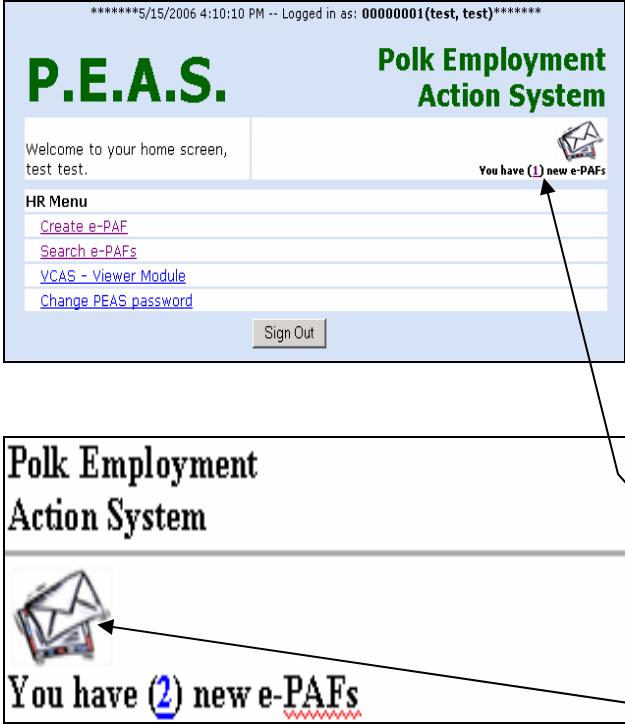
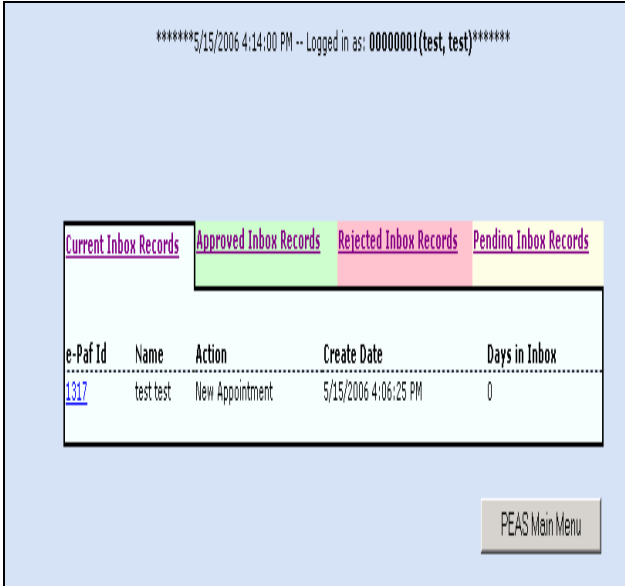
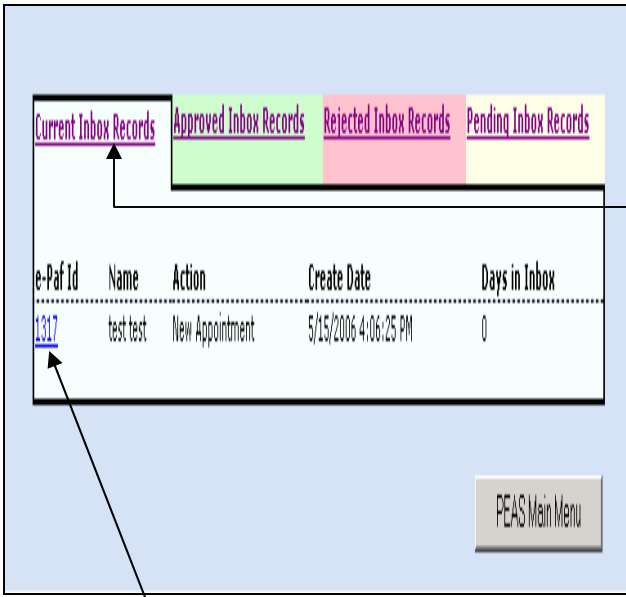
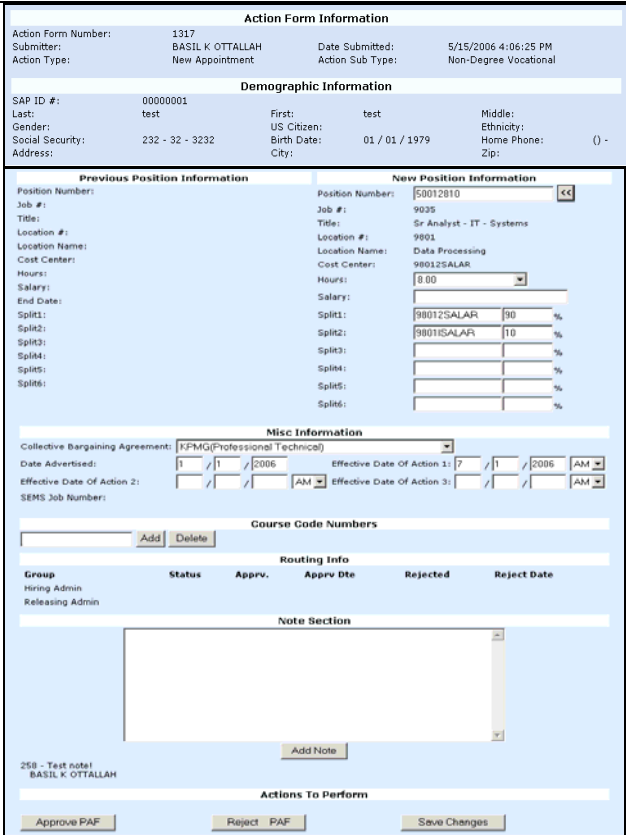


Electronic PAF -Administrator Approving, Rejected, and Pending Inbox Records

Steps	Screen Displayed	Procedures
1		<p>After logging onto P.E.A.S, the P.E.A.S Home Screen is displayed.</p> <p>As a school based or district office administrator, you can view the status of New, Approved, Rejected, and Pending e-PAF's on the Inbox Records Screens.</p> <p>When new e-PAF's are created, the total number of new e-PAF's will display within the parentheses on the right of the home page.</p> <p><u>To access the e-PAF Inbox Records Screen:</u></p> <ul style="list-style-type: none"> • Click the number within the parenthesis () to open the Inbox Records screen <li style="text-align: center;"><i>or</i> • Click the Mail Image
2		<p>The Inbox Records Screen is displayed.</p> <p>The Inbox Screen has four tabs.</p> <ul style="list-style-type: none"> ➤ Current Inbox Records: This tab displays the e-PAF's that have been created and are waiting your verification and approval ➤ Approved Inbox Records: This tab displays all e-PAF's that have met all the requirements and are cleared for hire. ➤ Rejected Inbox Records: This tab displays all Rejected e-PAF's. ➤ Pending Inbox Records: This tab allows view access to all e-PAF's that have been approved by the hiring/releasing administrators but not cleared for hire by the County Office.

Electronic PAF- Administrator Approving, Rejected, and Pending Inbox Records

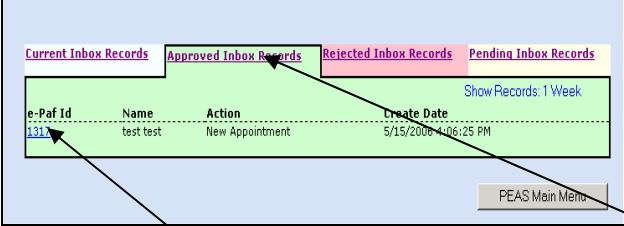
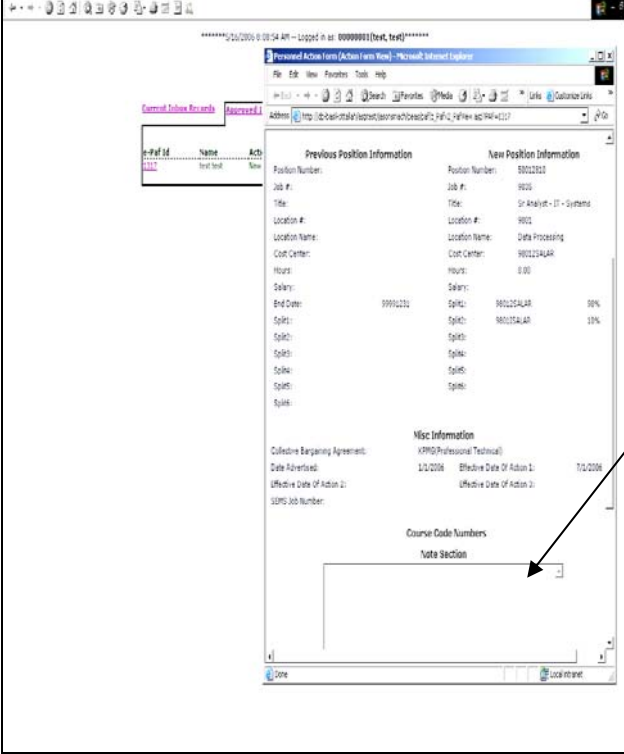
Steps	Screen Displayed	Procedures
3		<div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #cccccc; margin-bottom: 10px;"> Current Inbox Records </div> <p><u>To Verify and Approve Current Inbox Records:</u></p> <ul style="list-style-type: none"> • Select the Current Inbox Records tab <p>A list of the Current Unapproved e-PAF's is displayed. This screen includes:</p> <ul style="list-style-type: none"> ➤ e-PAF ID ➤ Applicants Name ➤ Action Type ➤ Create Date/Time ➤ Days in Inbox <p><u>To Select an e-PAF to review or approve:</u></p> <ul style="list-style-type: none"> • Click the e-PAF Id number to display the detail screen
4		<p>The Action Form screen is displayed.</p> <p><u>Important: Before proceeding, a careful review of the data is necessary. If required information is omitted, the hiring of the employee may be delayed or denied.</u></p>

Electronic PAF - Administrator

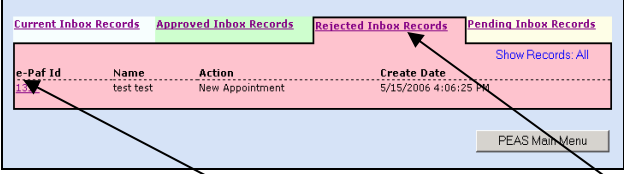
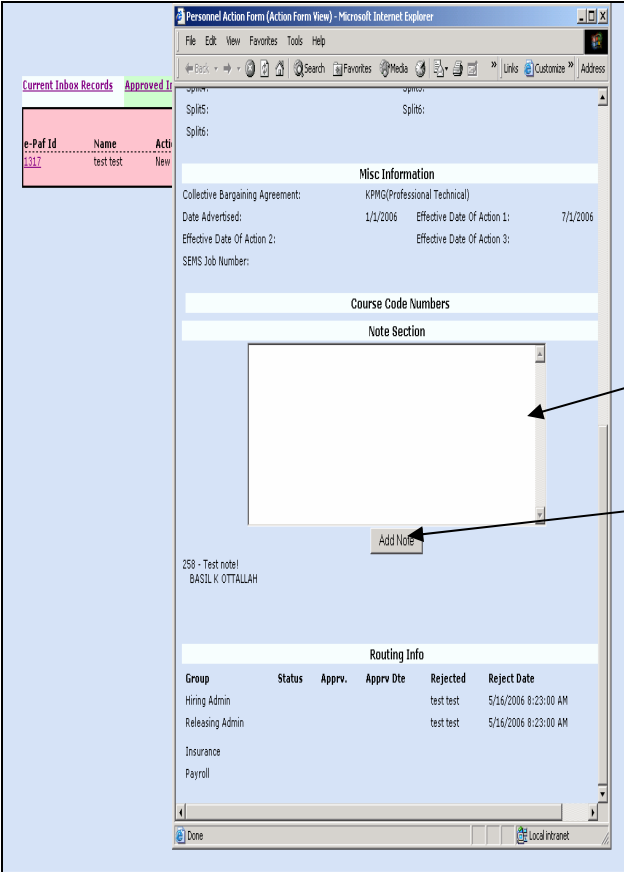
Approving, Rejected, and Pending Inbox Records

Steps	Screen Displayed	Procedures																																																		
5	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black; margin-bottom: 5px;">Action Form Information</div> <p>Action Form Number: 1317 Submitter: BASIL K OTTALLAH Appointment Type: New Appointment Date Submitted: 5/15/2006 4:06:25 PM Action Sub Type: Non-Degree Vocational</p> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black; margin-bottom: 5px;">Demographic Information</div> <p>SAP ID #: 00000001 Last: test First: test Middle: test Gender: US Citizen: 01 / 01 / 1979 Social Security: 232 - 32 - 3232 Birth Date: 01 / 01 / 1979 Address: City: Home Phone: () - Zip:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 50%;">Previous Position Information</th> <th style="width: 50%;">New Position Information</th> </tr> </thead> <tbody> <tr> <td>Position Number:</td> <td>Position Number: 50012810</td> </tr> <tr> <td>Job #:</td> <td>Job #: 9035</td> </tr> <tr> <td>Title:</td> <td>Title: Sr Analyst - IT - Systems</td> </tr> <tr> <td>Location #:</td> <td>Location #: 9801</td> </tr> <tr> <td>Location Name:</td> <td>Location Name: Data Processing</td> </tr> <tr> <td>Cost Center:</td> <td>Cost Center: 98012SALAR</td> </tr> <tr> <td>Hours:</td> <td>Hours: 8.00</td> </tr> <tr> <td>Salary:</td> <td>Salary:</td> </tr> <tr> <td>End Date:</td> <td>End Date:</td> </tr> <tr> <td>Split1:</td> <td>Split1: 98012SALAR 90 %</td> </tr> <tr> <td>Split2:</td> <td>Split2: 9801SALAR 10 %</td> </tr> <tr> <td>Split3:</td> <td>Split3: %</td> </tr> <tr> <td>Split4:</td> <td>Split4: %</td> </tr> <tr> <td>Split5:</td> <td>Split5: %</td> </tr> <tr> <td>Split6:</td> <td>Split6: %</td> </tr> </tbody> </table> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black; margin-bottom: 5px;">Misc Information</div> <p>Collective Bargaining Agreement: KPMG(Professional Technical) Date Advertised: 1 / 1 / 2006 Effective Date Of Action 1: 7 / 1 / 2006 AM Effective Date Of Action 2: AM Effective Date Of Action 3: AM SEMS Job Number:</p> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black; margin-bottom: 5px;">Course Code Numbers</div> <p style="text-align: center;">Add Delete</p> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black; margin-bottom: 5px;">Routing Info</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Group</th> <th>Status</th> <th>Apprv.</th> <th>Apprv Dte</th> <th>Rejected</th> <th>Reject Date</th> </tr> </thead> <tbody> <tr> <td>Hiring Admin</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Releasing Admin</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black; margin-bottom: 5px;">Note Section</div> <div style="border: 1px solid gray; height: 100px; width: 100%; margin-bottom: 5px;"></div> <p style="text-align: center;">Add Note</p> <p>258 - Test note! BASIL K OTTALLAH</p> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black; margin-bottom: 5px;">Actions To Perform</div> <p style="text-align: center;">Approve PAF Reject PAF Save Changes</p> </div>	Previous Position Information	New Position Information	Position Number:	Position Number: 50012810	Job #:	Job #: 9035	Title:	Title: Sr Analyst - IT - Systems	Location #:	Location #: 9801	Location Name:	Location Name: Data Processing	Cost Center:	Cost Center: 98012SALAR	Hours:	Hours: 8.00	Salary:	Salary:	End Date:	End Date:	Split1:	Split1: 98012SALAR 90 %	Split2:	Split2: 9801SALAR 10 %	Split3:	Split3: %	Split4:	Split4: %	Split5:	Split5: %	Split6:	Split6: %	Group	Status	Apprv.	Apprv Dte	Rejected	Reject Date	Hiring Admin						Releasing Admin						<p><u>Remember: Once a PAF has been approved, you cannot make changes.</u></p> <p><u>To Approve a PAF:</u></p> <ul style="list-style-type: none"> ● Click the Save Changes button ● Click the Approve PAF button <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black;">Actions To Perform</div> <p style="text-align: center;">Approve PAF Reject PAF Save Changes</p> </div> <p><u>To Complete the Approval Process:</u></p> <ul style="list-style-type: none"> ● Click the OK button <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black;">Microsoft Internet Explorer</div> <p style="text-align: center;">! e-PAF has been approved</p> <p style="text-align: center;">OK</p> </div> <p><u>To Cancel the PAF:</u></p> <ul style="list-style-type: none"> ● Click the Reject PAF button <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black;">Actions To Perform</div> <p style="text-align: center;">Approve PAF Reject PAF Save Changes</p> </div> <ul style="list-style-type: none"> ● Click Ok after the message box is displayed informing you this e-PAF is no longer in your inbox for approval. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black;">Microsoft Internet Explorer</div> <p style="text-align: center;">! This e-PAF is no longer in your inbox for approval.</p> <p style="text-align: center;">OK</p> </div> <ul style="list-style-type: none"> ● Click OK confirming e-PAF is rejected. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="text-align: center; background-color: #e0e0e0; border: 1px solid black;">Microsoft Internet Explorer</div> <p style="text-align: center;">! e-PAF has been rejected</p> <p style="text-align: center;">OK</p> </div>
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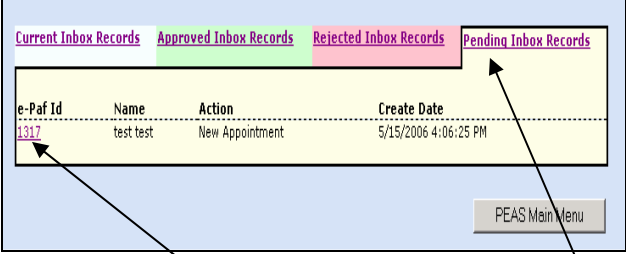
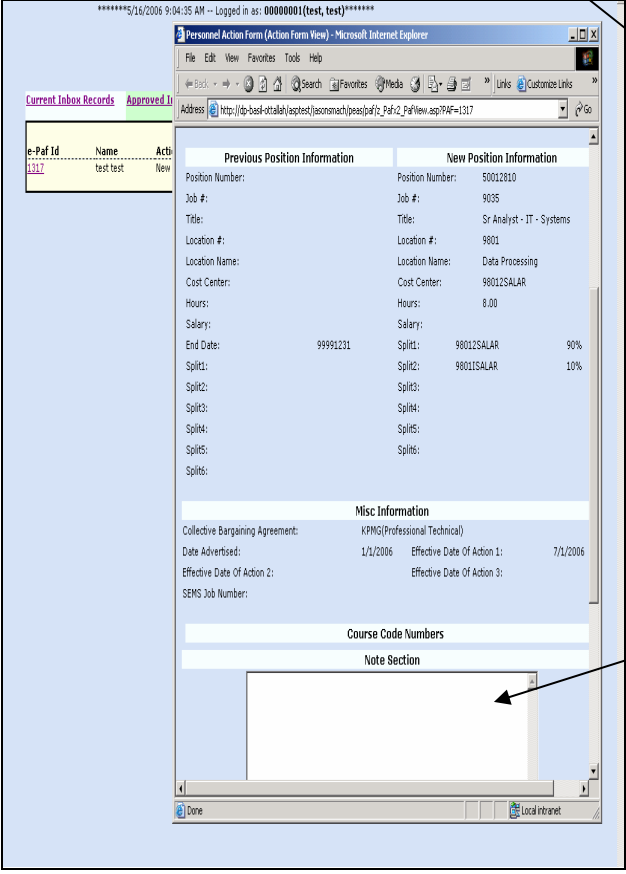
Electronic PAF - Administrator Approving, Rejected, and Pending Inbox Records

Steps	Screen Displayed	Procedures
6	 	<div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #cccccc; margin-bottom: 10px;"> Approved Inbox Records (Informational Tab) </div> <p><u>To View the list of Approved Inbox Records:</u></p> <ul style="list-style-type: none"> ● Click on the <u>Approved Records</u> tab <p>The screen will display:</p> <ul style="list-style-type: none"> ➤ e-PAF Id number assigned when the PAF was created. ➤ The name of the applicant ➤ The Action Type of the PAF ➤ The date and time when the e-PAF was created. <p><u>To Access an e-PAF:</u></p> <ul style="list-style-type: none"> ● Click on the e-PAF ID Number <p>The Action form will be displayed.</p> <p>The Note Section is the only data entry field that can be updated after an e-PAF has been approved.</p> <p><u>To Add a Note:</u></p> <ul style="list-style-type: none"> ● Click in the Note Section of the PAF <p><u>To Save a Note:</u></p> <ul style="list-style-type: none"> ● Click the Add Note button <p>The routing information which is displayed at the bottom of the page, will list the</p> <ul style="list-style-type: none"> ➤ Groups (the job positions or areas to review or approve the PAF) ➤ Approval Status ➤ Approval Date/Time ➤ Rejected/ Rejected Date.

Electronic PAF - Administrator Approving, Rejected, and Pending Inbox Records

Steps	Screen Displayed	Procedures
7		<div style="border: 1px solid black; padding: 5px; background-color: #cccccc; text-align: center; margin-bottom: 10px;"> Rejected Inbox Records (Informational form) </div> <p><u>To View the list of all your Rejected Inbox Records:</u></p> <ul style="list-style-type: none"> ● Click the Rejected Inbox tab <p><u>To Select an E-PAF to review:</u></p> <ul style="list-style-type: none"> ● Click the e-PAF Id number
8		<p>The Action Form is displayed.</p> <p>If an e-PAF is rejected, the Routing Info section located at the bottom of the form will display the rejection information. You can see who has rejected the PAF with the date and time.</p> <p><u>To Add a Note:</u></p> <ul style="list-style-type: none"> ● Click in the Note Section of the PAF <p><u>To Save a Note:</u></p> <ul style="list-style-type: none"> ● Click the Add Note button

Electronic PAF - Administrator Approving, Rejected, and Pending Inbox Records

Steps	Screen Displayed	Procedures
9	 	<div style="border: 1px solid black; padding: 5px; background-color: #cccccc; text-align: center; margin-bottom: 10px;"> Pending Inbox Records (Informational Tab) </div> <p>The Pending Inbox Records screen will display all e-PAF's that have been approved at the individual locations/schools level but have not passed through the entire hiring process at the County Office level.</p> <p><u>To View the list of all your Pending Inbox Records:</u></p> <ul style="list-style-type: none"> • Click the Pending Inbox tab <p><u>To Select an e-PAF to view:</u></p> <ul style="list-style-type: none"> • Click the e-PAF id <p>The Action Form will be displayed. Refer to the Routing Info section of this form to:</p> <ul style="list-style-type: none"> ➤ View the status of the e-PAF <li style="text-align: center;">Or ➤ View the stages of approval process <p>In this example, the hiring administrator and the releasing administrator have approved the PAF but the Personnel Assistants status is pending.</p> <p><u>To Add a Note:</u></p> <ul style="list-style-type: none"> • Click in the Note Section of the PAF, <i>type</i> the comments <p><u>To Save a Note:</u></p> <ul style="list-style-type: none"> • Click the Add Note button