



Workforce Management Organization

PeopleFlow Automated PRF and PAF Processing System

Module 11 – Steps to Process New Hire/Re-hire PAF

VERSION: 4.0

July 19, 2010

(All SCREEN SHOTS SUBJECT TO CHANGE)

PEOPLEFLOW: Processing New Hire/Re-hire PAFs

The Personnel Request Form (PRF), at the employment queue, will be used to initiate the corresponding New hire/Re-hire PAFs.

Steps to process New Hire/Re-hire PAFs

1. End-user will receive e-mail notification of the new action item
2. Log in to the PeopleFlow system
3. Click the **To Do List** icon

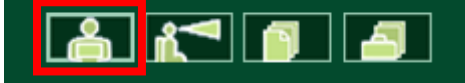


Figure 1: To Do List Action Icon

4. Find the appropriate PAF from the list and double click on the applicable New Hire/Re-hire PAF (see figure 2 and Table 1)

Folder Name	Subject	Updated	Stage	Priority	Deadline	Message
PAF-000287	PAF New Hire SMITH,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/21/2010 5:33:08 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000288	PAF New Hire HI,BOB 12120 UNIVERSITY HUMAN RES PRF-0006	4/21/2010 5:33:29 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000289	PAF New Hire 1241234,34132 12120 UNIVERSITY HUMAN RES PRF-0006	4/21/2010 5:33:40 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000290	PAF New Hire SMITH,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/21/2010 5:47:30 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000410	PAF New Hire JIMMY,JIMMY 12120 UNIVERSITY HUMAN RES PRF-0006	4/23/2010 3:59:23 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000412	PAF New Hire SMITH,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/23/2010 4:55:59 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000420	PAF New Hire HI,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/26/2010 1:35:20 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000421	PAF New Hire SMITH,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/26/2010 4:34:05 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000422	PAF New Hire SMITH,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/26/2010 4:35:12 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000424	PAF New Hire MAN,MR 12120 UNIVERSITY HUMAN RES PRF-0006	4/26/2010 5:03:03 PM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000426	PAF New Hire SMITH,BOB 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:20:56 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000427	PAF New Hire ROGERS,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:22:52 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000428	PAF New Hire SMITH,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:25:09 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000429	PAF New Hire B,J 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:28:08 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000430	PAF New Hire B,J 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:32:51 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000431	PAF New Hire B,J 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:34:41 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000432	PAF New Hire I,H 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:45:47 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000433	PAF New Hire K,L 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:46:34 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000434	PAF New Hire B,BILL 12120 UNIVERSITY HUMAN RES PRF-0006	4/27/2010 9:47:26 AM	Data Entry	9		Initiate New Hire or Re Hire
PAF-000465	PAF New Hire BUSH, REGGIE 15120 EMERGENCY PLANNING PRF-0006	4/29/2010 4:17:52 PM	Data Entry	9		Initiate New Hire or Re Hire

Figure 2: Sample - List of available New Hire/Re-hire PAFs to process

Steps continue on following page...

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5. The selected New Hire/Re-hire PAF will open, notice all the fields that have been automatically populated as a result of the processed PRF linked to this form (see figures 3).
6. Note the action buttons at the bottom of the PAF screen: **Edit, Validate, Abort** (see fig. 3).
7. After reviewing the PAF form, click on **Edit** (see figure 3)

Tulane University

Payroll Action Form

PAF Number: PAF-000718
Request Date/Time: 7/20/2010 9:47 AM
Position Control #: 1234560562
PRF Number: PRF-000460
Org Name: UNIVERSITY HUMAN RES

Employee Information

Employee Number: [] SSN: XXX-XX-1111 Current Org Number: 12120
Last Name: Doe First Name: Jill Middle Name: [] Suffix: []

New Hire/Re-Hire

Employee Status: NEW-HIRE-RF Effective date (mm/dd/yyyy): []

Change Codes: NEW HIRE New Value: 12120 UNIVERSITY HUMAN RES
Title: NEW HIRE 200244-0001 VISITING LECTURER
Check Code: []
Position Type: New Position
Salary: NEW HIRE Pay Frequency: Monthly

Annualized Salary	Actual Salary	Monthly Salary	% FTE	Hourly Rate	Hours/Period
\$0.00	\$0.00	\$0.00	100.00	\$0.0000	162.50

Funding Distribution

Account(s) to be charged: [] Total percent effort entered: 100.00

GL Account	Natural Account	Task	Award	% of Effort
216025	5311			100

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Validate Edit Abort Close

Figure 3: New Hire/Re-hire PAF

Steps continue on following page...

8. The form will reload and you will be able to add the following information (See figures 6 & 7)
 - **Effective Date** – by either entering in the MM/DD/YY format, or using built-in calendar
 - **Check code** – from the drop down list
 - **Actual salary** – which auto populates all other fields in this line (Annual salary, monthly salary, % FTE, Hourly Rate, Hours/Period)
 - **Funding distribution** – edit accounts to be charged by clicking **New**
 - **Remarks** – add text remarks if applicable
 - **Attachments** – adding document(s) by clicking on **Add new document**
9. Click **Submit** the first time – to 'SAVE' the form (see figure 7)

New Hire/Re-Hire

Employee Status: NEW-HIRE-RF

Effective date (mm/dd/yyyy): [8]

Change Codes: Organization: NEW HIRE, Title: NEW HIRE, Check Cod: [8], Position Type: New Position, Salary: NEW HIRE

New Value: 12120, UNIVERSITY HUMAN RES, 200244-0001, VISITING LECTURER

Pay Frequency: Monthly

Annualized Salary	Monthly Salary	% FTE	Hourly Rate	Hours/Period
\$0.00 [8]	\$0.00	100.00	\$0.00000	162.50

Funding Distribution

Account(s) to be charged: [8] Total percent effort entered: 100.00

Click to select an existing row to edit distribution data

GL Account	Natural Account	Task	Award	% of Effort
216025	5311			100

Remarks (optional)

[8]

Attachments

[8] Choose File

Cancel Submit

Figure 4: Completing effective date, check code, and actual salary fields

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10. The PAF reloads – the form will open up again on the screen for an opportunity to check your entries
11. Click **Validate** – to ensure that all data is entered accurately (see other options available at bottom of the page) see figure 7

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Figure 7: PAF screen to Validate

12. PAF page reloads one more time
13. Click **Submit** a second time (see figure 8) – to move PAF forward in the process

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Figure 8: PAF Screen to Submit Form

End of New Hire/Re-hire PAF initiation process