10. **Can the allotted number of hours from the University be changed by HR?**

No, HR can’t change hours.

11. **Which part time employees will receive a non-reappointment letter?**

Those who received 0 hours on the approved spreadsheet list.

12. **Can part timers who receive a reappointment letter in one month be non-reappointed in another month?**

Yes. It all depends on the work and budget availability for the department.

13. **For PAFs to be adjusted for hours, rate change or date, it must be denied by HR? Why?**

PAFs will be denied when the rate and hours are incorrect. The dates may be corrected by HR but only with a discussion with the department.
14. How should the total # of hours on the PAF be calculated?

The **Appt** hours of the **Active** PAF will need to be use when increasing or decreasing hours.

**Increasing Hours:** Let’s say that we want to increase 80 hours.

The total number of hours in the Revised PAF will be 238 (158 Active PAF Hours + 80 Additional Hours).

**Decreasing Hours:** Let’s say that we want to decrease 20 hours.

The total number of hours in the Revised PAF will be 138 (158 Active PAF Hours - 20 Additional Hours).

The **total number of hours of the Revised PAF can’t be less than the Worked Hours + the Current Timesheet Hours because it will result in negative hours.**

Please use the “Review Employee Action” screen to find the employee’s worked.

For example, the worked hours for this employee is 130 hours (46 + 24 + 60). Let’s say that the completed current timesheet has 10 hours. In this case, the Revised PAF hours can’t be lower than 135 hours (130 worked hours + 5 current timesheet hours).
In this case, we can go ahead to reduce the PAF hours to 138 hours

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