

10 EASY STEPS TO...

Create a NEW Non-Teaching Adjunct PAF

1. Log in to PR Assist
2. Select the correct department/budget line under "Change Department"
3. Select "Review Appointments"
4. Select "New PAF"
5. Select "Action Type" of "Appointment"
6. Select the correct Fiscal Year from the drop down menu
The Fiscal Year runs from July 1 through June 30
7. Select "Search Employee" to see if this employee's information is on file
 - a. If yes, select that employee
 - b. If no, select close
8. Enter all empty information fields with an asterisk (*) next to them. If you do not have the information available, please contact the Dean's Office
Appointment Start Date and Appointment Initial Date will be the same
9. Select "Save"
10. Email your Chair to inform him/her that a new PAF is ready for his/her approval