

10 EASY STEPS TO...

Revise an EXISTING PAF

1. Log in to PR Assist
2. Select the correct department/budget line under "Change Department"
3. Select "Review Appointments"
4. Select "Search"
5. Select "View PAF" for the correct person
6. Select "Revision"
7. Select the correct "Action Type"
 - Change Hour: to increase or decrease the total hours for this PAF
 - Change Rate: to increase, decrease or correct the rate for this PAF
 - Separation: disregard; do NOT use unless specifically told to do so
8. Make the necessary adjustments on the PAF
 - Budget Hours
 - Appt. End Date
9. Select "Save"
10. Email your Chair to inform him/her that a revised PAF is ready for his/her approval