



HOW TO APPROVE APPOINTMENTS IN PRASSIST

Once the PAF is created, it will need to be approved by different levels of authority. The available PAF Status are listed below:

- NEW** – PAF is just created, waiting for approval by Supervisor.
- SUPER** – Approved by Supervisor, waiting for approval by Chair/Director.
- DEPT** – Approved by Chair/Director, waiting for approval by VP/Provost.
- HR1** – Approved by VP/Provost, waiting for approval by HR Coordinator.
- PR** – approved by HR Director, waiting for approval by Payroll Office.
- ACTIVE** – PAF is activated by Payroll Office.

Approving Appointments

1. Click on ‘Review Appointments’ on the left side menu.



2. Select the corresponding PAF Status from the dropdown menu. Check the box ‘Search in Multi Departments’ when overseeing multiple departments. Enter search criteria as needed (Empl ID, Title, etc.) and click ‘Search’.

Specify the parameters you would like to search for

PAF Date: (From) (To) Fiscal Year: 2023

Name: (Last) (First) PAF Type:

PAF Status: DEPT Title: Empl ID:

Search in Multi Departments

3. Click on ‘View PAF’ on the right-hand side of the screen for the PAF you wish to approve.

PAF Date	Last Name	First Name	Empl ID	Title	Status	Control #	
08/19/2022	Doe	Jane		IT	DEPT	180079	View PAF

- Click on the corresponding approval button in the 'Approval Signature' section at the bottom of the page. The system will prompt users to enter the Sign-in password for verification.

Approval Signatures					
Supervisor	<input type="text"/>	<input type="text"/>	Chair/Director	<input type="text"/>	<input type="text"/>
VP/Prov	<input type="text"/>	<input type="text"/>	H/R Officer	<input type="text"/>	<input type="text"/>
Deny this PAF	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="button" value="Print"/> <input type="button" value="E-Mails"/> <input type="button" value="Modify"/> <input type="button" value="Remove"/> <input type="button" value="Close"/>					

- Enter your Outlook password and click 'Continue'

Approval Signatures

Please enter your Login ID for verification