



Workforce Management Organization

PeopleFlow Automated PRF and PAF Processing System

Module 3 – Steps to Initiate Leave of Absence PAF

VERSION: 4.0

July 19, 2010

(ALL SCREEN SHOTS SUBJECT TO CHANGE)

PEOPLEFLOW: Initiating a Leave of Absence or Return from Leave of Absence PAF task process

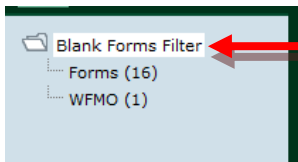
Upon login the **To Do List** appears on the screen. From this screen initiate any of the forms which are assigned to your user role. To initiate a new PAF, move to the **Blank Forms** icon and select the desired action to initiate.

1. Click the **Blank Forms** action icon:



Notice that the **Blank Forms** icon is highlighted, once the page opens.

Figure 1: Action Icons



Also the navigation panel on the left hand side reads **Blank Forms Filter:** indicating that you are at the current page to initiate a new form.

Figure 2: Blank Forms Filter Panel

2. Click once on the applicable PAF from the alphabetical list of available forms. **Note, New Hire/Re-Hire PAFs and Transfer PAFs are initiated differently – see PeopleFlow Module # X for steps to initiate these actions).**

- PAF – One Time Payment
- PAF – Name Change
- **PAF – Leave of Absence**
- PAF – Salary Change
- PAF – Salary Distribution Change
- PAF – Separation
- PAF – Status Change
- PAF – Title Change

3. Navigation procedures for all forms is as follows:

- The **Tab** key on the keyboard will move the cursor sequentially through the various fields in the form
- **Shift + Tab** will move the cursor back one field at a time
- All fields are required; with the exception of those marked 'optional.' Furthermore, shaded fields are read only and will automatically populate.

4. Make a note of the unique system generated **PAF Number** (folder name) at the upper right corner of the form – this PAF number becomes an identifier to locate the PAF throughout the process. (See Figure 3)

5. Enter **Employee Number**

Once entered, all other fields (SSN, Current Org Number, Org Name, Last Name, First Name, and Middle Name) will populate automatically. (See figure 3)

Tulane University

Payroll Action Form

Monthly PAFs not in the Payroll Queue by the 15th of the month may not be processed until the following month.

PAF Number 4

Request Date/Time 7/19/2010 4:03 PM

Employee Information

Employee Number 5

SSN

Current Org Number

Org Name

Last Name

First Name

Middle Name

Suffix

Figure 3: Employee Name Change PAF - Employee Information Section

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Steps continue on following page...

6. Enter the **Effective Date** of the leave of absence
7. Enter the applicable **Leave of Absence (LOA) Activity Code** from the drop down list (or Return from LOA Activity code – as applicable)
8. Enter **Remarks** in the text box (optional)
9. Note the **Employee current information** (Name, Job Code, Title, Status, Percent FTE, Annual Salary, and Hourly Rate) adjacent to the remarks text box – this information is read only and automatically populates once the employee number is entered
10. Add attachment(s) as applicable – the system allows for multiple document attachments
11. Click **Submit** the first time – to 'SAVE' the form
12. PAF reloads – will open up again on your screen for an opportunity to check your entries
13. Click **Validate** – to ensure that all data is entered accurately (*validate and other action buttons will appear, at bottom left of screen following step 11*)
14. Click **Submit** a second time – to move PAF forward in the process

The screenshot displays the 'Leave of Absence' PAF form. At the top, the title 'Leave Of Absence' is shown in green. To the right, the 'Effective date (mm/dd/yyyy)' field is circled with a red '6'. Below this, the 'LOA Activity Code:' dropdown menu is circled with a red '7'. A large light blue text area is present below the dropdown. The 'Remarks (optional)' section features a large text box circled with a red '8'. To its right, the 'Employee current information' section is circled with a red '9', containing fields for Name, Job Code, Title, Status, and Percent FTE. Below the remarks is the 'Attachments' section, circled with a red '10', which includes a 'Choose File' button and a file list table with columns for 'File Name' and 'Size'. At the bottom right, the 'Submit' button is circled with a red '11'. The bottom of the form has a blue bar with 'Cancel' and 'Submit' buttons.

Figure 4: Leave of Absence PAF

End of Leave of Absence/Return from Leave of Absence PAF initiating process