



## APPOINTMENT/REAPPOINTMENT

Click on 'Change Department' tab

Home
Review/Approve Timesheet
Review Appointments
Review Employee Action
Review Posted Timesheets
Reports
<b>Change Department</b>
Logoff

From the drop down 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

Click on 'Review Appointments' tab

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Click on 'New PAF' on the right hand side of the screen

Specify the parameters you would like to search for		
PAF Date: (From) <input type="text"/>	(To) <input type="text"/>	Fiscal Year: 2020
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"/>	Search <b>New PAF</b> Close

Print Selected PAF

There are two options for filling out the 'New PAF'

1. Select 'Action Type' at the top of the PAF
  - Appointment: When the employee is a new hire or if the employee had a break in service for more than one (1) year
  - Reappointment: When the employee is being rehired to the college or this is a reappointment at the beginning of the new fiscal year
2. If it is an existing employee that has previously worked in the college, by entering their Empl. ID and clicking enter, most of the important fields will auto populate
3. If it is a brand new employee you may enter all the required fields manually

Action Type: <input checked="" type="radio"/> Appointment <input type="radio"/> Reappointment		Year: 2020	
Date: 12/18/2019	Empl ID: <input type="text"/> <a href="#">Search Employee</a>		
* 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"/>		
Phone #: <input type="text"/>	Work Phone: <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"/>			

**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.

Click 'Save'