Click on the link to access https://salary.ung.edu/PAF

To create a new PAF: Any field with the Red Asterisk is required.

1. Click the Create PAF Box

2. Click the Name Lookup box to select the employee
    - x   Enter either first or last name.

3. Enter the Budgeted Position and Budgeted Salary if applicable.
4. Use the dropdown arrow to select Department.
5. Use the dropdown arrow to select Division.
6. Use the dropdown arrow to select Campus
7. Enter the Reports to/ Supervisor Name.
8. Use the dropdown to select Action or Click   to view a description of Action reasons and Codes. The Action and Reason can be selected from the lookup.
9. Use the dropdown to select the Action Code if not selected in the lookup.
10. Enter the Start Date and Stop Date. The Stop Date may be left blank.
11. Enter the Job Code, Job Title, Pay Grade and Hours Per Week but these are not required fields.
    - x   Once you enter the hours per week, the system will calculate the FTE.
12. Use the dropdown arrow to select the

A list of Personnel Action Forms that you have created or have access to view…
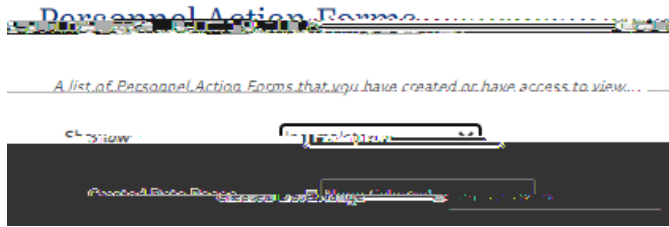
16. Select the PAF from the list on the home screen. Verify everything is correct and click the Save & Finalize box. `Save & Finalize`

   x If you need to Delete the PAF click the Delete PAF `Delete PAF`
   x If you are not ready to assign the approvers and send, click Save Draft and then Close or Cancel `Save Draft`

17. You will receive the below message, Click OK if you are ready to continue.

salary-dev.northgeorgia.edu says

Are you sure you are ready to continue? Editing the form content later will invalidate any signatures on it.

18. Enter the Appropriate approval for each selection. As you begin to enter the name, it will use a lookup feature. Select approvers from the list.
   x There are additional approvals that you may use if needed.
   x The Budget, HR, HRIS and Payroll will automatically be sent.
   x When sending to Academic Affairs use the Additional approver line before the VP and add Macretta Booker.
   x When enter your name as one of the signatures please use your last name and select for the menu. As for all names they must be selected from the list that pops up.
19. Click Save and you will receive the below message. Click OK when you are ready for the PAF to begin its routing.

salary-dev.northgeorgia.edu says

Are you sure you are ready to save this form? Signatories of this PAF will be notified via email.

20. At this time, PAF is waiting for the 1st Approver.
   x   As the prepared by it will bring the PAF up for your approval.

The PAF can be updated and changed. Most updates will require the PAF to begin the approval process again.

The PAF status can be followed by clicking in the name in the list of forms that have been submitted.

Each Approver will have the option to add Signing Comments at the time they sign. This box is located above the approver list.

<u>Viewing and Printing PAF's</u>

1. View options have been added to the list of PAF's you have created or been an approver on. At the top of the list there is a Show box with the following options:
   - xAll
   - xIncomplete–