

10 EASY STEPS TO...

Create a NEW RE-Appointment Adjunct CLT 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 "RE-Appointment"
6. Select "Search Employee" to see if this employee's information is on file
 - a. If yes, select that employee
 - b. If no, select close
7. 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
 - Fall & Winter total hours: 225 (August 28, 2013 to January 25, 2014)
 - Spring total hours: 225 (January 26, 2014 to May 31, 2014)
 - Summer total hours 175 (TBD)

PLEASE NOTE: The above hours are for ADJUNCT CLTs ONLY. If you are creating a PAF for an F/T CLT working extra hours or a CLT who is also TEACHING, please contact the Dean's Office for the correct hours.

8. Select "Save"
9. Email your Chair to inform him/her that a new PAF is ready for his/her approval
10. Start again with Step 4