

10 EASY STEPS TO...

Separate (END) an Existing 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 “Search”
5. Select “View PAF” for the correct individual
6. Select “Revision”
7. Select “Action Type” of “Separation”
8. Make the following changes to the PAF:
 - a. Enter the “Separation Date” as the LAST day of the current semester
 - b. Select “Other Reason” from the “Reason” drop down menu
 - c. In “Comments” enter the following information:
“Submitting separation for the upcoming semester.”
9. Select “Save”
10. Email your Chair to inform him/her that a new PAF is ready for his/her approval

Note: Once the Separation has been approved through “Authorization II” you may then submit a NEW RE-appointment for the next semester.