



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.

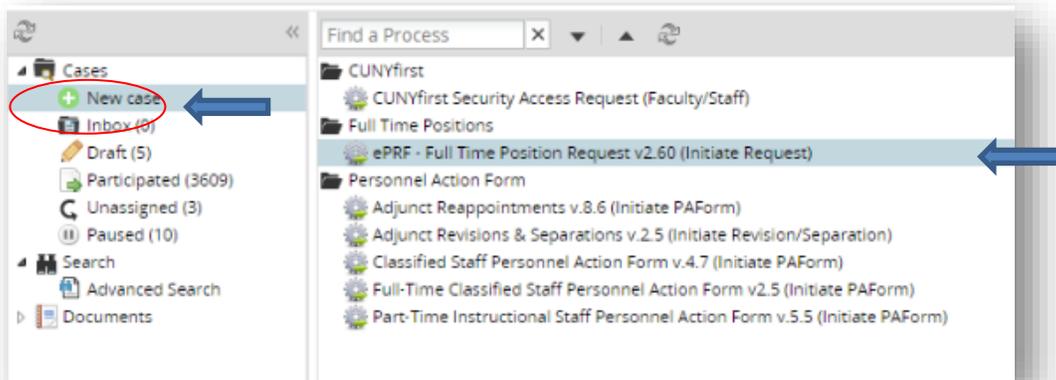
As we utilize this system, it is important that we continue to follow the Lehman College/CUNY policies and procedures. This will ensure that appointments are processed faster, take proactive control over expenses, and ultimately more employees being paid on-time.

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.

A screenshot of a form titled "Full Time Position Request Form (PRF)". At the top, it shows "Case #: 35757" and "Title: []". Below the title, there is a grey box with the text: "Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form." Below this, there is a field labeled "* Action Type" with a dropdown menu. The dropdown menu is open, showing two options: "New PRF" and "Revised PRF". A blue arrow points to the dropdown menu. At the bottom of the form, there is a note: "* Required Field".

- Click “Next” to continue.

Case #: 35757 Title: []

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Action Type

Next 

* Required Field

Step 3: Completing an ePRF- Overview

Case #: 35757 Title: [] [Next Step](#)

New PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department

* Request Type

* Requested Salary / Range \$

* Proposed Payroll Title

* Proposed Functional Title

* Funding Source

* Proposed Appointment Date

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?

* Current Employee Name

* Current Employee Payroll Title

* Current Employee Functional Title

Supporting Documents

Attach a memo of justification, current and proposed organizational charts and job descriptions

Justification Choose File No file chosen (Justification)

Organizational Chart Choose File No file chosen (organizational chart)

Job Description Choose File No file chosen (job description)

Comments

Next

* Required Field

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.

Case #: 35757 Title: []

[Next Step](#)

New PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department: HUMAN RESOURCES

* Request Type: NEW POSITION

* Requested Salary / Range \$:

* Proposed Payroll Title:

* Proposed Functional Title:

* Funding Source:

* Proposed Appointment Date:

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?:

Supporting Documents

Attach a memo of justification, an organizational chart, and a job description

* Justification: No file chosen (Justification)

* Organizational Chart: No file chosen (organizational chart)

* Job Description: No file chosen (job description)

Comments

←

* Required Field

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.

Case #: 35757 Title: [] [Next Step](#)

New PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department

* Request Type

* Is this a civil service promotion from civil service list?

* Requested Salary / Range \$

* Proposed Payroll Title

* Proposed Functional Title

* Funding Source

* Proposed Appointment Date

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?

* Current Employee Name

* Current Employee Payroll Title

* Current Employee Functional Title

Supporting Documents

[Optional] Attach a memo of justification, an organizational chart, and a job description

Justification

(Justification)

Organizational Chart

(organizational chart)

Job Description

(job description)

Comments

* Required Field

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.

Reclassification

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

Case #: 35757 Title: []

Next Step

New PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department: HUMAN RESOURCES

* Request Type: RECLASSIFICATION

* Requested Salary / Range \$:

* Proposed Payroll Title:

* Proposed Functional Title:

* Funding Source:

* Proposed Appointment Date:

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?:

* Current Employee Name:

* Current Employee Payroll Title:

* Current Employee Functional Title:

Supporting Documents

Attach a memo of justification, current and proposed organizational charts and job descriptions

Justification: Choose File No file chosen
(Justification)

Organizational Chart: Choose File No file chosen
(organizational chart)

Job Description: Choose File No file chosen
(Job description)

Comments

Next

* Required Field

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.

Case #: 35757 Title: []

[Next Step](#)

New PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department

* Request Type

* Requested Salary / Range \$

* Proposed Payroll Title

* Proposed Functional Title

* Funding Source

* Proposed Appointment Date

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?

* Current Employee Name

* Current Employee Payroll Title

* Current Employee Functional Title

Supporting Documents

Attach a memo of justification, current and proposed organizational charts and job descriptions

Justification No file chosen
(Justification)

Organizational Chart No file chosen
(organizational chart)

Job Description No file chosen
(job description)

Comments

←

* Required Field

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.

Case #: 35757 Title: []

[Next Step](#)

New PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department: HUMAN RESOURCES

* Request Type: REPLACEMENT

* Requested Salary / Range \$:

* Proposed Payroll Title:

* Proposed Functional Title:

* Funding Source:

* Proposed Appointment Date:

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?:

* Current Employee Name:

* Current Employee Payroll Title:

* Current Employee Functional Title:

* Current Employee Last day of work:

Supporting Documents

[Optional] Attach a memo of justification, an organizational chart, and a job description

Justification: Choose File No file chosen (Justification)

Organizational Chart: Choose File No file chosen (organizational chart)

Job Description: Choose File No file chosen (Job description)

Comments

Next

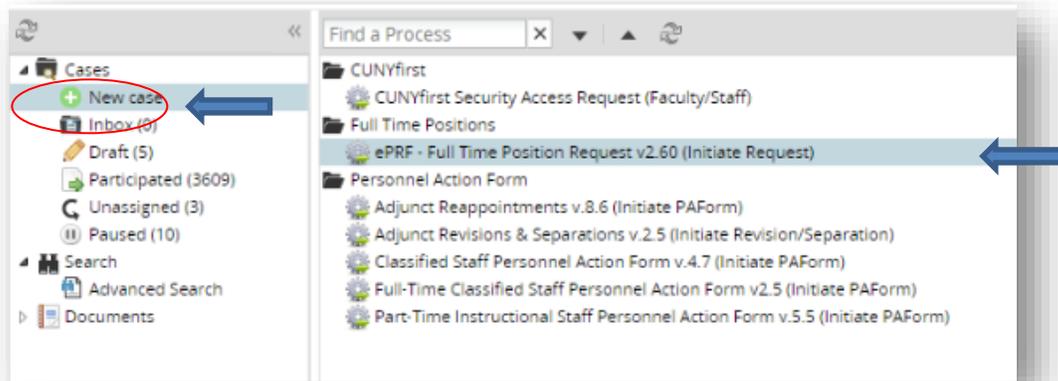
* Required Field

Fill in all required information marked with an asterisk *

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

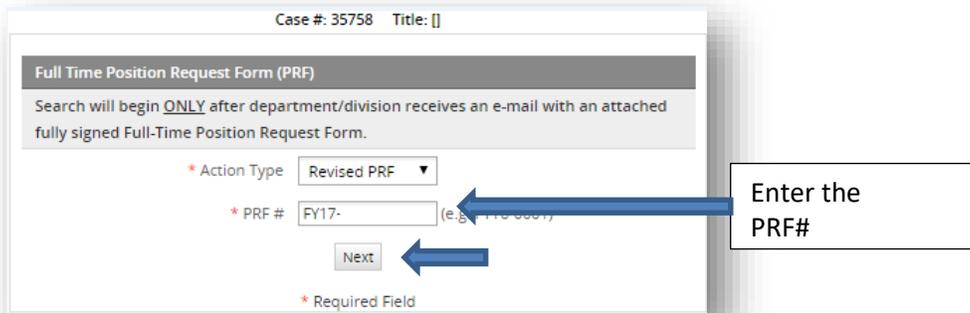
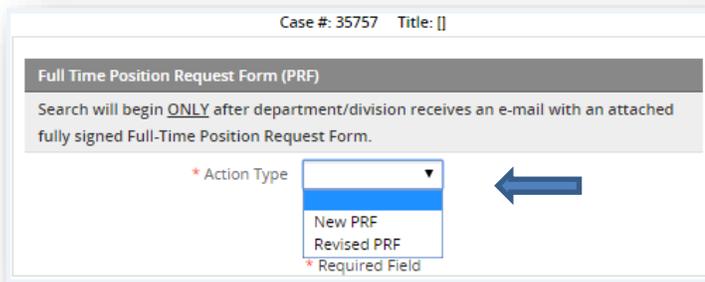
Revised ePRF

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.



- Click “Next” to continue.

Step 3: Completing a revised ePRF- Overview

Case #: 35757 Title: []

[Next Step](#)

New PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department

* Request Type

* Requested Salary / Range \$

* Proposed Payroll Title

* Proposed Functional Title

* Funding Source

* Proposed Appointment Date

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?

* Current Employee Name

* Current Employee Payroll Title

* Current Employee Functional Title

Supporting Documents

Attach a memo of justification, current and proposed organizational charts and job descriptions

Justification Choose File No file chosen
(Justification)

Organizational Chart Choose File No file chosen
(organizational chart)

Job Description Choose File No file chosen
(job description)

Comments

* Required Field

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

Case #: 35758 Title: []

[Next Step](#)

Revised PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department: REGISTERED

* Request Type: NEW POSITION

* Requested Salary / Range \$: 35,576-41,623

* Proposed Payroll Title: ASSISTANT TO HEO

* Proposed Functional Title: [REDACTED]

* Funding Source: TAX LEVY

* Proposed Appointment Date: 01/26/2016

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted? NO

Supporting Documents

Attach a memo of justification, an organizational chart, and a job description

* Justification: Choose File No file chosen (Justification)

* Organizational Chart: Choose File No file chosen (organizational chart)

* Job Description: Choose File No file chosen (job description)

Comments

Next

* Required Field

Fill in all required information marked with an asterisk *

Upload the following in PDF format:

- (1) Justification
- (2) Org. Chart
- (3) Job Description

- Click "Next" to submit for approval.

Revising a Reclassification

Case #: 35759 Title: [] ▶ Next Step

Revised PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department: [REDACTED] ▼

* Request Type: RECLASSIFICATION ▼

* Requested Salary / Range \$: 98,431 - 102,253

* Proposed Payroll Title: HE OFFICER ▼

* Proposed Functional Title: [REDACTED]

* Funding Source: TAX LEVY ▼

* Proposed Appointment Date: 01/01/2016 ✕

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?: NO ▼

* Current Employee Name: [REDACTED]

* Current Employee Payroll Title: HE ASSOCIATE ▼

* Current Employee Functional Title: [REDACTED]

Supporting Documents

Attach a memo of justification, current and proposed organizational charts and job descriptions

Justification: No file chosen
(justification)

Organizational Chart: No file chosen
(organizational chart)

Job Description: No file chosen
(job description)

Comments

[Empty text area]

←

* Required Field

Fill in all required information marked with an asterisk *

Upload the following in **PDF** format:

- (1) Justification
- (2) Org. Chart
- (3) Job Description

- Click "Next" to submit for approval.

Revising a Replacement

Case #: 35760 Title: []

▶ Next Step

Revised PRF

Full Time Position Request Form (PRF)

Search will begin ONLY after department/division receives an e-mail with an attached fully signed Full-Time Position Request Form.

* Hiring Department: PUBLIC SAFETY & SEC. ▼

* Request Type: REPLACEMENT ▼

* Requested Salary / Range \$ [REDACTED]

* Proposed Payroll Title: CAMPUS PEACE OFFICER -1 ▼

* Proposed Functional Title: CAMPUS PEACE OFFICER

* Funding Source: TAX LEVY ▼

* Proposed Appointment Date: 01/29/2016

✕

* Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted? NO ▼

* Current Employee Name: [REDACTED]

* Current Employee Payroll Title: CAMPUS PEACE OFFICER -1 ▼

* Current Employee Functional Title: CAMPUS PEACE OFFICER

* Current Employee Last day of work: 12/12/2015

✕

Supporting Documents

[Optional] Attach a memo of justification, an organizational chart, and a job description

Justification: Choose File No file chosen (justification)

Organizational Chart: Choose File No file chosen (organizational chart)

Job Description: Choose File No file chosen (job description)

Comments

[Empty text area]

Next ←

* Required Field

Fill in all required information marked with an asterisk *

- Click "Next" to submit for approval.

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.