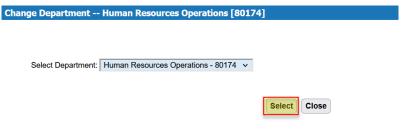31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

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'
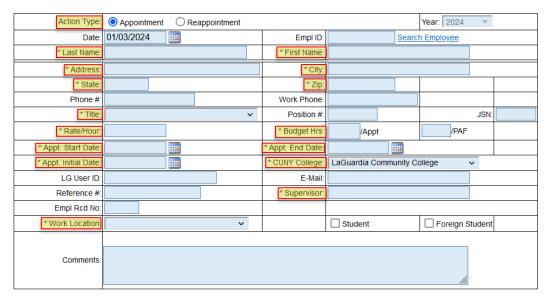

3. Click on the 'Review Appointment' tab

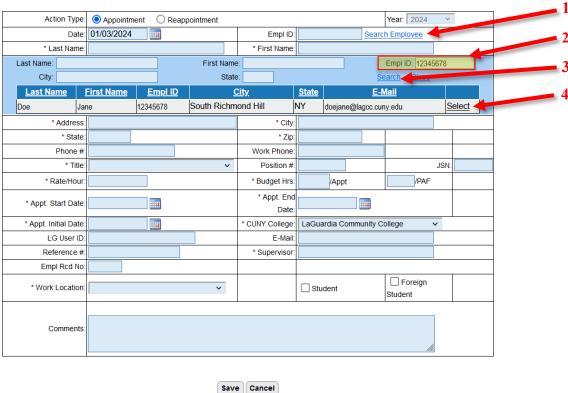4. Select the **Fiscal Year** as needed and click on 'New PAF'.

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.

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.

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.