

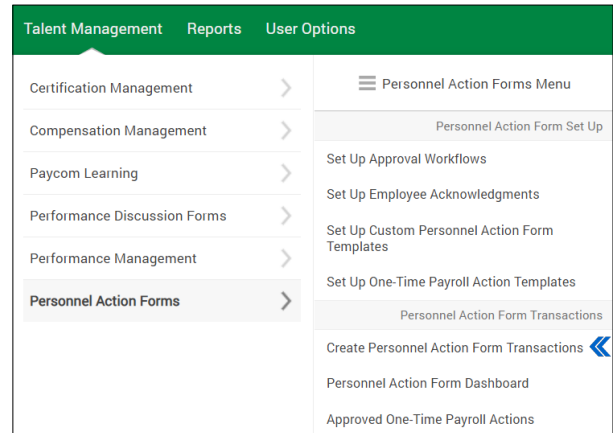
# Show Me How

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.

The screenshot shows the 'Create Personnel Action Form Transactions' page. The table below lists the employees available for selection:

Select	Employee Name	Status	Pending PAF Exists	Business Title	Department	DOL Status	Hire Date
<input type="checkbox"/>	ADAMS, JANE (9423)	Active		Marketing Coordinatior	Marketing [900]	Full Time	09/03/2017
<input type="checkbox"/>	ADAMS, JESSICA (A00Q) <<	Active		Marketing Specialist	Marketing [900]	Full Time	02/11/2020
<input type="checkbox"/>	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.

Personnel Action Forms > Create Personnel Action Form Transactions > Create Personnel Action Form Transaction

ADAMS, JESSICA (A00Q) [View Profile](#)

Position Title	Department	DOL Status	Rehire/Hire Date	Salary Grade	Salary/Hourly Rate(s)
Marketing Specialist	Marketing	Full Time	02/11/2020		\$19.00/Hr.

Create Personnel Action Form

Select a PAF action type for your employee \*

PAF Reason \*

PAF Approval Workflow \*

Effective Date \*  (\*\*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.

Submit and Email

- Submit to Approver
- 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.

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