

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

REDUCTION OF HOURS

Before creating the Revision to reduce hours you must first review the hours already worked by the employee.

To check the hours worked:

Click on 'Review Employee Action'. Search by Empl ID or Last Name and then click on 'Select' to open screen.

Home	Employee Action Record Sur	nmary – Human Resourc	es Operations			
eview(Approve Timesheet	Last Name:		and the second se		Year	2020 🗸
whew Appointments						Search
view Employee Actors	Last	Lime	Exst Name	Emer ID	Category	
ports	Sec. 1	and the second se	Editoria	CONTRACTOR OF THE OWNER.	C/A	Select
inge Department						
Dag			Close			

In this example this employee already worked (471 + 0) hours, so we won't be able to reduce hours to 300 because it will give you a negative budget hours. You can reduce the hours to >= 471 + current timesheet hours.

Department:	Human Resource	es Operations / 8	80174 [Other Re	rvison]	
Begin Date:	07/01/2019	End Date:	06/30/2020	ACTIVE	C/A
Budget Hours:	569.00	Rate:	15.30	Prior S/L:	0.00
Hours Worked	0.00	A/L Earned:	0.00	S/L Earned	0.00
O/T Worked:	0.00	A/L Transferred	31.50	S/L Transferred	23.50
Shift Worked:	0.00	A/L Used:	0.00	S/L Used:	0.00
Hour Available	569.00	A/L Adjusted:	0.00	S/L Adjusted:	0.00
		A/L Available:	0.00	S/L Available:	0.00
Department:	Human Resource	es Operations / 8	0174 [Reappoir	ntment]	
Begin Date:	07/01/2019	End Date:	12/18/2019	INACT	C/A
Budget Hours:	471.00	Rate:	15.30	Prior S/L:	10.82
Hours Worked	471.00	A/L Earned:	31.50	S/L Earned:	23.50
O/T Worked:	0.00	A/L Transferred	0.00	S/L Transferred	0.00
Shift Worked:	0.00	AlL Used:	0.00	S/L Used:	13.00
Hour Available	0.00	A/L Adjusted:	0.00	S/L Adjusted:	0.00
		A/L Available:	0.00	S/L Available:	0.00

To reduce the hours:

Click on 'Review Appointments' tab



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

Specify the parameters you would like to se	arch for	
PAF Date: (From)	(To)	Fiscal Year: 2020
Name: (Last)	(First)	PAF Type:
PAF Status:	Title:	Empl ID:
	Dept No:	Search New PAF Close

Click 'Search'

Search	New PAF	Close

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	<u>Status</u>	Control #	
And common little						1000	ACTIVE	152398	View PAF

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

		Approval	Signatures		
Supervisor				Chair/Director	
VP/Prov				H/R Officer	
Deny this PAF					
	Print E-Mails	Revision Mod	lify Remove	Separation	Close

Select the Action Type 'Change Hour'. Enter the new amount of hours, in this example, the budget Hrs should be \geq to the worked hours. In this example, it will be \geq 504.5 (471 + 33.5 current timesheet hours). The Budget Hrs can't be less than the worked hours. In this example, the employees appointment was 1040 for the entire fiscal year, so now I will reduce the hours to 600, which means that the employee can work another 95.5 hours more.

Action Type:	O Change Hour O Change Rate O Char	nge Date O Other Revison	O Separation	Year: 2020	Y
Date:	12/26/2019	Empl ID	Sei	arch Employee	
* Last Name	Bernist History	* First Name	(Institution)		
* Address	Millio Page Assessed app 128	* City			
* State	her .	* Zip	-		
Phone #	ad to see the	Work Phone:			
* Title:	College Assistant H	Position #		JSN:	1
* Rate/Hour:	15.30	* Budget Hrs: 1	040 /Appt	569 PAF	
Appt. Start Date:	7/1/2019	* Appt. End Date: 6	/30/2020		

Action Type:	Change H	our Change Ral	te 🔿 Change Date	O Other Reviso	n O Separation	Year: 2020	Ŷ
Date:	12/26/2019			Empl ID	s	earch Employee	
* Last Name	Read and	and a second		* First Name	Pullania I		
* Address	and states a	A 12 12 12		* City	March 1		
* State	-			* Zip			
Phone #	and the second second			Work Phone:			
* Title:	College Asse	stant H	~	Position #:		JSN	1
* Rate/Hour:	15.30			Budget Hrs:	600 Appt	-440 PAF	
Appt. Start Date:	7/1/2019			* Appl. End Date:	6/30/2020	1	

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



Click 'Save'

