

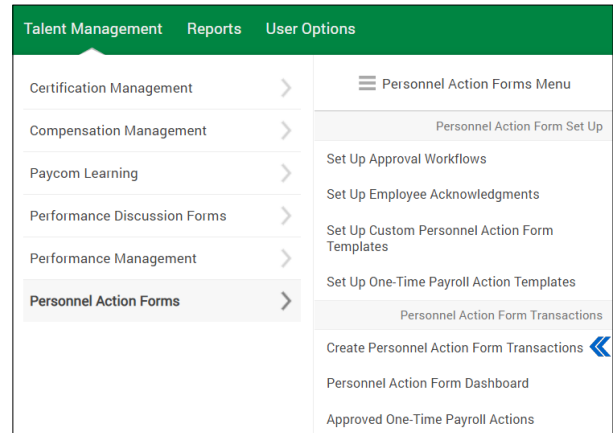
Show Me How

to Submit a Personnel Action Form

PERSONNEL ACTION FORMS

STEP 1

Navigate to Talent Management > Personnel Action Forms > Create Personnel Action Form Transactions.



STEP 2

Click on the employee's name.

Personnel Action Forms > Create Personnel Action Form Transactions							
Filters							
Add Filter...						Saved	Filters
Select Employee(s) For Personnel Action Form Transactions							
Search							
Previous 1 2 Next							
100							
Select	Employee Name	Status	Pending PAF Exists	Business Title	Department	DOL Status	Hire Date
☐	ADAMS, JANE (9423)	Active		Marketing Coordintaor	Marketing [900]	Full Time	09/03/2017
☐	ADAMS, JESSICA (A00Q) <<	Active		Marketing Specialist	Marketing [900]	Full Time	02/11/2020
☐	ADAMS, SUSAN (A01D)	Active	Yes	Sales Representative	Sales [200]	Full Time	08/21/2020

MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.

Show Me How

to Submit a Personnel Action Form

PERSONNEL ACTION FORMS

STEP 3

Select the PAF action type and PAF Reason from their respective drop-down menus. Then, enter the Effective Date and complete any required questions and/or options.

The screenshot shows the 'Create Personnel Action Form' interface for Jessica Adams (A00Q). The employee's profile is displayed at the top, including their photo, name, position title (Marketing Specialist), department (Marketing), DOL Status (Full Time), rehire/hire date (02/11/2020), salary grade, and salary/hourly rate (\$19.00/Hr.). Below the profile, the form fields are as follows:

- Select a PAF action type for your employee ***: Change in Employee Position (with a back arrow icon).
- PAF Reason ***: Promotion (with a back arrow icon).
- PAF Approval Workflow ***: Promotion.
- Effective Date ***: 01/09/2023 (with a note: **Any payroll processed on or after this date will include these changes).
- Display in ESS upon Final Approval**: ☐.
- Position Seat**: From 00022 - Marketing Specialist To .

STEP 4

From the Submit and Email drop-down menu, click "Submit to Approver" to send to the next steps in the approval workflow.

The screenshot shows the 'Submit and Email' drop-down menu with the following options:

- Submit to Approver (with a back arrow icon)
- Final Approve, Send to Payroll, and Email
- Final Approve and Send to Payroll
- Save Draft



HELPFUL TIPS

Be sure to answer all required questions. You can upload any necessary documentation. Use the notes section when approving or uploading additional documentation, when necessary.

MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.