



REVISIONS

Click on 'Review Appointments' tab



Search for employee by First, Last name, or Empl ID

Specify the parameters you would like to search for

PAF Date: (From) (To) Fiscal Year: 2020

Name: (Last) (First) PAF Type:

PAF Status: Title: Empl ID:

Dept No:

Click 'Search'



Click on 'View PAF' on the right hand side of the screen when you have found the employee you wish to Revise.

PAF Date	Dept Code	Dept Name	Last Name	First Name	Empl ID	Title	Status	Control #	
							ACTIVE	112388	View PAF

At the bottom of the PAF, click on 'Revision'

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="text"/>	<input type="text"/>			
<input type="button" value="Print"/> <input type="button" value="E-Mails"/> <input type="button" value="Revision"/> <input type="button" value="Modify"/> <input type="button" value="Remove"/> <input type="button" value="Separation"/> <input type="button" value="Close"/>					

Select the 'Action Type' on the top of the page

- Change Hour: when revising the hour only
- Change Rate: when revising the rate only
- Change Date: when revising dates only
- Other Revision: when revising more than one thing in the PAF
- Separation: when creating a termination

Action Type: Change Hour Change Rate Change Date Other Revision Separation

Once the 'Action Type' is selected, make the necessary changes on the PAF

Action Type:	<input type="radio"/> Change Hour <input type="radio"/> Change Rate <input type="radio"/> Change Date <input type="radio"/> Other Revision <input type="radio"/> Separation		Year: 2020
Date:	12/17/2019	Empl ID:	<input type="text"/> Search Employee
* 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:	College Assistant H	Position #:	<input type="text"/> JSN: 1
* Rate/Hour:	15.30	* Budget Hrs:	0 /Appt 520 /PAF
* Appt. Start Date:	7/1/2019	* Appt. End Date:	12/31/2019
* Appt. Initial Date:	3/19/2018	* CUNY College:	LaGuardia Community College
Separation Date:	<input type="text"/>	Reason:	<input type="text"/>
LG User ID:	<input type="text"/>	E-Mail:	<input type="text"/>
Reference #:	<input type="text"/>	* Supervisor:	<input type="text"/>
Empl Rcd No:	3		
* Work Location:	LGCC-E	<input type="checkbox"/> Student	<input type="checkbox"/> Foreign Student
Comments:	<input type="text"/>		

NOTE: When increasing the budget hours you must always add the hours the employee is being increased to + the hours the employee was originally appointed for. In activating the change of hours, the hours worked by the employee will be automatically decreased from the total amount of hours.

Add a brief comment in the 'Comments' area explaining what was changed on the PAF

Comments:

Click 'Save'

