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

15. Is there a rule on what can and cannot be entered under budgeted hours? (Ex. Can I enter 8.625 hours or should it be rounded to 8.5)

Yes, you can. However, it can be confusing when the employee is to enter a timesheet for those hours because the time can only be entered in intervals of 15 minutes in decimal format. 15 minutes would be 0.25, 30 minutes are 0.5, and 45 minutes are 0.75. The minutes to decimal format can be calculated as minutes/60.

16. Can an employee have more than one Active appointment?

Yes. The employee may have multiple active appointments only in the following 2 cases:

1. Multiple different titles in one (1) budget code, or
2. The same title in different budget codes

17. When creating an appointment for attending workshops, can I combine a couple of workshops if they are paid from the same budget?

Yes, as long as it falls within the reappointment time period and hours don't go above allowed hours.

18. Is there a way to know that the appointments were entered correctly/approved other than by logging in and checking each of them?

The employees receive a notification at the time their PAF is Activated. Departments can run the 'PAF Status Data Sheet' report. This report will enable you to see the PAF's that are currently awaiting approval as well as their status. To run this report:

- Log in to PRAssist and make sure to select the budget code you would like to run the report for in 'Departments' tab
- Click on the 'Reports' tab on the left side of the screen

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

- Select the link for 'PAF Status Data Sheet' report

Select Report Year: 2021

Active Employee Listing
Bi-Weekly Timesheet Summary Report
Posted Timesheet Report
Department Expenditure Report
Encumbrance To Date Report
Projected Expenditure Report
PAF Status Data Sheet

- Once you open the report, it will show you the PAF's status

19. How to extend an employee's appointment?

To extend an appointment, you must enter a revision on the Active PAF for the employee. Here you will change the end date, add the budgeted hours for the reappointment (always remember to add the previous appointment hours + the new hours being added to this appointment) add a brief comment and save. Please refer to the 'Revisions' manual sent every reappointment period.

20. How to add multiple budgets in PRAssist?

To add multiple budget codes in PRAssist you must always utilize the 'Change Department' tab in PRAssist because this will enable you to move from budget to budget in your department. When adding a second appointment in a different budget code:

- Log in to PRAssist
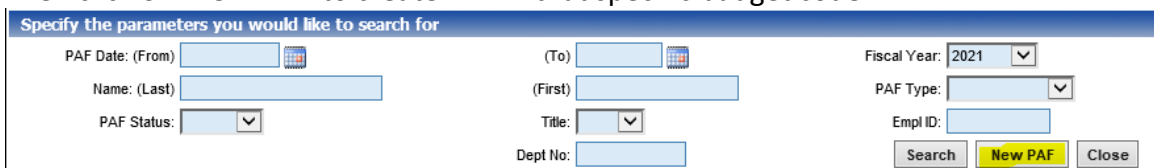- Click on 'Change Department' tab on the left side of the screen
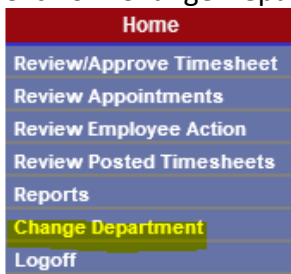
- Select the budget code that the appointment will be created in from the drop down menu

- Now go to 'Review Appointments' tab

- Then click on 'New PAF' to create PAF in that specific budget code

- These steps can be repeated for the following appointment you will like to create in a separate budget code

21. How multiple Budgets are added in CUNYFirst?

Different budget codes were entered into PRAssist as departments, however when they are put into CUNYFirst by the HR team they are treated as One (1) department. This would mean that if an employee is appointed in PRAssist in more than one budget code in the same department, in CUNYFirst the hours that will be entered is the sum of the 2 budget code hours for the appointment period. The start date would be the earliest date of the 2 budget codes and the end date would be the latest date of the 2 budget codes.

22. How to add multiple budgets, once one of the budgets gets closed?

To add more than one budget code for your department in PRAssist you must first go to the 'Change Department' tab on the left hand side of the PRAssist screen. You may select the budget code that the employee will be working in. Once you have selected the budget code, go to the 'Review Appointments' tab and create the New PAF.

23. How to add hours after the PAF is approved and the hours have changed?

There are only 3 ways that one can add hours after a PAF has been approved. It would depend at what stage of the approval process the PAF is in.

1. If the PAF was created and approved in the Supervisor level, the PAF can be modified at this point before the Chair/Director approves it.
2. If the PAF is approved by the Chair/Director, it has to be Denied by either the VP/Provost or HR so that it can return back to the department for modification.
3. If it has already been activated by Payroll, the department can add a Revision on the active PAF to change the hours.

24. How to add a reappointment with an increase in hours?

To add a reappointment with budget hour increase for an employee you must remember to add the Appointment hours from the previous reappointment + the hours for which the employee is being reappointed for. If you only add the current reappointment hours in the reappointment PAF, when it is approved and Activated by payroll it will give you a negative number which will hinder your employee from entering a timesheet. This happens when the hours are changed to less than what the employee has worked in the appointment.

25. Will I need to terminate the PAF at the end of this fiscal year to reappoint for the new fiscal year?

No. You will not need to terminate the current fiscal year appointment to reappointment the employee on the new fiscal year. The reason for why the current appointment needs to stay active is because the leave accruals from this fiscal year will roll over to the following fiscal year. There is no need to terminate at the end of the fiscal year because the new fiscal year is treated as a starting point, instead of creating a revision you will need to create a reappointment.