



Workforce Management Organization

PeopleFlow Automated PRF and PAF Processing System

Module 9 – Steps to Initiate Status Change PAF

VERSION: 4.0

July 19, 2010

(ALL SCREEN SHOTS SUBJECT TO CHANGE)

PEOPLEFLOW: Initiating a Status Change PAF task process

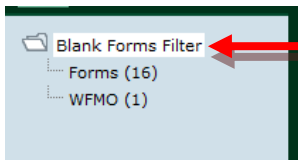
Upon login the **To Do List** appears on the screen. From this screen initiate any of the forms which are assigned to your user role. To initiate a new PAF, move to the **Blank Forms** icon and select the desired action to initiate.

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 1 on next page)

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: Change in Status PAF - Employee Information Section

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Steps continue on following page...

6. Enter the **Effective Date** of the Change in Status (See figure 4)
7. Select the applicable new **Employee Status** from the drop down list
8. Select the applicable **Salary Change Code** from the drop down list
9. Select the applicable **Pay Frequency** (Monthly or Bi-Weekly) from the drop down list
10. Enter new **Actual Salary** – note that all other fields (Annual Salary, Monthly Salary, %FTE, Hourly Rate, and Hours/Period) will populate automatically
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 (See Figure 4 on previous page)

Status Change

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

Employee Status **7**

Salary Change Code **8**

Pay Frequency **9**

Annualized Salary	Actual Salary	Monthly Salary	% FTE	Hourly Rate	Hours/Period
\$0.00	10 \$0.00	\$0.00	0.00	\$0.0000	0.00

Remarks (optional)

11

12 Employee current information

Name

Job Code

Title

Status Percent FTE

Actual Salary \$0

Attachments

13 Choose File

Page 1 of 1

File Name	Size
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14 Cancel Submit

Figure 4: Change in Status - Data Entry Section

End of Change in Status PAF initiating process