

11 ~~10~~ EASY STEPS TO...

Approve PAFs

1. Go to PR Assist
<https://prassist.citytech.cuny.edu/PRlogon.aspx>
Please note: you may now log on to PR Assist off campus
2. Log In
3. Select "Change Department"
4. Select, from the drop down menu, the appropriate department/budget line
The budget line ending in "01" is for Non-Teaching Adjunct Faculty and College Assistants
The budget line ending in "CL" is for Adjunct CLTs
5. Select "Select"
6. Select "Review Appointments"
7. Select "Search"
8. Select "View PAF" to the far right of a staff member's name to review and/or approve a PAF
9. When you are satisfied that the PAF is correct select "Supervisor"
10. Enter your Login ID (your first initial, last name: hreiser, rhotzler, etc.)
11. Select "Continue"
12. Select "Close"