



Workforce Management Organization

PeopleFlow Automated PRF and PAF Processing System

Module 8 – Steps to Initiate Separation PAF

VERSION: 4.0

July 19, 2010

(ALL SCREEN SHOTS SUBJECT TO CHANGE)

PEOPLEFLOW: Initiating an Separation PAF task process

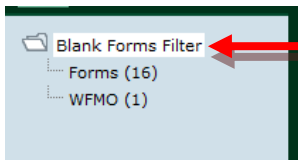
Upon login the **To Do List** appears on the screen. From this screen initiate any of the forms which are assigned to your user role. To initiate a new PAF, move to the **Blank Forms** icon and select the desired action to initiate.

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: Separation PAF - Employee Information Section

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Steps continue on following page...

6. Enter the **Effective Date** for the separation
7. Select the applicable **Separation Code** from the drop down list
8. Enter the applicable **Vacation Hours Paid**
9. Enter **Remarks** in text box
10. Add attachment(s) as applicable – 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

Separation Effective date (mm/dd/yy)

Separation Code

Vacation Hours Paid

Remarks (optional)

Attachments

Choose Attachment Type

Page 1 of 1

File Name	Type	Size
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Figure 4: Separation PAF - Data Entry Section

End of Separation PAF initiating process