

Did You Know?

Office of Human Resources
524 West 59th Street, New York, NY 10019
212-237-8517
askhr@jjay.cuny.edu
<http://www.jjay.cuny.edu/human-resources>

ELECTRONIC HUMAN RESOURCES ACTION FORM

Completing an Electronic Human Resources Action Form (EHRAF) incorrectly can cause incorrect payments.

There are two (2) options when initiating an EHRAF:

- 1. New Appointments and 2. Current Employee Actions**

NEW APPOINTMENT:

New appointments should only cover the following:

- New Employee to John Jay College, CUNY
- New Employee to Department
- New Employee to Title
- Rehired Employees (Employees with a break in service)

CURRENT EMPLOYEE ACTIONS:

To start an EHRAF for a Current Employee, use the following path:

1. From the Initiator Dashboard, click on the "Start an eHRAF" tab.
2. Click on the "Current Employee Actions" button.

To access the Electronic Human Resources Action Form, select the link below:

[EHRAF Link](#)

For access as an initiator, please contact the DOIT Help Desk at: Helpdesk@jjay.cuny.edu

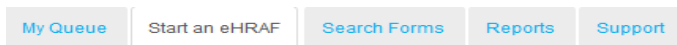
CONTACT US

AskHR@jjay.cuny.edu

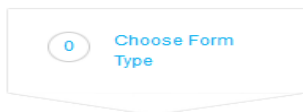
Aneesa Lesley
HRIS Manager

212.237.8479
alesley@jjay.cuny.edu

Terrence McDale
HRIS Assistant
212.393.6401
tmcdale@jjay.cuny.edu

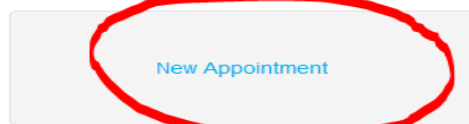


START AN APPLICATION

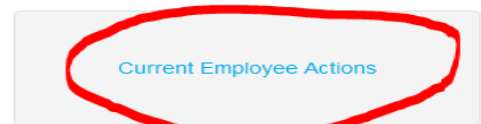


Choose Type of Form

Select for whom you are filling out the PAF. For status changes, or departures of a current John Jay Employee select "Current Employee Actions". For all new appointments to John Jay select "New Appointments".



For new appointments, hires, and rehires.



For status changes, reappointments, leaves, terminations, and revisions to current John Jay employees.