ePRF User Guide
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Introduction

User guide for the Electronic Position Request Form (ePRF) System

This document has been designed to assist Lehman Administration Staff with the ePRF system to request a new position or to revise a current position.

The system requires a multi-step electronic approval process by user roles – Initiator, Director/Chairperson, VP/Dean’s Approval (if Academic Department then it will go to the Provost), Human Resources, Budget, VP, President and then to Human Resources.

This aid along with the accompanying screen shots will assist each Administrative Department in performing tasks associated with the specific user role. Access to information about the ePRF and the ability to change data on a form is dependent on the assigned role.

As we utilize this system, it is important that we continue to follow the Lehman College/CUNY policies and procedures. This will ensure that appointments are processed faster, take proactive control over expenses, and ultimately more employees being paid on-time.
New ePRF

The following are a series of screen shots outlining the process you must follow to create the ePRF after logging in.

Step 1: Getting to the ePRF

To begin creating the ePRF double-click “New case” from the menu on the left, then double-click “ePRF- Full Time Position Request v2.60 (Initiate Request).

Please note that moving forward each ePAF will be identified by a “Case #”. The only time the Initial Creator will have anything in their “Inbox” is if the Executive Assistant or Chairperson has pushed back the ePRF. From here, you will begin the creation of the ePRF.

Step 2: Selecting the Action Type

- Select the “Action Type” from the drop-down.
Click “Next” to continue.

Step 3: Completing an ePRF - Overview

Fill in all required information marked with an asterisk *

Upload the following in PDF format:
1. Justification
2. Org. Chart
3. Job Description
New Position

This action is used to create a brand new position.

- Fill in all required information marked with an asterisk *

- Upload the following in PDF format:
  1. Justification
  2. Org. Chart
  3. Job Description

- After all information has been entered and uploaded, click “Next” to submit for approval.
Promotion

This action is used to promote someone into another position.

- After all information has been entered and uploaded, click “Next” to submit for approval.

Fill in all required information marked with an asterisk *

Upload the following in PDF format:
(1) Justification
(2) Org. Chart
(3) Job Description
Reclassification

This action is used to reclassify a position from one type to another.

- Fill in all required information marked with an asterisk *

- Upload the following in PDF format:
  1. Justification
  2. Org. Chart
  3. Job Description

- After all information has been entered and uploaded, click “Next” to submit for approval.
Reorganization

This action is used where there is a change in the organizational structure.

After all information has been entered and uploaded, click “Next” to submit for approval.

Fill in all required information marked with an asterisk *

Upload the following in PDF format:
(1) Justification
(2) Org. Chart
(3) Job Description

- After all information has been entered and uploaded, click “Next” to submit for approval.
Replacement

This action is used to replace a position with a new person if someone has vacated the position.

Fill in all required information marked with an asterisk *

- After all information has been entered and uploaded, click “Next” to submit for approval.
Revised ePRF

To begin revising the ePRF double-click “New case” from the menu on the left, then double-click “ePRF- Full Time Position Request v2.60 (Initiate Request).

Step 2: Selecting the Action Type

- Select the “Action Type” from the drop-down.
  - Enter the PRF#

- Click “Next” to continue.
Step 3: Completing a revised ePRF - Overview

- Fill in all required information marked with an asterisk *

- Upload the following in **PDF** format:
  1. Justification
  2. Org. Chart
  3. Job Description
Revising a New Position

- Click “Next” to submit for approval.

Fill in all required information marked with an asterisk *

Upload the following in PDF format:
(1) Justification
(2) Org. Chart
(3) Job Description
Revising a Reclassification

- Click “Next” to submit for approval.

Fill in all required information marked with an asterisk *

Upload the following in PDF format:
1. Justification
2. Org. Chart
3. Job Description
Revising a Replacement

- Click “Next” to submit for approval.

Fill in all required information marked with an asterisk *
Please note: The revision process is not represented in this guide for the Promotions and Reorganizations because those processes have not yet occurred in the ePRF system. This manual will be updated when we have information to share.

This concludes the ePRF guide. For additional questions or concerns, please reach out to the Office of Human Resources at 718-960-8181. Thank you.