



# LaGUARDIA COMMUNITY COLLEGE

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

## REVISIONS

1. Click on the 'Change Department' option on the left-hand side menu.



2. On the new screen, open the dropdown menu to select the department/budget code where the PAF needs to be created and then click 'Select'.

Select Department: Academic Affairs Archives Rest Funding 1 - 80013\_100112 ▾

Select Close

3. Click on the 'Review Appointment' tab



4. On the new screen, search by First name, Last name or EMPL ID then click on 'Search'.

### Specify the parameters you would like to search for

PAF Date: (From)   (To)   Fiscal Year: 2024 ▾  
Name: (Last)  (First)  PAF Type: ▾  
PAF Status: ▾ Title: ▾ Empl ID:   
Search New PAF Close

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

PAF Date	Last Name	First Name	Empl ID	Title	Status	Control #	
12/08/2023	Doe	Jane	12345678	IT	ACTIVE	100000	<a href="#">View PAF</a>

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

Approval Signatures			
Supervisor	<input type="text"/>	<input type="text"/>	Chair/Director <input type="text"/>
VP/Prov	<input type="text"/>	<input type="text"/>	H/R Officer <input type="text"/>
Activation	<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="Separation"/> <input type="button" value="Modify"/> <input type="button" value="Remove"/> <input type="button" value="Close"/>			

7. Select the 'Action Type' at the top of the page:

- Change Hour: For revising Hours only
- Change Rate: For revising Rate only
- Change Date: For revising Dates only
- Other Revision: For revising more than one action on the PAF
- Separation: For Terminations only

<b>Action Type:</b>	<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: 2024
---------------------	-----------------------------------	-----------------------------------	-----------------------------------	--------------------------------------	----------------------------------	------------

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

<b>Action Type:</b>	<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: 2024
Date:	<input type="text" value="01/10/2024"/>	Empl ID:	<input type="text"/>	<a href="#">Search Employee</a>		
* Last Name:	<input type="text"/>	* First Name:	<input type="text"/>			
* Address:	<input type="text"/>		* City:	<input type="text"/>		
* State:	<input type="text" value="NY"/>	* Zip:	<input type="text"/>			
Phone #:	<input type="text"/>	Work Phone:	<input type="text"/>			
* Title:	<input type="text"/>	Position #:	<input type="text"/>	JSN:	<input type="text"/>	
* Rate/Hour:	<input type="text"/>	* Budget Hrs:	<input type="text"/>	/Appt	<input type="text"/>	/PAF
* Appt. Start Date:	<input type="text"/>	* Appt. End Date:	<input type="text"/>			
* Appt. Initial Date:	<input type="text"/>	* CUNY College:	<input type="text"/>			
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:	<input type="text"/>					
* Work Location:	<input type="text"/>	<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 PLUS 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.

❖ **Please note, that the Human Resources officers may modify dates as needed.**

9. Add a brief comment in the 'Comments' section explaining what was changed on the PAF.

Comments:



10. Click 'Save'