

The City College of New York

Office of Human Resources

Electronic Personnel Action Form (ePAF) User Manual

Purpose

This manual serves as a comprehensive guide for departments and Human Resources staff to manage CCNY Hourly Employee appointments through the Electronic Personnel Action Form (e-PAF) System.

It details how to:

- Create new affiliate appointments
 - Rehire or reappoint existing affiliates
 - Terminate appointments early
 - Review and approve submissions through the HR workflow
-

System Overview

The e-PAF System is the official platform used by The City College of New York to manage and track Hourly Employee appointments, including College Assistants, Non-Teaching Adjuncts, Continuing Education Teachers, Student Aides, and other part-time hourly staff.

The e-PAF replaces the traditional paper-based Personnel Action Form (PAF) process by enabling digital routing, automated approvals, and real-time budget validation, ensuring greater efficiency, accuracy, and transparency across all departments.

Departments can use this system to:

- Submit new affiliate appointments
- Renew existing appointments
- Terminate appointments early when necessary

HR uses the same system to review, approve, and maintain affiliate records.

System Access



Portal URL: <https://portal.ccny.cuny.edu/depts/hr/epaf/login.php>



Access: Available to authorized departmental users and HR staff with CCNY login credentials.

Version Information

Contact Information

For questions or technical support regarding the ePAF System, contact:

 **HRHourlyservices@ccny.cuny.edu**

 **Shepard Hall, Room 50**

 **212-650-7672**

Icon	Meaning
	Tip: Helpful advice or shortcut to improve efficiency.
	Note / Warning: Important rule or policy reminder to prevent errors.
	Search Tip: Indicates steps related to finding or filtering records.
	Action Required: Fields or steps that must be completed before submission.
	HR Action: Steps performed by the HR team to review or finalize records.

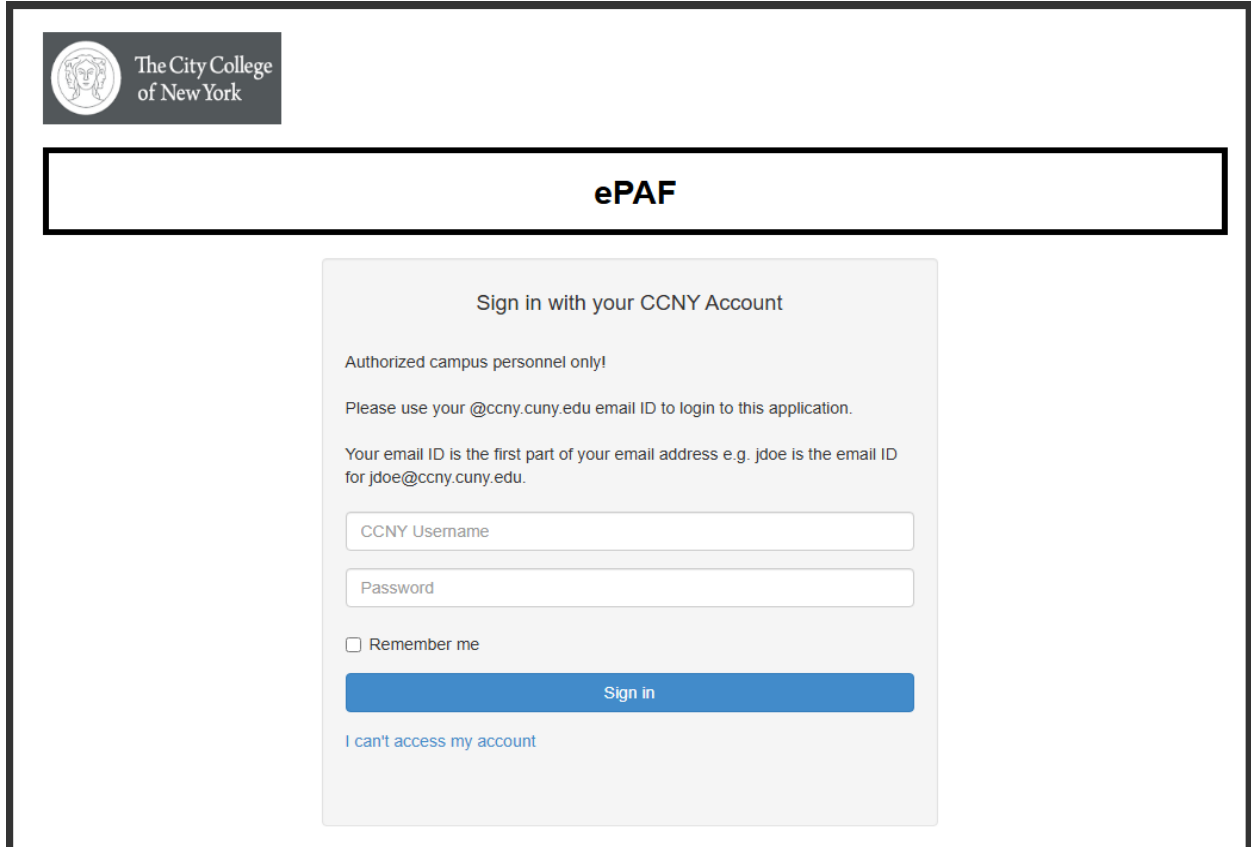
Contents

1. Accessing the ePAF System.....	3
2. Navigating the ePAF Dashboard	4
3. Viewing Cases.....	6
4. Viewing and Managing an Appointment Record	8
5. Creating a New Appointment	9
6. Candidate Notification and Onboarding Email	12
7. Employee Form – Completing the Electronic Personnel Action Form	15
8. Appointment Confirmation and Account Activation	19
9: Rehires	22
10: Revising an Appointment.....	24
11: Terminations	25

1. Accessing the ePAF System

1. Go to the City College of New York Human Resources webpage.
2. Click on Electronic Forms → ePAF Portal.
3. The login screen (shown below) will appear.

Figure 1: e-PAF System Login Screen – Accessing the Electronic Personnel Action Form Portal



The City College of New York

ePAF

Sign in with your CCNY Account

Authorized campus personnel only!

Please use your @ccny.cuny.edu email ID to login to this application.

Your email ID is the first part of your email address e.g. jdoe is the email ID for jdoe@ccny.cuny.edu.

CCNY Username

Password

☐ Remember me

Sign in

[I can't access my account](#)

4. Sign in using your CCNY credentials:
 - Username: Enter the first part of your CCNY email address (e.g., *jdoe* for *jdoe@ccny.cuny.edu*).
 - Password: Enter your CCNY account password.
 5. Click Sign In to access your ePAF Dashboard.
 6. Once logged in, you will see the home page where you can:
 - Create new hourly appointments.
 - View or edit existing submissions.
 - Track approval status.
-

2. Navigating the ePAF Dashboard

After logging into the ePAF system, hiring managers are directed to the **Hiring Manager Dashboard**. This dashboard serves as the central hub for all ePAF-related activities — including monitoring budgets, creating new appointments, tracking cases, and viewing submissions.

Navigating the e-PAF Dashboard – Hiring Manager Detail View

The screenshot shows the 'Hiring Manager Detail' page. At the top left is the City College of New York logo. At the top right, it says 'Welcome Bryantdolph D DeLeon!' with a 'Logout' button. Below the header is a large box titled 'Hiring Manager Detail'. Underneath this box are three tabs: 'Budgets', 'ePaf', and 'Cases'. The 'Budgets' tab is selected, displaying a table with the following data:

Combo Code	Department	Description	Encumbrance	Charges	Total	Available Funds
000135827	10318	Int'l Studies & Programs	\$0.00	\$0.00	\$0.00	\$0.00
000024274	60110	Institute, CUNY for Urban Sys	\$0.00	\$0.00	\$0.00	\$0.00
000014321	75062	Student Center/Student Activ	\$0.00	\$0.00	\$0.00	\$0.00
004136770	10195	Mathematics Special Projects	\$0.00	\$0.00	\$0.00	\$0.00

The top navigation bar includes three main menu tabs:

- **Budgets**
- **ePAF**
- **Cases**

Each section provides a different set of functions essential to the appointment process.

2.1 Budgets Tab

The **Budgets** tab displays all available combo codes linked to your department's funding sources. This section helps you determine whether sufficient funds are available before creating or reappointing an hourly employee.

Columns include:

Column	Description
Combo Code	The budget line assigned to a specific funding source or department.
Department	The department or unit name associated with the combo code.
Description	Provides a brief summary of the funding source.
Encumbrance	Funds already committed to approved or pending appointments.
Charges	Funds already paid out to employees.
Total	The sum of encumbrances and charges.
Available Funds	Remaining funds available for new appointments.

Tip: Always check **Available Funds** before creating an appointment to prevent routing delays caused by insufficient budget.

2.2 ePAF Tab

The **ePAF** tab is where you will perform all personnel-related actions. Available options typically include:

- **Create New Appointment:** Initiate a new hourly hire.
- **Reappointment:** Extend an existing appointment for another term.
- **Termination:** End an appointment before its natural expiration date.
- **My Submissions:** View the status of all your submitted ePAFs.

Each option opens a form tailored to that specific action. Once submitted, your request routes through the automated workflow for review and approval by Budget and HR.

2.3 Cases Tab

The **Cases** tab displays all active and past ePAF transactions.

Each case represents a single submission and includes detailed tracking information such as:

- **Case ID**
- **Employee Name / EMPLID**
- **Position Title**
- **Department**

- **Submission Date**
- **Current Status (e.g., Pending Budget, Approved, Returned for Correction)**

Use this section to **monitor the progress** of your requests or to **review historical activity**.

Note: Returned cases will include comments from approvers. Review feedback carefully and resubmit once corrections are made.

2.4 Logout Button

Located in the top-right corner of the screen, the **Logout** button securely ends your session. Always log out when finished to protect sensitive personnel information.

3. Viewing Cases

The **Cases** tab is where hiring managers can view, track, and manage all ePAF submissions — from pending to approved. Each entry represents a personnel action, allowing you to monitor its progress or take further actions such as revisions, terminations, or document uploads.

Figure 3: Viewing Cases – Hiring Manager Case Listing Screen

Welcome Bryantdolph D DeLeon

[Logout](#)

Case Listing [HIRING MANAGER](#)

24-25

Budgets ePaf **Cases**

Show 15 entries

Processing
Rejected
Approved
All

Search:

Start Date		Combo Code	Department	Title	Created
07/01/2024	Dianelfa Sanchez	000016025	Information Technology Service [80179]	IT Assistant I H [4875]	20250620-1
7/1/2024	Arlene Empinado	000002220	Student Technology Fee [80385]	IT Support Assistant (H) [4865]	20250620-2
08/05/2024	James Bosch	000002220	Student Technology Fee [80385]	IT Assistant I H [4875]	20250620-3

3.1 Accessing the Cases Tab

1. Click the **Cases** tab from the top navigation bar.
2. Use the dropdown menu to filter cases by status:

Option	Purpose
Processing	Display cases currently pending review by Budget and HR.
Rejected	Shows cases that were returned for correction or denied.
Approved	Lists all HR approved cases.
Finalized	Lists all finalized and payrolled cases.

Tip: Use the **Search** bar to quickly locate a case by name, EMPLID, or department.

3.2 Case Color Indicators

In the case listing, color-coded icons help you quickly identify the approval status of each ePAF:

Icon Color	Status Meaning
	Processing Display cases currently pending review by Budget and HR.
	Rejected Shows cases that were returned for correction or denied.
	Approved Lists all HR approved cases.
	Finalized Lists all finalized and payrolled cases.

Legend: These icons appear in the rightmost column under the **Status** or **Created** field for easy identification.

3.3 Viewing Approved ePAFs

Once an ePAF has been **approved**, hiring managers can view and perform limited actions on the case.

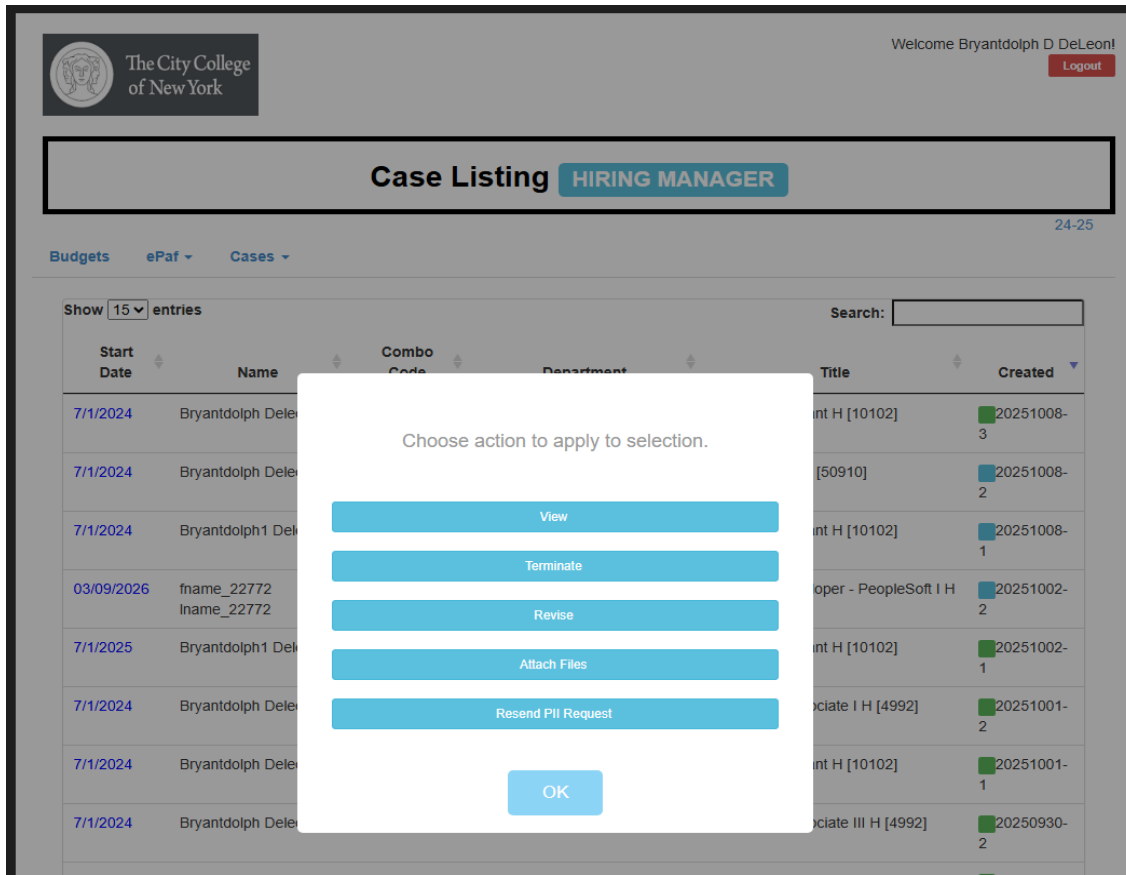
1. Click on the **Start Date** of the approved appointment.
2. A pop-up window will appear showing available options.

4. Viewing and Managing an Appointment Record

Once an ePAF has been submitted and approved by HR, hiring managers can view, update, or manage the appointment record directly from the **Case Listing** screen.

This feature provides full visibility into appointment history and allows users to take additional actions such as revising, terminating, or attaching documents as needed.

Figure 4: Viewing and Managing an Appointment Record – Action Selection Menu



4.1 Accessing an Appointment Record

1. Navigate to the **Cases** tab from the dashboard.
2. Locate the record you wish to view.
3. Click on the **Start Date** in the first column.
4. A pop-up window will appear titled **“Choose action to apply to selection.”**

5. Creating a New Appointment

Hiring managers can initiate a new appointment directly through the ePAF platform. The **New Appointment Form** collects all necessary employment details while maintaining the employee's privacy — hiring managers do **not** have access to personal identifying information (PII).

Figure 5: Creating a New Appointment – e-PAF Appointment Information Form

The screenshot displays the ePAF (e-PAF) interface for creating a new appointment. At the top, the City College of New York logo is on the left, and a welcome message 'Welcome Bryantdolph D DeLeont' with a 'Logout' button is on the right. Below this is a navigation bar with 'ePAF' highlighted. The main section is titled 'PERSONNEL ACTION FORM'. Under the 'Appointment Information' tab, various fields are organized into rows. Fields include: 'Type Of Appointment' (dropdown), 'Fiscal Year' (dropdown), 'Category' (dropdown), 'Separations' (dropdown), 'First Name' (text), 'Last Name' (text), 'Email Address' (text), 'Effective From Date' (date), 'Effective To Date' (date), 'Department' (dropdown), 'Dept. Supervisor' (text), 'Supervisor Email' (text), 'Payroll Title' (dropdown), 'Title Search' (text), 'Functional Title' (text), 'Hourly Rate' (text), 'Select Rate' (dropdown), 'Custom Rate #.##' (text), 'Sick Leave Cost' (text), 'Sick Leave Hours' (text), 'Annual Leave Cost' (text), and 'Annual Leave Hours' (text). Each field is preceded by an asterisk, indicating it is a required field.

5.1 Accessing the New Appointment Form

1. From the top navigation bar, click the **ePAF** tab.
2. Select **New** from the dropdown menu.
3. The **Personnel Action Form** will open, allowing you to enter appointment details.

5.2 Completing the Appointment Form

Each field on the Personnel Action Form must be completed accurately to avoid routing delays or rejections.

<u>Field</u>	<u>Description</u>
Type of Appointment	Select the appropriate hourly category (e.g., College Assistant, Student Aide, Non-Teaching Hourly).
Fiscal Year	Defaults to the current fiscal year (e.g., 24–25). Ensure this matches the intended appointment period.
Category	Choose the classification that aligns with the position type.
Separations	Leave blank unless this form is being used for a termination.
First / Last Name	Enter the employee’s name exactly as it appears in CUNYfirst.
Email Address	Enter the CCNY or CUNY email address associated with the employee.
Effective From / To Date	Specify the start and end date of the appointment. End dates must not exceed June 30 of the fiscal year.
Department	Select the appropriate department from the dropdown list.
Dept. Supervisor / Supervisor Email	Identify the direct supervisor overseeing this appointment.
Payroll Title	Select from the official hourly payroll titles.
Functional Title	Optional: used to further describe the role’s function if not reflected in the payroll title.
Hourly Rate	Choose the appropriate rate based on the employee’s title and step. Custom rates require HR approval.
Leave Cost / Hours	Displays standard leave accrual information for eligible employees.
Salary (Optional)	Auto-calculated once rate and hours are entered.
# of Hours	Indicate the total number of hours to be worked during the appointment period.

 **Important:** Hiring managers do **not** have access to the employee’s Personally Identifiable Information (PII)** such as SSN, date of birth, or home address. Once the ePAF is submitted, the system automatically sends a secure **PII intake form** to the employee to complete directly.

5.3 Uploading Required Documents

Before submitting the form, upload any required attachments to support the appointment:

- Authorization or approval memo (if required by the department)

Tip: Ensure all documents appropriately named before uploading.

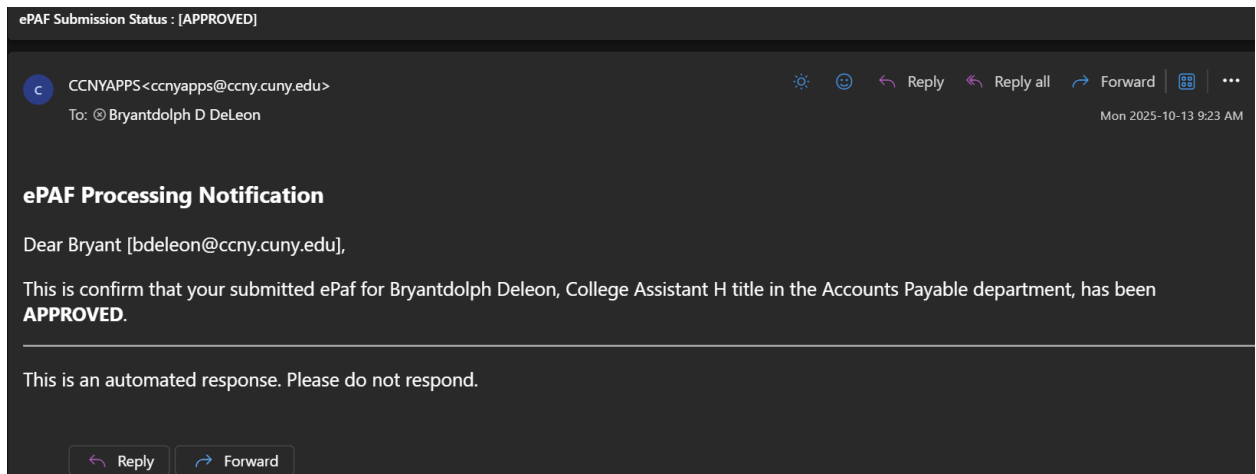
5.4 Submitting for Approval

1. Review all entered information carefully.
2. Confirm that funding availability has been verified in the **Budgets** tab.
3. Click **Submit for Approval** at the bottom of the form.

The submission will automatically route to:

1. **Budget Office** → to confirm combo code and funding availability
2. **Human Resources (Hourly Services)** → for final approval and system entry

Figure 5.2: e-PAF Processing Notification – Approval Email



Note: You will receive an email confirmation once your ePAF has been successfully submitted and when it advances through each approval stage.

5.5 Common Errors to Avoid

-  Missing or incorrect combo code — verify with Budget before submission.
-  Invalid end date — cannot extend past June 30 of the fiscal year.

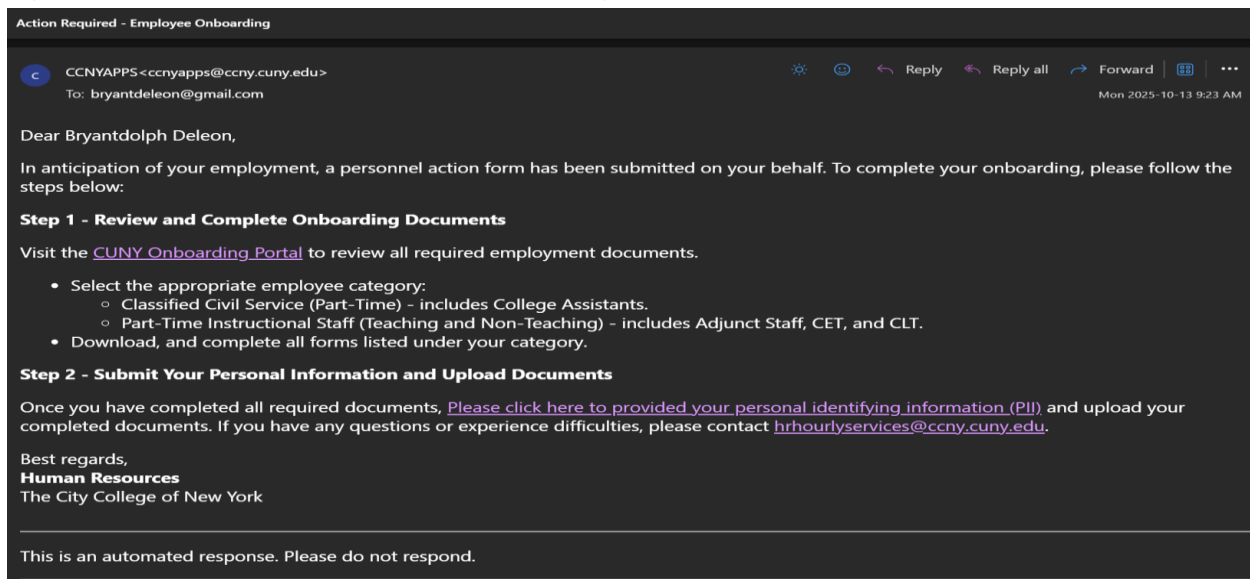
-  Missing attachments — all supporting documents must be included to prevent return.
-  Duplicate submission — ensure the employee doesn't already have an active appointment before creating a new one.

6. Candidate Notification and Onboarding Email

Once the hiring manager submits a new ePAF and it is approved by HR, the **candidate automatically receives an onboarding email** from the CCNY ePAF system.

This message contains all the instructions necessary for the candidate to complete their personal information and onboarding requirements.

Figure 6: Candidate Notification and Onboarding Email



6.1 Email Sender Information

The email is sent automatically from:

 **CCNYAPPS** ccnyapps@ccny.cuny.edu

This message is **system-generated** — candidates **should not reply directly** to the email. Any questions or issues should be directed to:

 hrhourlyservices@ccny.cuny.edu

6.2 Subject Line and Content Overview

The email subject line reads:

“Action Required – Employee Onboarding”

The message body outlines two major onboarding steps the candidate must complete:

Step 1 – Review and Complete Onboarding Documents

Candidates are instructed to visit the **CUNY Onboarding Portal** to access and download all required employment forms.

They must:

- Select their **employee category**, such as:
 - *Classified Civil Service (Part-Time)* – includes College Assistants.
 - *Part-Time Instructional Staff (Teaching and Non-Teaching)* – includes Adjunct Staff, CET, and CLT.
- Review and complete all required forms listed under their category.

Step 2 – Submit Personal Information (PII) and Upload Documents

Once onboarding forms are complete, candidates must click the provided hyperlink:

 **“Please click here to provide your personal identifying information (PII)”**

This link directs the candidate to a secure portal where they can:

- Enter their personal details (SSN, date of birth, address, etc.).
- Upload completed onboarding documents directly to HR.

 **Important:** This PII link is unique to each candidate and is time-sensitive. Candidates should complete it as soon as possible to avoid processing delays.

6.3 Automated Features

- The email is **automatically generated** upon ePAF approval by HR — no manual action is required by the hiring manager.
- The system tracks whether the candidate has completed their onboarding steps.

- If a candidate does not respond or loses the link, the hiring manager can use the **“Resend PII Request”** option in the ePAF dashboard to generate a new email.
-

6.4 HR Review and Follow-Up

Once the candidate completes their onboarding and submits the PII form:

- HR reviews and verifies the information.
 - The employee’s information is finalized in the HR system.
 - The hiring manager may then view the appointment in “Approved” status within their **Cases** tab.
-

6.5 Example Communication Flow

Step Action		Responsible Party
1	Hiring Manager submits ePAF	Department / Hiring Manager
2	HR approves ePAF	Human Resources
3	System sends onboarding email	CCNYAPPS System
4	Candidate completes onboarding and PII form	Candidate
5	HR finalizes appointment	Human Resources

Would you like me to follow this with **Section 7: Reappointments** (using the “Rehire” option) next, or include an **Email Legend Box** showing how hiring managers can identify key system-generated messages (e.g., submission confirmation, approval notification, onboarding email)?

7. Employee Form – Completing the Electronic Personnel Action Form

Once the ePAF has been approved and the candidate receives the **onboarding email**, they must complete the **Electronic Personnel Action Form (Employee Section)**. This step ensures that all **personal, educational, and employment information** is securely captured and submitted to Human Resources.

Figure 7: Employee Electronic Personnel Action Form – Biographical and Personal Document section.

Biographical Information:

*Home Address:	Home Address		
*City:	City	*State:	Select State...
*Home Phone:	Home Phone		
*Last 4 of SS#:	Last 4	*Date of Birth:	MM/DD/YYYY
*Emergency Contact:	Emergency Contact	*Contact Relationship:	Contact Relationship
*Gender:	Select ...	*Married:	Select ...
*Ethnic Background:	Select ...	*U.S. Citizen:	Select ...
*Veteran Status:	Select ...		

7.1 Biographical Information

In this section, the employee enters their personal information. All fields marked with an asterisk (*) are **required**.

Field	Description
Home Address / City / State / Zip	The employee's current mailing address.

Field	Description
Home Phone	A direct contact number for HR to reach the employee if needed.
Last 4 of SS#	Used to verify identity; the full SSN is not collected through this form.
Date of Birth	Required for payroll and identity verification purposes.
Emergency Contact / Relationship	Primary contact in case of emergency.
Gender / Marital Status / Ethnic Background / Veteran Status	Used only for official recordkeeping and compliance purposes.
U.S. Citizen	Select Yes or No as applicable.

 **Important:** All information entered here is transmitted securely through CCNY's protected HR portal.

The form complies with **CUNY and State data security standards**, ensuring confidentiality of all personal information.

7.2 Personal Document Upload

Below the biographical section, employees must upload their **supporting documentation** through **Secure Transfer**.

Documents typically include:

- Copy of **Social Security Card**
- Copy of **State or Government-Issued Photo ID**
- Completed forms from the **CUNY Onboarding Portal**

To upload:

1. Review your appointment summary (department, title, start and end date).
2. Click the **“Attach Using Secure Transfer”** button.
3. Follow the prompts to upload all required documents securely.

 **Tip:** Uploading documents through Secure Transfer ensures that sensitive files are encrypted and routed directly to HR without using email attachments.

Figure 7.2: Employee form – Education and Employment Information section.

Education / Employment Information:

*Highest Degree:

Select ...

*Major:

Major

*Degree Date:

Degree Date

*Institution:

Institution

*Currently a matriculated CUNY Student:

Select ...

*Concurrent CUNY Employment:

Select ...

*Prior City Service (including CUNY):

Select ...

*Retired from City Service (New York City or New York State):

Select ...

Submit Information

7.3 Education and Employment Information

In this section, employees provide their **academic background and employment history**.

Field	Description
Highest Degree / Major / Degree Date / Institution	Enter your most recently completed degree.
Currently a Matriculated CUNY Student	Select Yes if currently enrolled in any CUNY college.
Concurrent CUNY Employment	Select Yes if you are employed in another CUNY role.
Prior City Service (Including CUNY)	Select Yes if you have previously worked for the City or any CUNY institution.
Retired from City Service (NYC or NYS)	Select Yes if you are a retiree from a city or state agency.

 **Note:** This information assists HR in determining eligibility for certain benefits and compliance with employment regulations.

7.4 Submitting the Form

Once all sections are complete:

1. Review all entries for accuracy.
2. Ensure all documents have been successfully attached using Secure Transfer.
3. Click **Submit Information** to finalize the process.

Upon submission:

- The system securely routes your data to the **CCNY Human Resources Office**.
- You will receive a confirmation message on-screen once your information has been received.
- HR will review your documents and complete your employee record in CUNYfirst.

 **Completion Reminder:** Your ePAF record will not be activated until this step is finished. Be sure to complete the form promptly after receiving your onboarding email.

8. Appointment Confirmation and Account Activation

After the HR Data Analyst finalizes and approves the appointment, the system automatically generates a **confirmation email** to the employee. This message confirms their official appointment and provides instructions to activate their CCNY account.

Figure 8: Automated appointment confirmation and CCNY account activation email.

Welcome to CCNY - Appointment Confirmation and Account Activation Inbox x 

 **CCNYAPPS** <ccnyapps@ccny.cuny.edu> Fri, Oct 24, 2:14 PM (2 days ago)   

to me, hrhourlyservices ▾

Dear Bryant99 Deleon99,

Welcome to The City College of New York (CCNY)! We are pleased to inform you that your appointment as a Admin Non-Teaching Adjunct 1 has been approved and processed in our payroll system.

Appointment Details:

- **Date:** July 1, 2024 - June 30, 2025
- **Total Hours:** 500
- **Pay Rate:** 51.94
- **Department:** Accounts Payable

The next step is to activate your CCNY email account, which will be used to access campus systems, including the electronic timesheet (e-CT) system.

Step 1: Activate Your CCNY Email Account

Your EMPLID: 99999999
Your CCNY Email:

To activate your account:

1. Visit the [CCNY Email Activation page](#).
2. Select CCNY Faculty/Staff → Activate Account.
3. Enter your **Last Name**, **last 4 digits of your SSN**, and **Date of Birth**.
4. Follow the prompts to set your password
5. Log in at Outlook - CUNY.

If you experience any issues, please contact the CCNY IT Service Desk.

You may also visit the CCNY ID Office to obtain your campus ID card.

Step 2: Submit Your Timesheets (e-CT System)

Once your email is activated:

1. Go to the [e-CT system](#).
2. Log in using your CCNY email credentials.
3. Click on the **Home** tab, select your **title** and **department** (Accounts Payable).
4. Choose the person who normally signs your timesheet. If unavailable, email timeandleave@ccny.cuny.edu with your name and department.

Please review the attached **Payroll Schedule** for due dates. Timely submission ensures payment according to the published pay dates.

Mandatory New Hire Training

All new employees must complete the mandatory training modules listed on the CCNY Required Training webpage within **7 days of your start date**.

If you have any questions, please don't hesitate to contact us.

Welcome to CCNY — we're excited to have you join our community!

Best regards,
Office of Human Resources
The City College of New York
Shepard Hall, Room 50
Email: hr@ccny.cuny.edu

8.1 Appointment Confirmation Email

The confirmation email is sent from:

 **CCNYAPPS ccnyapps@ccny.cuny.edu**

The subject line reads:

“Welcome to CCNY – Appointment Confirmation and Account Activation”

This automated message informs the employee that their appointment has been approved, processed in payroll, and officially activated in the HR system.

8.2 Email Content Overview

The message includes key details about the employee’s appointment:

- **Title**
- **Dates of Appointment** (Start and End)
- **Total Hours**
- **Pay Rate**
- **Department**

The email also provides instructions for the next steps:

Step 1 – Activate Your CCNY Email Account

Employees must activate their CCNY email to access internal systems, including eCT (electronic timesheets).

To activate:

1. Visit the CCNY Email Activation Page.
2. Select *CCNY Faculty/Staff* → *Activate Account*.
3. Enter your **Last Name**, **Last 4 digits of SSN**, and **Date of Birth**.
4. Follow the prompts to set a password.
5. Log in to **Outlook – CUNY** using your new CCNY email credentials.

 **Tip:** Employees may visit the **CCNY IT Office** to obtain an official ID card after activating their email.

Step 2 – Submit Timesheets (eCT System)

Once the employee's CCNY email is active, they can log in to the eCT System to submit their electronic timesheets.

1. Log in using your new CCNY email credentials.
2. Select your **Title** and **Department**.
3. Submit timesheets according to the published payroll schedule.



Payroll Reminder: Refer to the attached Payroll Schedule in the email for due dates to ensure timely payment.

8.3 Mandatory New Hire Training

All newly appointed employees must complete the mandatory **CUNY Required Training** modules within **7 days of their start date**.

Details and links to the required training are included in the email.

8.4 Automated Email Generation

Once the appointment is processed and marked as “Approved for Entry” by HR:

- The ePAF system automatically generates this **Appointment Confirmation and Account Activation** email.
- The email is sent simultaneously to:
 - The **Employee** (using the email entered in the ePAF form).
 - The **Supervisor** and **Department HRC**, for tracking and onboarding coordination.
- The message includes the employee's **EMPLID** and **CCNY Email Address** (once generated by the Office of Information Technology).



System Note: This step completes the ePAF lifecycle — linking HR approval, budget encumbrance, and account activation within CCNY's integrated onboarding process.

9: Rehires

The **Rehire** function within the e-PAF system allows hiring managers to easily reappoint existing hourly employees without re-entering all appointment information. This feature streamlines the reappointment process by retrieving prior records that can be updated for a new appointment period.

To begin, navigate to the top menu and select **ePAF → Rehire**. The system will prompt you to search for the employee by **First Name**, **Last Name**, or **EMPLID**.

Figure 9.1: Searching for an Existing Appointment – Rehire Function

Budgets

ePaf

Cases

25-26

New

Rehire

Revise

Terminate

Search

in your departments.

h criteria. Provide full first and/or last name, complete emplid.

it will return a list of persons. Clicking on the person's emplid will launch an epaf with the desired person.

*First Name:

First Name

*Last Name:

Last Name

*Emplid:

Emplid

Search

Emplid	First Name	Last Name	Email
--------	------------	-----------	-------

Hiring managers can search for previous hourly employees by name or EMPLID to locate prior appointments for rehire.

Once the search is completed, click on the employee’s **EMPLID** to open their appointment history.

If multiple appointments are available, a pop-up window will appear displaying all previous appointments associated with that employee. Select the record you wish to use as a **template for the rehire**.

After selecting the appropriate appointment, update the **Start Date**, **End Date**, and **Hours** to reflect the new appointment period. Then, select **Reappointment** under “Type of Appointment” and click **Rehire** at the bottom of the form to finalize the action.

Figure 9.2: Selecting an Appointment Template for Rehire

Instructions:

Search for previous hires in your departments.
Provide one or more search criteria. Provide full first and/or last name, complete emplid.
If the search is successful, it will return a list of persons. Clicking on the person's emplid will launch an epaf with the desired person.

*First Name:

*Last Name:

*Emplid:

Multiple appointments found.
Click one to use as template
for new hire.

Title	Department	Rate	Hours	Start_DT	End_DT	FY
IT Senior Associate III H	Information Technology Service	59.98	10	05/01/23	06/15/23	22-23
IT Senior Associate III H	Information Technology Service	59.98	40	05/01/23	06/30/23	22-23
IT Senior Associate III H	Information Technology Service	59.98	40	05/01/23	06/30/23	22-23
IT Assistant I H	Information Technology Service	26.96	10	08/05/23	12/15/23	23-24

OK

Emplid

10850163

10850163

Email

ccnyemail_68133

ccnyemail_60138

ccnyemail_11379

ccnyemail_24958

ccnyemail_1848

ccnyemail_23612

ccnyemail_97240

ccnyemail_67414

ariel@ccny.cuny.edu

When multiple appointments exist, a pop-up window displays the employee’s previous records. The hiring manager can select one to use as a template for the new reappointment period.

10: Revising an Appointment

The **Revise** function in the e-PAF system allows hiring managers to make changes to existing hourly appointments that have already been **approved by HR**. This feature provides flexibility to adjust appointment details such as work hours or appointment dates without having to create a new record.

To begin, navigate to the top menu and select **ePAF → Revise**. The system will prompt you to search for the employee by **EMPLID**. Once the employee is selected, the system will display the current approved appointment details. From this screen, hiring managers can:

- **Add or reduce hours** to reflect schedule changes.
- **Revise the Start Date or End Date** of the appointment as needed.
- Review other existing appointment fields to ensure all information remains accurate.

After making the necessary revisions, click **Submit** at the bottom of the form. The updated information will be routed back to HR for review and approval.

Only **approved e-PAF actions** are eligible for revision to maintain data accuracy and audit compliance.

Figure 10: Revising an Approved Appointment – e-PAF Revision Form

The screenshot displays the e-PAF system interface for revising an appointment. At the top, there are navigation tabs for 'Budgets', 'ePaf', and 'Cases'. A dropdown menu is open under the 'ePaf' tab, showing options: 'New', 'Rehire', 'Revise' (which is highlighted), 'Terminate', and 'Search'. Below the menu is a light blue box containing the text: 'from the listing below. election will open for revisions.' Underneath this is a table with columns: 'Start Date', 'Name', 'Combo Code', 'Department', 'Title', and 'Created'. The table is currently empty, with the message 'No data available in table' centered below the column headers. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. To the right of the table, there is a search bar labeled 'Search:'.

Hiring managers can modify appointment details such as hours or effective dates for actions previously approved by HR. Once submitted, the revision routes to HR for final approval.

11: Terminations

The **Termination** function in the e-PAF system allows hiring managers to formally end an hourly employee's appointment. This feature ensures that all separations are documented properly and routed through HR for recordkeeping and payroll coordination.

To begin, navigate to the top menu and select **ePAF → Terminate**. The system will prompt you to search for the employee by **EMPLID**. Once the employee record is open, the hiring manager can select the appropriate **Reason for Termination** from the following options:

- **End of Assignment** – Used when an employee's appointment naturally concludes at the end of the scheduled term.
- **Resignation – To a Higher Title** – Used when the employee is transitioning to a different role or title within the College.
- **Resignation – Resignation Letter** – Used when the employee resigns voluntarily. In this case, the hiring manager must **submit the employee's resignation letter** directly to **hrhourlyservices@ccny.cuny.edu** for HR processing and recordkeeping.

After selecting the appropriate termination reason, review the **Effective End Date** and confirm that all information is accurate. Once verified, click **Submit** to route the termination request to HR for approval.

Figure 11: Submitting a Termination – e-PAF Termination Form

Terminate

Budgets ePaf Cases

New
Rehire
Revise
Terminate
Search

Search:

Start Date	Name	Combo Code	Department	Title	Created
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Hiring managers can process terminations by selecting the appropriate reason for separation and confirming the end date. Resignations supported by a resignation letter must be forwarded to HR Hourly Services for documentation.