



## **Workforce Management Organization**

### **PeopleFlow Automated PRF and PAF Processing System**

### **Module 6 – Steps to Initiate Salary Change PAF**

VERSION: 4.0

July 19, 2010

(ALL SCREEN SHOTS SUBJECT TO CHANGE)

### PEOPLEFLOW: Initiating a *Salary Change* PAF task process

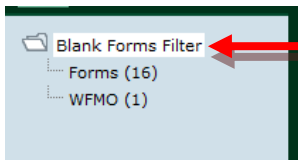
Upon login the **To Do List** appears on the screen. From this screen initiate any of the forms which are assigned to your user role. To initiate a new PAF, move to the **Blank Forms** icon and select the desired action to initiate.

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)

Figure 3: Employee Name Change PAF - Employee Information Section

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Steps continue on following page...

### Form Specific Data – Salary Change

6. Enter the **Effective Date** of the salary change
7. Select the applicable **Salary Change** code from the drop down list
8. Select the **Pay Frequency** (Monthly or Biweekly) from the drop down list
9. Enter the new **Actual Salary** – note that all other fields ( Annual Salary, Monthly Salary, %FTE, Hourly Rate, and Hours/Period) will populate automatically

### Form Specific Data – Funding Distribution

10. Under **Accounts to be charged** enter the following:

- GL Account
- Natural Account
- Task (if applicable)
- Award (if applicable)
- % of Effort

Note: **Total Percent Effort entered** must equal 100%

**Salary Change**

Effective date (mm/dd/yyyy) **6**

Salary Change Code **7** Pay Frequency **8**

Annualized Salary	Actual Salary	Monthly Salary	% FTE	Hourly Rate	Hours/Period
\$0.00	<b>9</b> \$0.00	\$0.00	0.00	\$0.0000	0.00

**Funding Distribution**

Account(s) to be charged **10** Total percent effort entered: 0.00

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GL Account	Natural Account	Task	Award	% of Effort
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Figure 4: Salary change and funding distribution

Steps continue on following page...

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### Form Specific Data – Remarks and Attachment(s)

11. Enter **Remarks** in text box
12. 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
13. Add attachment(s) as applicable – system allows for multiple document attachments
14. Click **Submit** the first time – to ‘SAVE’ the form
15. PAF reloads – will open up again on your screen for an opportunity to check your entries
16. Click **Validate** – to ensure that all data is entered accurately (*validate and other action buttons will appear, at bottom left of screen following step 15*)
17. Click **Submit** a second time – to move PAF forward in the process

The screenshot displays a web form with the following elements:

- Remarks (optional)**: A large text area for entering remarks, labeled with a circled '11'.
- Employee current information**: A series of input fields for Name, Job Code, Title, Status, Percent FTE, and Actual Salary (pre-filled with \$0.00), labeled with a circled '12'.
- Attachments**: A section with a 'Choose File' button (labeled with a circled '13') and a table for listing attachments. The table has columns for 'File Name' and 'Size'. The table is currently empty.
- Navigation**: At the bottom right, there are 'Cancel' and 'Submit' buttons (labeled with a circled '14').

Figure 5: Remarks and attachment(s) section

**End of Salary Change PAF initiating process**