

The City College of New York

Office of Human Resources

Electronic Affiliate Personnel Action (eAPF) User Manual

Purpose

This manual serves as a comprehensive guide for departments and Human Resources staff to manage CCNY Affiliate (Person of Interest) appointments through the Electronic eAPF System.

It details how to:

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

This document ensures uniformity, compliance, and data integrity across all divisions handling affiliate appointments.

System Overview

The **eAPF System** is the official platform used by The City College of New York to manage and track **affiliate appointments** (non-pay roles such as researchers, volunteers, interns, visiting scholars, and other non-salaried personnel).

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/ccny_affiliate/admin.php

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

Version Information

Version	Date Issued	Prepared By	Department
1.0	October 2025	Bryantdolph DeLeon, MBA	Office of Human Resources – HRIS
1.2	October 2026	Bryantdolph DeLeon, MBA	Office of Human Resources – HRIS

Contact Information

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

 **Affiliate@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.

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1. Accessing the eAPF System

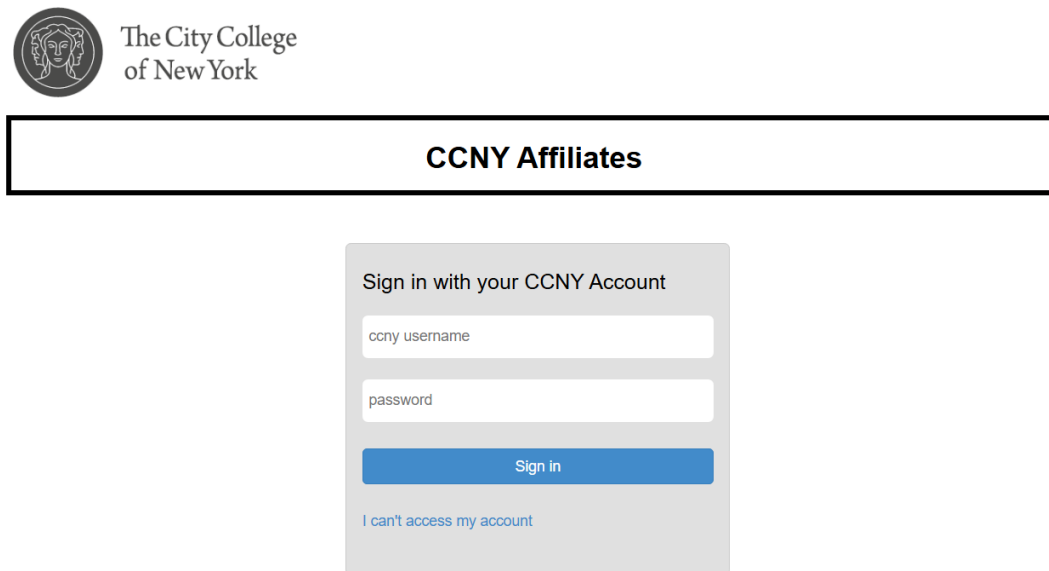
Login Page

When you visit the eAPF portal at

https://portal.ccny.cuny.edu/depts/hr/ccny_affiliate/admin.php,

you will be directed to the **CCNY Affiliates Login Page**, as shown below.

Figure 1: e-APF System Login Screen – Accessing the CCNY Affiliate Portal



The screenshot shows the login interface for the CCNY Affiliates system. At the top left is the CCNY logo, a circular emblem featuring a classical face, followed by the text "The City College of New York". Below this is a large rectangular box with the text "CCNY Affiliates" centered inside. Underneath this box is a login form with a light gray background. The form has the heading "Sign in with your CCNY Account". It contains two input fields: the first is labeled "ccny username" and the second is labeled "password". Below these fields is a blue button with the text "Sign in". At the bottom of the form, there is a link that reads "I can't access my account".

How to Log In

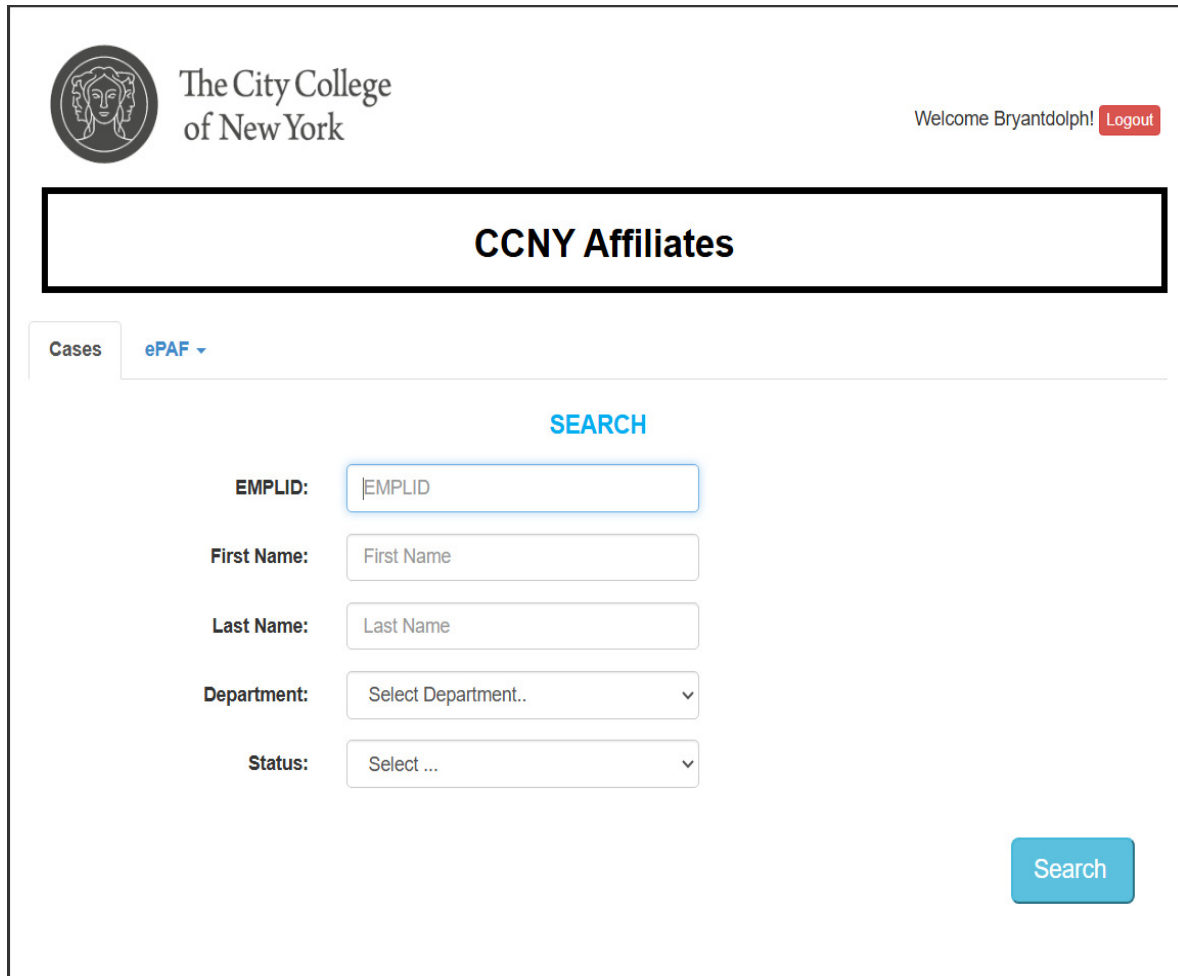
1. Enter your **CCNY Username** — this is the first part of your CCNY email address.
 - Example: If your email is **bdeleon@ccny.cuny.edu**, your username is **bdeleon**.
2. Enter your **CCNY Email Password** in the password field.
3. Click **Sign in** to access the system.

 **Tip:** If you experience login issues or have forgotten your password, click “**I can’t access my account**” below the Sign In button to reset or recover your credentials.

2. Navigating the eAPF Dashboard

After successfully signing in, you will be directed to the **CCNY Affiliates Dashboard**, as shown below.

Figure 2: Navigating the e-APF Dashboard – Search Screen

The screenshot shows the CCNY Affiliates Search Screen. At the top left is the CCNY logo and the text "The City College of New York". At the top right, it says "Welcome Bryantdolph!" next to a red "Logout" button. A large black-bordered box in the center contains the text "CCNY Affiliates". Below this, there are two tabs: "Cases" and "ePAF" (which is selected and has a dropdown arrow). Under the "ePAF" tab, the word "SEARCH" is centered in blue. Below "SEARCH" are five search criteria: "EMPLID:" with a text input field containing "EMPLID", "First Name:" with a text input field containing "First Name", "Last Name:" with a text input field containing "Last Name", "Department:" with a dropdown menu showing "Select Department..", and "Status:" with a dropdown menu showing "Select ...". A blue "Search" button is located at the bottom right of the search area.

This is your main workspace within the eAPF system. From here, you can **search, review, and manage affiliate cases** based on the information available to your assigned department(s).

Top Navigation Menu

At the top-left corner, you'll find two key navigation options:

- **Cases:** Opens the list of all affiliate cases that you have access to view or edit.
- **ePAF:** Provides a shortcut link to the electronic Personnel Action Form (ePAF) system for hourly employees.

 **Tip:** The eAPF and ePAF systems are separate platforms but share a similar interface. This makes it easier to navigate between affiliate and hourly actions when needed.

Search Fields Overview

You can locate an existing case by entering information in one or more of the following fields:

Field	Description
EMPLID	Search by the affiliate's CUNYfirst Employee ID.
First Name / Last Name	Search by the affiliate's first and/or last name.
Department	Select from the dropdown list. Only the departments you are authorized to access will appear here.
Status	Filter results by case status (e.g., <i>Pending, Approved, Expired</i>).

How to Search

1. Enter any identifying information (e.g., EMPLID, Name, or Department).
2. Click the **Search** button in the lower-right corner.
3. The system will return all matching affiliate records within your authorized departments.

 **Tip:** Using fewer fields (e.g., just last name or EMPLID) will broaden your search results, while entering more details will narrow them down.

 **Note:** If you do not see your department listed, contact the HRIS team to confirm your access permissions.

3. Viewing Cases

After performing a search, the system will display all matching records that meet your criteria, as shown below.

Figure 3: Viewing Cases – Affiliate Case Listing Screen



The City College
of New York

Welcome Bryantdolph! [Logout](#)

CCNY Affiliates

Cases [ePAF](#)

SEARCH FOR *Status Pending*.

There are 3 match(es) found based on the above criteria.

Show entries

Search:

LAST NAME ▲	FIRST NAME ▲	DEPARTMENT ▲	SUBMIT DATE ▼	ACTION ▲	STATUS ▲
Deleon	Bryantdolph	Anthropology	2025-10-01 11:25:32	Initial	P
Deleon	Bryantdolph	Accounts Payable	2025-10-01 11:13:42	Initial	P
Deleon	Bryantdolph1	Human Resources	2025-09-09 09:53:02	Initial	P

Showing 1 to 3 of 3 entries

Previous Next

This page lists all current **CCNY Affiliate appointments** that match your search filters. Each record represents an individual affiliate case.

Search Results Table Overview

Column	Description
Last Name / First Name	Displays the affiliate's name. Click the Last Name link to open the detailed appointment record.
Department	Indicates the department associated with the affiliate appointment.
Submit Date	Shows the date and time the appointment request was submitted.
Action	Identifies the type of action (e.g., <i>Initial</i> , <i>Reappointment</i> , <i>Termination</i>).

Column	Description
Status	Displays the current status of the case (e.g., <i>P</i> = Pending, <i>A</i> = Approved, <i>R</i> = Rejected, <i>E</i> = Expired).

How to Access an Appointment Record

1. Locate the affiliate you wish to view from the search results list.
2. Click the **Last Name** link in the first column.
3. The system will open the detailed **Appointment Record** for that affiliate, where you can review, edit, or submit updates as needed.

 **Tip:** You can sort the list by clicking any column header (e.g., sort by *Department* or *Submit Date*).

 **Quick Search:** Use the “Search” box in the top right corner to quickly filter results by name, department, or EMPLID.

Would you like me to include in the next section what users see *after* clicking the last name (the appointment details screen)?

4. Viewing and Managing an Appointment Record

When you click on an affiliate's **Last Name** from the search results, you will be directed to the **Personnel Action Form (PAF)** page, which displays all appointment details submitted for that affiliate.

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

The screenshot shows the 'CCNY Affiliates' Personnel Action Form (PAF) page. At the top left is the City College of New York logo. At the top right, it says 'Welcome Bryantdolphi' with a 'Logout' button. Below this is a large box labeled 'CCNY Affiliates'. Underneath, there are tabs for 'Cases' and 'ePAF'. The main heading is 'PERSONNEL ACTION FORM'. There are two buttons: 'Click to go Back' and 'Resend Email'. A status message reads: 'This PAF is **CREATED** by bdeleon on 2025-10-01 11:25:32. This PAF has not been viewed by the applicant yet.' The 'Appointment Information' section contains a 'TYPE OF APPOINTMENT' dropdown set to 'Initial'. Below this are fields for: *First Name (Bryantdolphi), *Last Name (Deleon), *Effective From Date (7/1/2024), *Effective To Date (6/30/2025), *Department (Anthropology), Dept. Supervisor (Marija Jankovic), *Payroll Title (CCNY Affiliate), and Functional Title (Functional Title). At the bottom, there is a checkbox labeled '*Please check box confirming that you have uploaded the required documents' which is checked. An 'Update Request' button is in the bottom right corner.



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of New York

Welcome Bryantdolphi [Logout](#)

CCNY Affiliates

Cases ePAF

PERSONNEL ACTION FORM

[Click to go Back](#) [Resend Email](#)

This PAF is **CREATED** by bdeleon on 2025-10-01 11:25:32
This PAF has not been viewed by the applicant yet.

Appointment Information

TYPE OF APPOINTMENT

Initial

*First Name: Bryantdolphi

*Last Name: Deleon

*Effective From Date: 7/1/2024

*Effective To Date: 6/30/2025

*Department: Anthropology

Dept. Supervisor: Marija Jankovic

*Payroll Title: CCNY Affiliate

Functional Title: Functional Title

*Please check box confirming that you have uploaded the required documents ☒

[Update Request](#)

This page allows you to **review, edit, and manage** an affiliate's appointment, as well as resend appointment emails to the affiliate if needed.

Appointment Information Section

Field	Description
Type of Appointment	Indicates whether the appointment is <i>Initial</i> , <i>Reappointment</i> , or <i>Termination</i> .
First Name / Last Name	Displays the affiliate's name.
Effective From / Effective To Dates	Defines the appointment period. Appointments cannot exceed one (1) year.
Department	Indicates the department associated with the appointment. Only departments you have access to will appear in the dropdown list.
Dept. Supervisor	The designated supervisor for the affiliate.
Payroll Title	Defaults to <i>CCNY Affiliate</i> .
Functional Title	Optional field that may be used to specify a role or functional title within the department.

Available Actions

- **Resend Email:**

Click the **Resend Email** button to reissue the appointment notification to the affiliate's CCNY email address.

💡 Use this feature if the affiliate indicates they did not receive the initial appointment email.

- **Update Request:**

After making any changes to the appointment information, click **Update Request** to save the modifications.

⚠️ Always verify dates, department, and supervisor information before updating the record.

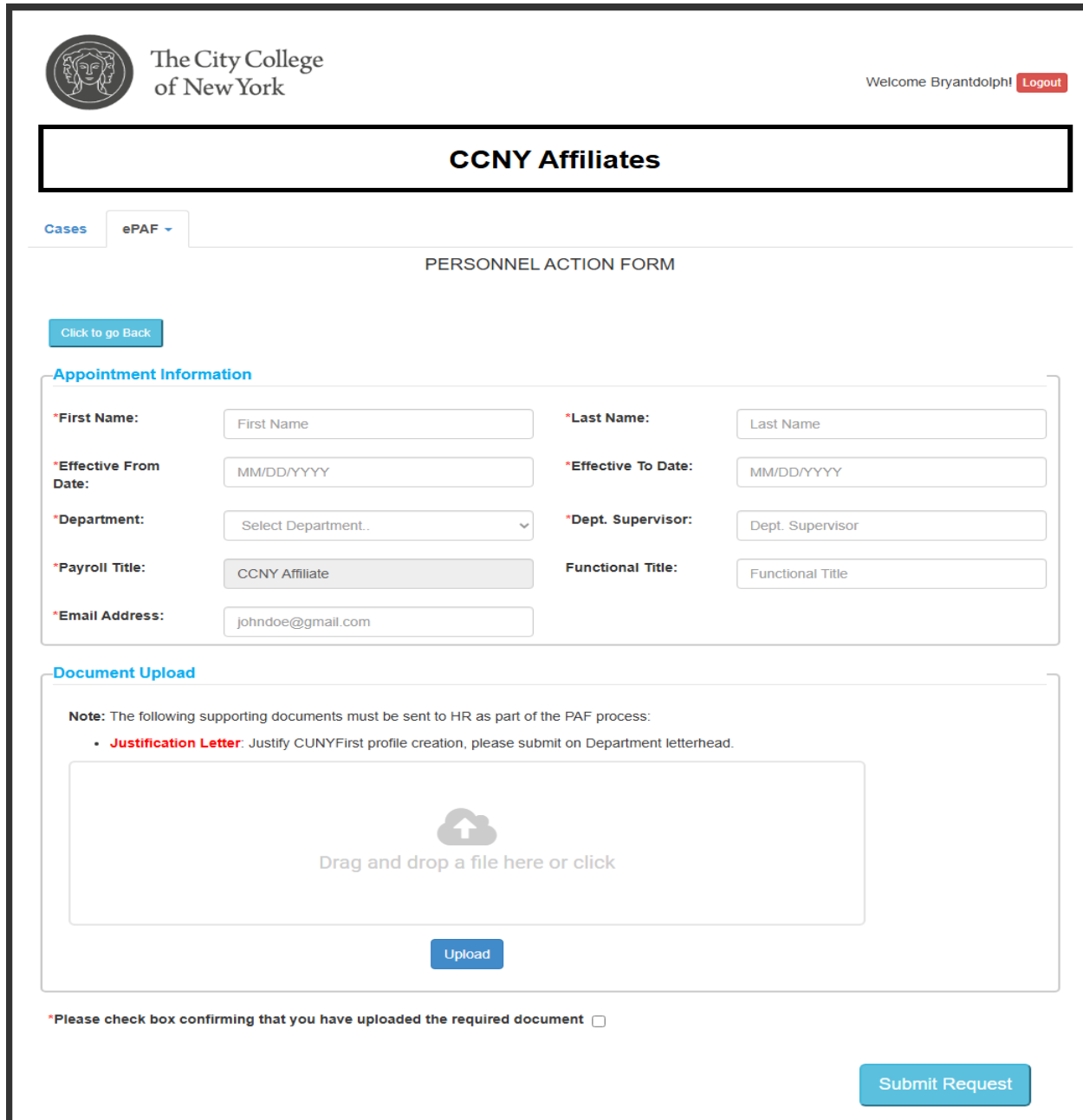
- **Click to go Back:**

Returns you to the search results page.

5. Creating a New Appointment

To create a new CCNY Affiliate appointment, start from the **CCNY Affiliates Dashboard** and select **ePAF → New** from the dropdown menu in the top-left corner.

Figure 5: Creating a New Appointment – e-APF Appointment Form



The screenshot displays the 'CCNY Affiliates' dashboard. At the top left is the CCNY logo and the text 'The City College of New York'. At the top right, it says 'Welcome Bryantdolph!' with a 'Logout' button. A central banner reads 'CCNY Affiliates'. Below this, there are tabs for 'Cases' and 'ePAF', with 'ePAF' selected. The main heading is 'PERSONNEL ACTION FORM'. A 'Click to go Back' button is on the left. The 'Appointment Information' section contains fields for: *First Name (First Name), *Last Name (Last Name), *Effective From Date (MM/DD/YYYY), *Effective To Date (MM/DD/YYYY), *Department (Select Department...), *Dept. Supervisor (Dept. Supervisor), *Payroll Title (CCNY Affiliate), Functional Title (Functional Title), and *Email Address (johndoe@gmail.com). The 'Document Upload' section includes a note about supporting documents, a list item for 'Justification Letter', a large upload area with a cloud icon and the text 'Drag and drop a file here or click', and an 'Upload' button. At the bottom, there is a checkbox for confirming document upload and a 'Submit Request' button.

The City College of New York

Welcome Bryantdolph! [Logout](#)

CCNY Affiliates

Cases ePAF

PERSONNEL ACTION FORM

[Click to go Back](#)

Appointment Information

*First Name:	First Name	*Last Name:	Last Name
*Effective From Date:	MM/DD/YYYY	*Effective To Date:	MM/DD/YYYY
*Department:	Select Department..	*Dept. Supervisor:	Dept. Supervisor
*Payroll Title:	CCNY Affiliate	Functional Title:	Functional Title
*Email Address:	johndoe@gmail.com		

Document Upload

Note: The following supporting documents must be sent to HR as part of the PAF process:

- Justification Letter:** Justify CUNYFirst profile creation, please submit on Department letterhead.



Drag and drop a file here or click

[Upload](#)

*Please check box confirming that you have uploaded the required document ☐

[Submit Request](#)

This opens a blank **Personnel Action Form (PAF)** where you can enter all required appointment details.

Appointment Information Section

Complete the following fields to create a new appointment:

Field	Description
First Name / Last Name	Enter the affiliate's legal first and last name.
Effective From / Effective To Dates	Specify the appointment period. Appointments cannot exceed one year in duration.
Department	Select the department submitting the request. Only departments you have access to will be listed.
Dept. Supervisor	Choose the supervisor responsible for overseeing the affiliate's role.
Payroll Title	This field defaults to CCNY Affiliate .
Functional Title	Optional — can be used to describe the role (e.g., Research Assistant, Program Support).
Email Address	Enter the affiliate's personal email address where the appointment notification will be sent.

Document Upload Section

Supporting documentation must be included as part of each appointment submission.

Required Document:

- **Justification Letter** – must be provided on **department letterhead** explaining the need for affiliate access or appointment.

How to Upload:

1. Drag and drop the file into the upload area, or click inside the box to browse and attach the file manually.
2. Click **Upload** to confirm the file has been added.
3. Check the box labeled:

“Please check box confirming that you have uploaded the required document.”

 **Note:** The system will not allow submission without the required documentation and the checkbox marked.

Submitting the Appointment

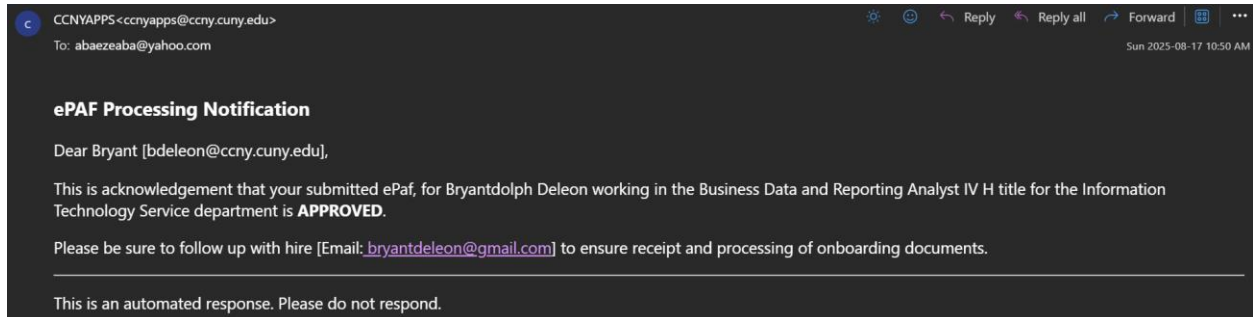
Once all information and documents are completed:

1. Review the entered details for accuracy.
2. Click **Submit Request** to finalize the appointment entry.

Upon submission:

- The system will automatically send a confirmation email to the affiliate for review and acknowledgment.

Figure 5.1: e-APF Processing Notification – Approval Confirmation Email



- The case will appear in your department’s **Pending** list until fully approved by HR.

💡 **Tip:** If the affiliate does not receive the appointment email, you can return to the record and use the **Resend Email** button.

6. Affiliate Notification Email

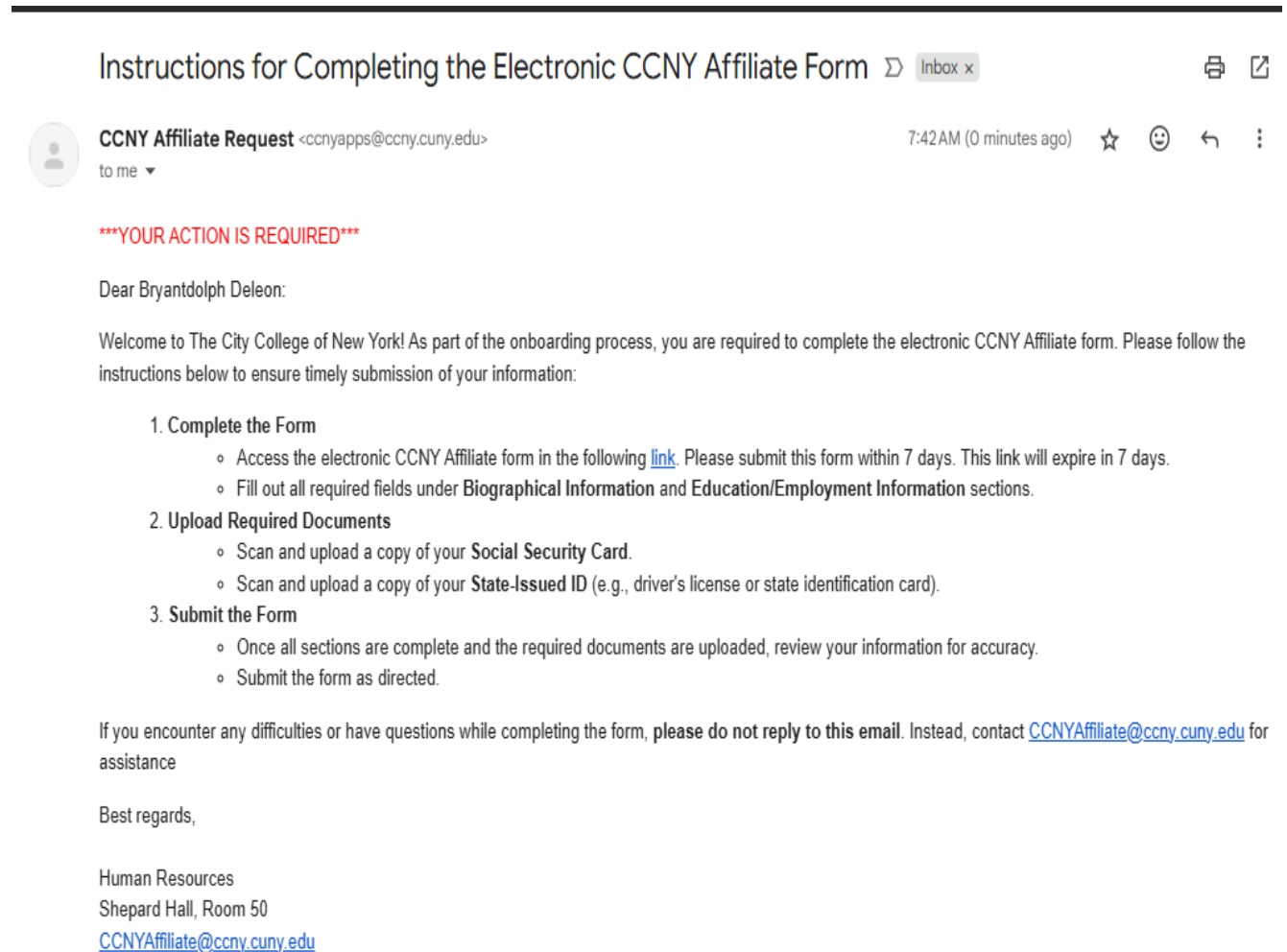
Once an appointment request is submitted through the eAPF system, the affiliate automatically receives an email notification from **CCNY Affiliate Request** (ccnyapps@ccny.cuny.edu) with instructions for completing their portion of the process.

This message is titled:

“Instructions for Completing the Electronic CCNY Affiliate Form”

and includes a personalized greeting and a secure link to access the electronic form.

Figure 6: Affiliate Notification Email – PII Submission Request



****Updated 9/1/2026:** Language was revised to clarify that Social Security Cards and state Issue I.D. are not required for all affiliates, including individuals who may be located outside the United States.

Email Content Overview

Section	Description
Subject Line	Clearly indicates that action is required from the affiliate.
Personalized Greeting	The affiliate's name appears at the start of the message.
Instructions	The body of the email provides step-by-step directions for completing the affiliate form, uploading documents, and submitting the request.
Action Link	A secure hyperlink labeled "link" allows the affiliate to access their electronic CCNY Affiliate form. This link remains active for 7 days . The affiliate must upload the required identification and supporting
Required Documents	documentation applicable to their circumstances. This may include a Social Security Card, government-issued identification, or other appropriate documentation, as applicable.
Contact Information	Affiliates are directed to email Affiliate@ccny.cuny.edu for any issues or questions. Replies should not be sent directly to the automated message.

Affiliate Instructions Summary

1. Complete the Form

- Open the electronic form using the link provided in the email.
- Fill out all fields under the **Biographical Information** and **Education/Employment Information** sections.

2. Upload Required Documents

- Attach scanned copies of the Example: **Social Security Card** and **State-Issued ID**.

3. Submit the Form

- Review all entered details for accuracy.

The affiliate must submit the form within 7 days to avoid expiration of the secure link. If the form is not completed within this timeframe, the department must generate a new link using the Resend Email button on the appointment record page.

7. Affiliate Form – Completing the Electronic Personnel Action Form

When the affiliate clicks the secure link provided in their email, they are directed to the **Electronic Personnel Action Form (PAF)** page shown below.

This form allows the affiliate to **verify appointment details**, **enter personal and educational information**, and **upload required documentation** to complete their onboarding process.

Figure 7 Affiliate Form – Completing the Electronic Personnel Action Form (e-APF)

The screenshot displays the 'PERSONNEL ACTION FORM' for The City College of New York. The form is divided into several sections:

- Appointment Information:** Fields for First Name (Bryantdolph), Last Name (Deleon), Effective From Date (7/1/2025), Effective To Date (6/30/2026), Department (Academic Standards), Dept. Supervisor (Sabina Eng), Payroll Title (CCNY Affiliate), and Functional Title (functional_13094).
- Biographical Information:** Fields for Home Address, City, State (dropdown), Zip, Home Phone, Emergency Contact, Contact Relationship, Gender (dropdown), Ethnic Background (dropdown), U.S. Citizen (dropdown), and Veteran Status (dropdown).
- Education / Employment Information:** Fields for Highest Degree, Degree Date, Major, Institution, Currently a matriculated CUNY Student (dropdown), Concurrent CUNY Employment (dropdown), Prior City Service (including CUNY) (dropdown), and Retired from City Service (New York City or New York State) (dropdown).
- Document Upload:** A section with a note about required supporting documents (Social Security or ITIN number and a Government issued ID). It features a large box with a cloud icon and the text 'Drag and drop a file here or click', an 'Upload' button, and a checkbox for confirming document upload.

A 'Submit Form' button is located at the bottom right of the form.

Sections of the Affiliate Form

The form consists of four main sections:

Appointment Information

This section displays the appointment details entered by the department.

Field	Description
First / Last Name	Displays the affiliate's name as entered by the department.
Effective From / To Dates	Indicates the start and end dates of the appointment.
Department / Supervisor	Lists the department and the supervisor associated with the appointment.
Payroll Title	Defaults to <i>CCNY Affiliate</i> .
Functional Title	Indicates the functional or working title for the affiliate's role.

Note: These fields are pre-filled and cannot be changed by the affiliate. If any information is incorrect, the affiliate should contact their department before proceeding.

Biographical Information

This section must be completed by the affiliate.

Field	Description
Home Address, City, State, Zip	Enter current home address details.
Home Phone	Provide a valid contact number.
Emergency Contact / Relationship	Enter an emergency contact name and their relationship to you.
Gender, Ethnic Background, U.S. Citizen, Veteran Status	Select the applicable options from each dropdown.

Tip: All fields marked with an asterisk (*) are mandatory and must be completed before submission.

Education / Employment Information

Provide education and prior employment details.

Field	Description
Highest Degree / Major / Degree Date / Institution	Enter your most recently earned degree and the institution name.
Currently a matriculated CUNY Student	Select Yes or No.

Field	Description
Concurrent CUNY Employment	Select Yes if currently employed at another CUNY campus.
Prior City Service (including CUNY)	Indicate whether you have prior service with any New York City or CUNY agency.
Retired from City Service	Select Yes if retired from any NYC or NYS agency.

Document Upload

Affiliates must upload the following documents before submitting the form:

- **Social Security or ITIN card** (if applicable)
- **Government-issued ID** (Driver's License, Passport, or State ID)

How to Upload:

1. Drag and drop files into the upload area, or click to browse and attach them.
2. Click **Upload** to confirm.
3. Check the confirmation box labeled:

"Please check box confirming that you have uploaded the required documents."

Submitting the Form

Once all sections are complete:

1. Review all information for accuracy.
2. Ensure that the required documents are uploaded and the confirmation box is checked.
3. Click **Submit Form** to send your information to HR.

After submission, the form will be routed back to the HR department for review and final approval.

Reminder: The link expires **7 days** from the date the email was received. If expired, the department must resend a new link through the eAPF system.

Once approved by HR, Affiliate will receive the following email confirmation with instructions how to claim their email and login, as well as how to get their CCNY I.Ds:

Figure 7.1: CCNY Email Account and Important Submission Guidelines – Affiliate Notification Email

Subject: Your New CCNY Email Account and Important Submission Guidelines

Dear CCNY Affiliate,

Welcome to The City College of New York! We are pleased to inform you that your CCNY email account has been created. Below are your account details and instructions for activating both your CUNY Login and CCNY email accounts:

Your EMPL ID Number: [EMPL ID]

Your New CCNY Email: [Email Address]

To activate your CUNY Login account, please follow these steps:

1. Visit the CUNY Login Account Self-Service page: [CUNY Login Account Self-Service](#)
2. Under New Account, click Activate Your CUNY Login.
3. Enter your First Name, Last Name, Date of Birth (MM-DD-YYYY), and the last four digits of your Social Security number or CUNY-assigned ID number.
4. Complete the "I'm not a robot" verification and click Continue.
5. Follow the remaining prompts to complete activation of your CUNY Login account.

To activate your CCNY Email account, please follow these steps:

1. Visit the CCNY Email Activation page: [Webpage](#)
2. Select CCNY Faculty/Staff, [Activate Account](#).
3. Option A
4. Enter Last name, last 4 digits of your Social Security number and Date of Birth
5. Confirm the information is correct
6. Set up your new password
7. Go back to the activation page [Webpage](#) and click login: Outlook - CUNY

To obtain your CCNY ID Card, please follow these steps:

1. Complete the [CCNY ID Request Form](#) with your personal and appointment information, including your name, EMPL ID, department, title, effective date, and expiration date.
2. Provide the form to your Dean, Chair, or Department Head to complete and sign the authorization section at the top of the form. The form must be signed before it is submitted to the ID Office.
3. Once the form is completed and authorized, follow the submission and identification requirements provided on the [CCNY ID Office webpage](#).

If you have any issues or need assistance with the CUNY Login in or CCNY Email, please reach out to our IT Support team at [Service Desk](#).

If you have any questions or need further clarification, please don't hesitate to contact us.

Welcome to CCNY!

Best regards,
Human Resources Department
The City College of New York

160 Convent Avenue
New York, NY 10031
Email: CCNYAffiliate@ccny.cuny.edu
Phone: (212) 650-7512/7226

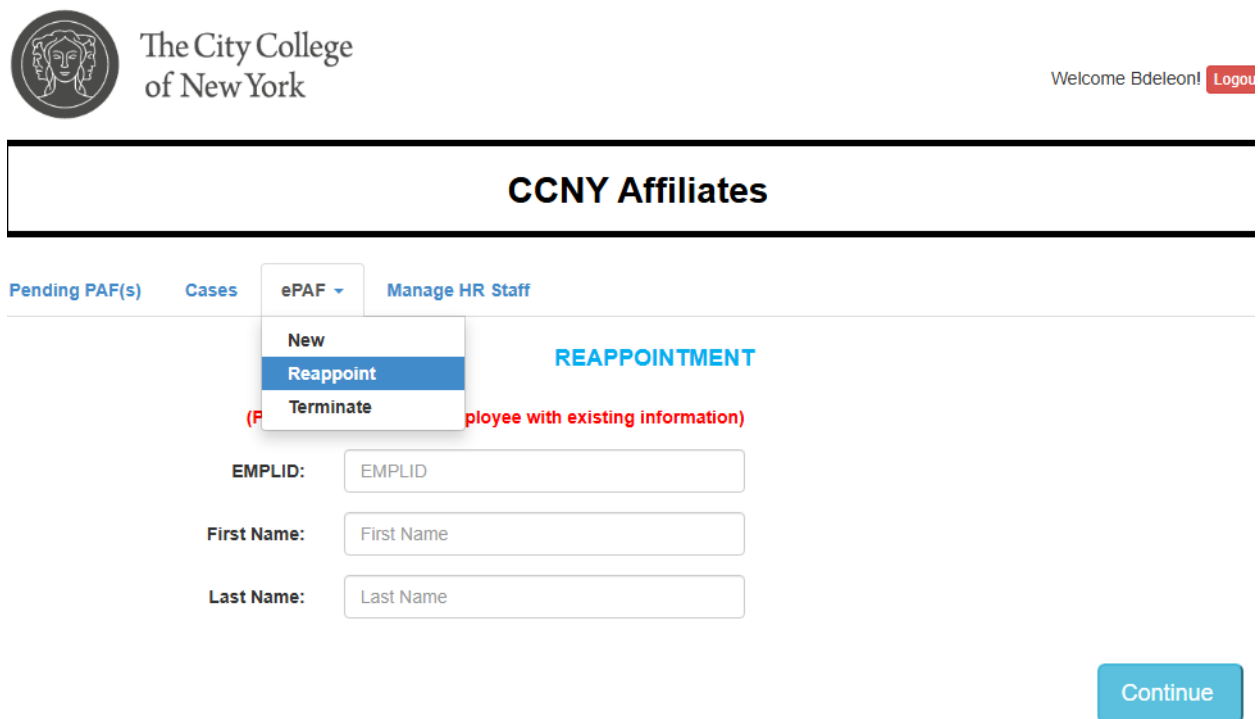
8. Reappointing an Existing CCNY Affiliate

The **Reappointment** function is used when extending or renewing an existing affiliate's appointment for a new term. This ensures that the affiliate maintains continuous access without the need to create a new record.

Accessing the Reappointment Form

From the dashboard, navigate to **ePAF → Reappoint** from the dropdown menu.

Figure 8: Reappointing an Existing CCNY Affiliate – ePAF Reappointment Screen.



The screenshot shows the ePAF Reappointment screen. At the top left is the CCNY logo and the text "The City College of New York". At the top right, it says "Welcome Bdeleon!" with a "Logout" button. Below this is a header bar with the title "CCNY Affiliates". Under the header, there are tabs: "Pending PAF(s)", "Cases", "ePAF" (selected), and "Manage HR Staff". A dropdown menu is open under "ePAF", showing options: "New", "Reappoint" (highlighted), and "Terminate". To the right of the dropdown, the word "REAPPOINTMENT" is displayed in blue. Below this, there is a red message: "(Previously submitted employee with existing information)". There are three input fields: "EMPLID:" with a placeholder "EMPLID", "First Name:" with a placeholder "First Name", and "Last Name:" with a placeholder "Last Name". At the bottom right, there is a blue "Continue" button.

Step 1: Search for the Existing Affiliate

1. Enter the affiliate's **EMPLID** in the designated field.
2. The system will automatically retrieve their existing record.
3. If the employee has been previously entered, a message will appear in **red**:
“(Previously submitted employee with existing information)”
4. Click **Continue** to move forward.

Tip: You only need to enter the EMPLID to locate the record — the system will pre-fill other details like name and department.

Step 2: Review and Update Appointment Information

Once you click **Continue**, the **Personnel Action Form** will appear, pre-populated with the affiliate's prior information.

You can now update the new appointment term and verify the details.

Field	Action Required
Type of Appointment	Displays as "Reappointment."
Effective From / To Dates	Update with the new start and end dates. Appointments cannot exceed one year.
Department / Supervisor	Review and adjust if the department or supervisor has changed.
Functional Title	Optional – modify if the affiliate's role has changed.
CCNY Email	Confirm or update the affiliate's CCNY email address.

Step 3: Submit the Reappointment

1. After confirming all information, click **Submit Request** to finalize the reappointment.
2. The affiliate will **not** need to re-upload documents unless requested by HR.
3. The appointment will appear in your department's **Pending** list until HR approval is completed.

Reminder: Ensure that the reappointment dates align with the college's fiscal or academic year cycles.

Tip: If the affiliate's term has expired for more than 30 days, it is recommended to create a **New Appointment** instead of a reappointment.

9. Terminating a CCNY Affiliate Appointment

Affiliate appointments automatically **expire** once the “Effective To Date” has passed. However, if a department needs to **end an appointment early**, they must process a **manual termination** through the eAPF system.

Figure 9: Terminating a CCNY Affiliate Appointment – ePAF Termination Form.

The screenshot shows the 'CCNY Affiliates' section of the ePAF system. At the top left is the CCNY logo and the text 'The City College of New York'. At the top right, it says 'Welcome Bryantdolphi' with a 'Logout' button. Below this is a header 'CCNY Affiliates' in a black box. Underneath are tabs for 'Cases' and 'ePAF'. The main heading is 'PERSONNEL ACTION FORM'. A 'Click to go Back' button is on the left. The 'Appointment Information' section contains a 'TYPE OF APPOINTMENT' dropdown set to 'Termination'. Below this are several input fields: '*First Name:' (Bryantdolphi), '*Last Name:' (Deleon), '*Effective From Date:' (6/15/2025), '*Effective To Date:' (MM/DD/YYYY), '*Department:' (Academic Standards), '*Dept. Supervisor:' (Juan Baez), '*Payroll Title:' (CCNY Affiliate), 'Functional Title:' (Functional Title), '*EMPLID:' (33333333), and '*CCNY Email:' (bdeleon@ccny.cuny.edu). A 'Submit Request' button is at the bottom right.

PERSONNEL ACTION FORM	
Click to go Back	
Appointment Information	
TYPE OF APPOINTMENT	
Termination	
*First Name:	Bryantdolphi
*Last Name:	Deleon
*Effective From Date:	6/15/2025
*Effective To Date:	MM/DD/YYYY
*Department:	Academic Standards
*Dept. Supervisor:	Juan Baez
*Payroll Title:	CCNY Affiliate
Functional Title:	Functional Title
*EMPLID:	33333333
*CCNY Email:	bdeleon@ccny.cuny.edu
Submit Request	

When to Use the Termination Option

Use the **Termination** feature when:

- The affiliate’s service or project ends **before the appointment expiration date**.
- The affiliate **no longer requires access** to CCNY systems, facilities, or resources.

- The affiliate is being replaced or their assignment is complete.

Note: The system automatically closes appointments upon reaching their *Effective To Date*. Only use the Termination function for **early terminations**.

Accessing the Termination Form

From the dashboard, go to **ePAF → Terminate** from the dropdown menu.

This will open the **Termination Form**, which functions similarly to the **Reappointment** form.

Step 1: Locate the Affiliate Record

1. Enter the affiliate's **EMPLID** in the search field.
 2. The system will retrieve the affiliate's current appointment details.
 3. Click **Continue** to proceed to the Personnel Action Form.
-

Step 2: Update the Effective Date

On the **Personnel Action Form**, confirm the appointment details and update the **Effective From Date** to reflect the **termination date**.

Field	Action Required
Type of Appointment	Displays as "Termination."
Effective From Date	Enter the date of termination (the last active day of the affiliate).
Department / Supervisor	Confirm accuracy; no changes are required unless necessary.
Other Fields	Remain pre-filled from the existing record.

Step 3: Submit the Termination

1. Review all entered details for accuracy.
2. Click **Submit Request** to complete the termination.
3. Once submitted, HR will process the action and remove access as of the termination date.

Tip: Always terminate an affiliate's appointment promptly when their engagement ends to maintain accurate access control and compliance.

Reminder: Do not extend the "Effective To Date" in place of a termination — this should only be used for reappointments.