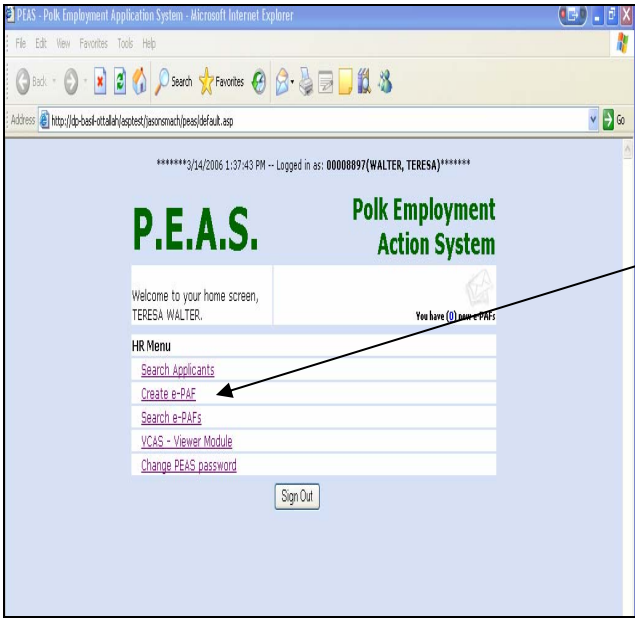
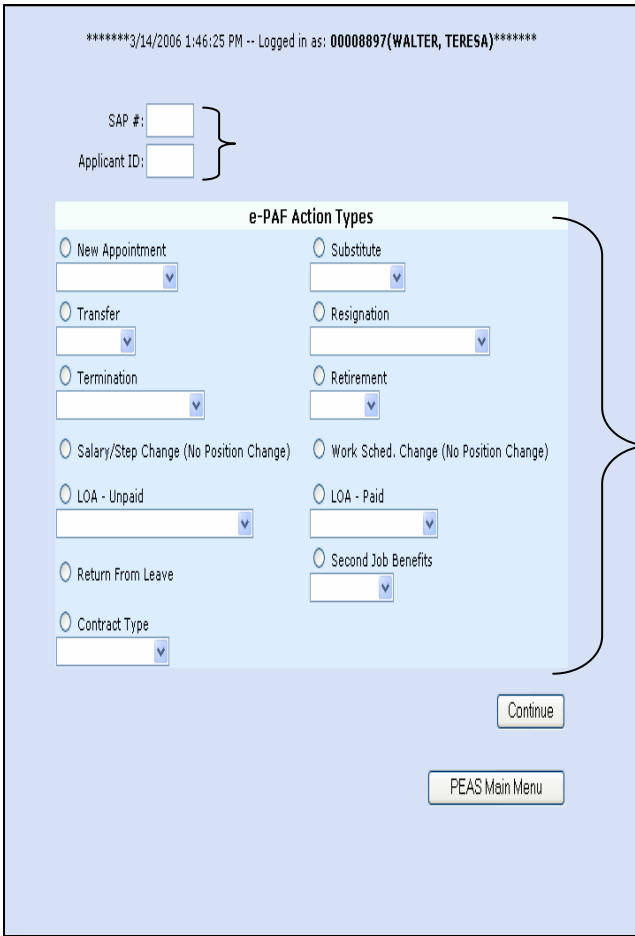
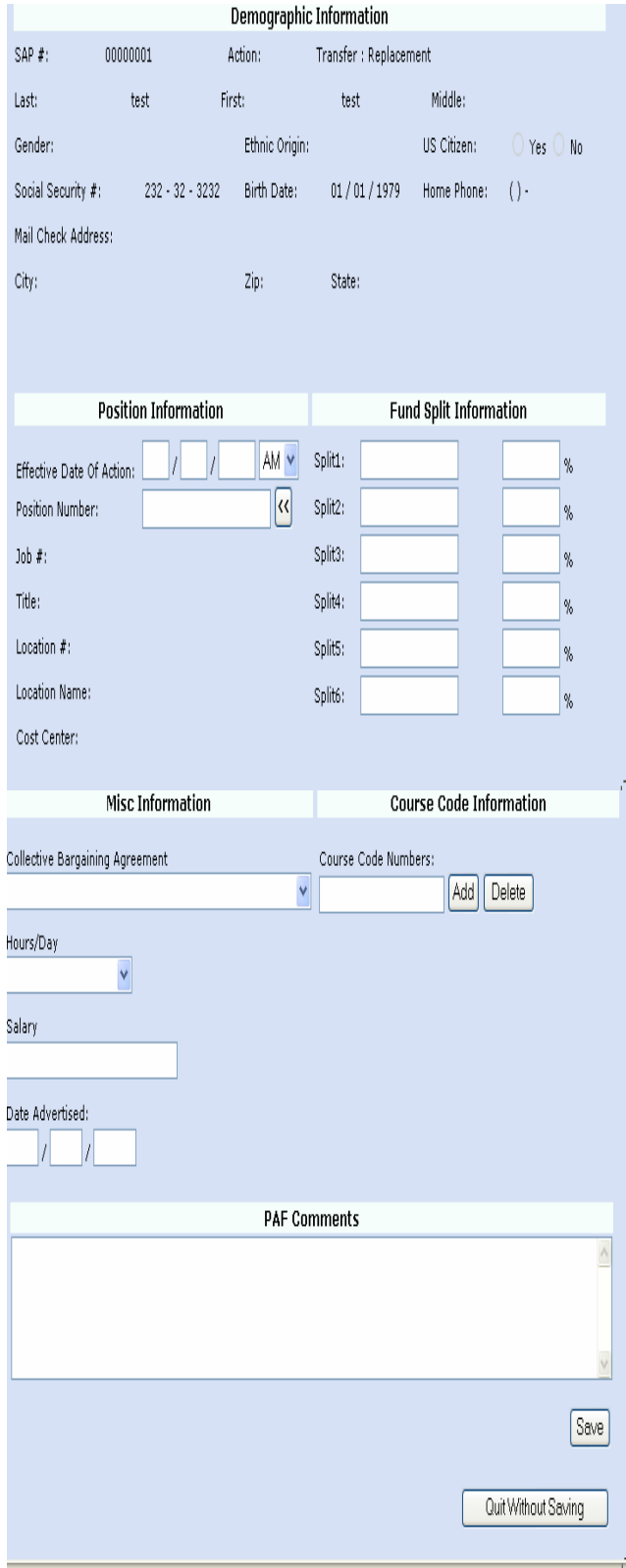


Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
1		<p>After logging onto P.E.A.S., the P.E.A.S Home Screen is displayed.</p> <p><u>To Create an e-PAF (Electronic Personnel Action Form):</u></p> <ul style="list-style-type: none"> Click ► <u>Create e-PAF</u> <p><i>Note: The new e-PAF form has the same data fields as the paper copy PAF. The data required to complete a PAF has not changed nor has the requirement to provide back-up documentation with a PAF.</i></p>
2		<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>**Overview**</p> <p><i>Steps 2 & 3 provide General Information about an e-PAF</i></p> <p>To Create an E-PAF: Continue to Step 4</p> </div> <p>The first page of e-PAF form is displayed.</p> <p>The e-PAF form is divided into two pages.</p> <p>The first page includes the following:</p> <ul style="list-style-type: none"> ➤ The SAP # or Applicant ID ➤ The Action types available for an e-PAF <p>Important: For a detailed explanation of Action Types, Sub-Action Types, and Documentation Requirements, Refer to E-PAF Definition Action Documentation.</p>

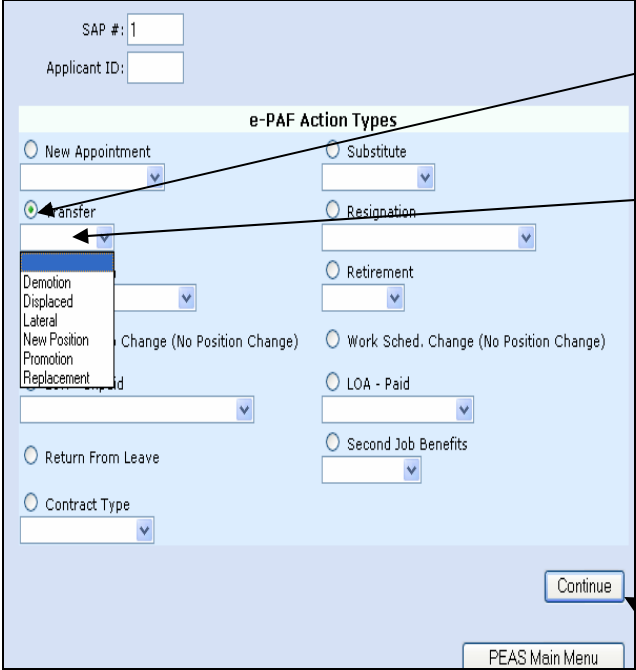
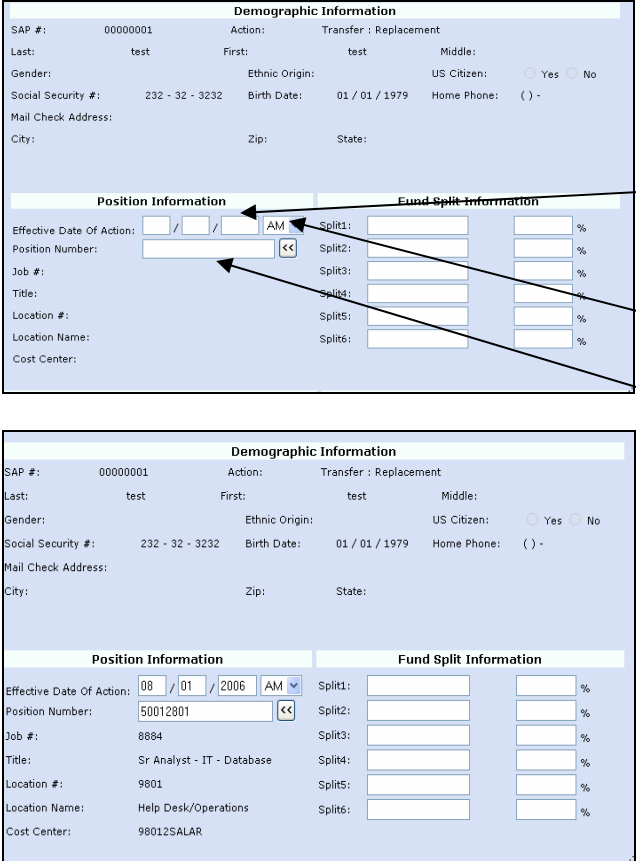

Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
3	 <p>The screenshot shows a web form for creating an E-PAF. It is divided into several sections: <ul style="list-style-type: none"> Demographic Information: Includes fields for SAP # (00000001), Action (Transfer: Replacement), Last, First, Middle names (all 'test'), Gender, Ethnic Origin, US Citizen (Yes/No), Social Security # (232 - 32 - 3232), Birth Date (01 / 01 / 1979), Home Phone, Mail Check Address, City, Zip, and State. Position Information: Includes Effective Date of Action (with AM/PM dropdown), Position Number, Job #, Title, Location #, Location Name, and Cost Center. Fund Split Information: A table with six rows for Split1 through Split6, each with a percentage input field. Misc Information: Includes Collective Bargaining Agreement (dropdown), Hours/Day (dropdown), Salary, and Date Advertised (calendar). Course Code Information: Includes Course Code Numbers (input) with Add and Delete buttons. PAF Comments: A large text area for free-form messages. At the bottom right of the form are 'Save' and 'Quit Without Saving' buttons. </p>	<p>The Second page of e-PAF form contains the following information.</p> <ul style="list-style-type: none"> ➤ Demographic Information (Display) <i>(This information is populated from SAP or the On-Line Application System)</i> ➤ Effective Date Of Action- (Required) <i>(The start date of the Action)</i> ➤ Position Information-(Required) <i>(The position number information will be populated from the Organizational Assignment from SAP.)</i> ➤ Fund Split Information-The payroll cost centers funding this position. ➤ Misc. Information-Collective Bargaining Agreement (Required) <i>(The category in the Collective Bargaining Agreement where this position is listed.)</i> ➤ Hours/Day-(Required) <i>(Scheduled work time)</i> ➤ Salary(Optional) ➤ Date Advertised: (Required) <i>(The date the position was advertised.)</i> ➤ Course Code Information-(Required for Instructional positions only) Course Numbers that will be assigned to this instructor ➤ PAF Comments (Optional)Free form message area

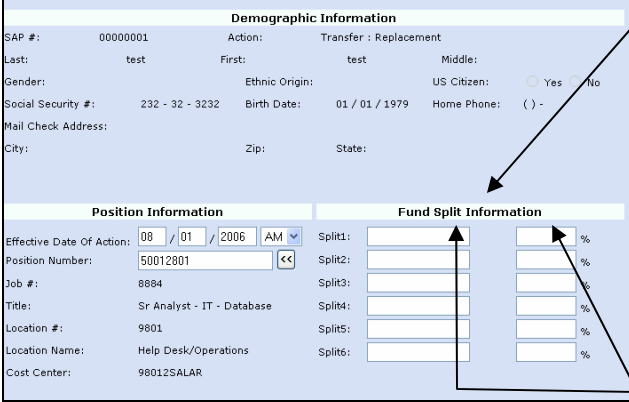
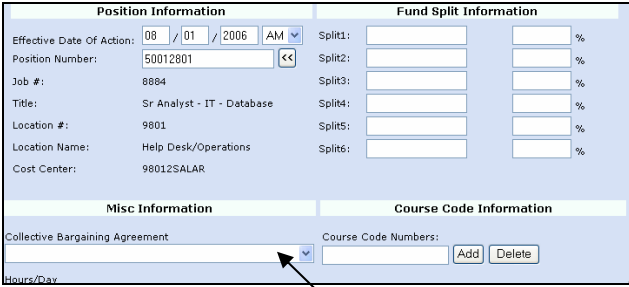
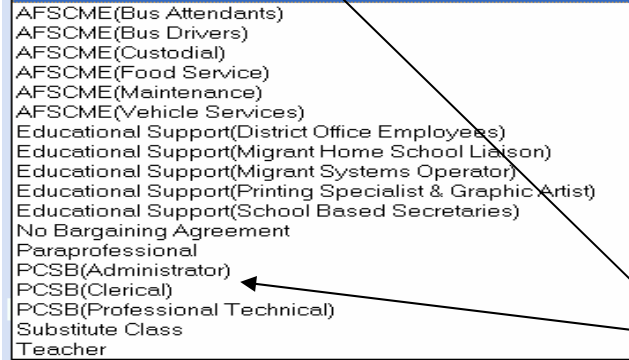
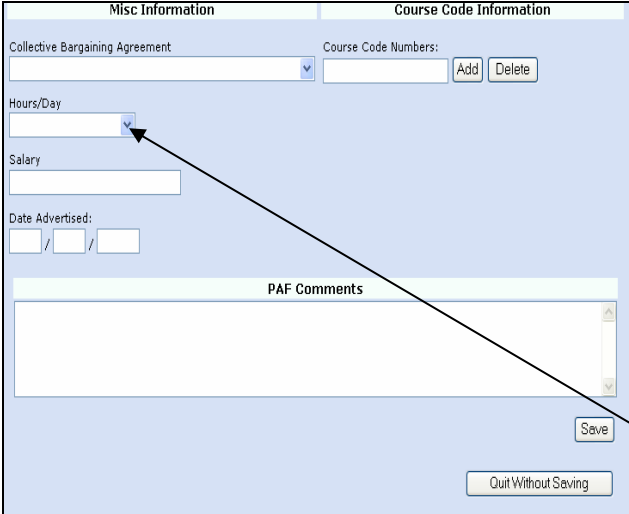
Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
4		<p><u>Important: To Create an e-PAF, you must have the following information.</u></p> <ul style="list-style-type: none"> ➤ <u>SAP ID Number</u> or <u>Application Number</u> (If New Person) ➤ <u>Action Type</u> ➤ <u>Sub-Action</u>(when applicable) ➤ <u>Position Number</u> <p><u>To Create an e-PAF:</u></p> <ul style="list-style-type: none"> ● Enter the SAP ID Number or Application Number <p>A Data Entry Message Prompt will display at the top of the page if additional information is required.</p> <p>Example of a Data Entry Prompt Message:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="color: red; font-size: small;">Please select a valid PAF main action type to begin the PAF processes.</p> </div>
5		<p>An Action Type is required for all e-PAF's. Some Actions require a Sub-Action type for additional clarification. If an Action requires a Sub-Action, the data field under the Action is available with a pull-down help screen to select the appropriate option.</p> <p>Example: If you select the <i>Transfer</i> Action Type, you must select the <i>Sub-Action</i> from the help pull down.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div> <p>Example: If you select, <i>Return From Leave</i>, no <i>Sub-Action</i> is required.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> </div>

Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
6		<p><u>To Select an Action Type:</u></p> <ul style="list-style-type: none"> • Click the radio button in front of the desired Action <p><u>To Select a Sub-Action (if applicable)</u></p> <ul style="list-style-type: none"> • Click in the white box under the Action you selected • From the pull-down, click the appropriate sub-action <p><u>Once you have:</u></p> <ul style="list-style-type: none"> ➤ Entered the SAP # or Applicant ID # And ➤ Selected an Action Type and Sub Action Type (where applicable) <ul style="list-style-type: none"> • Click Continue
7		<p>The second page of the e-PAF displays the Demographic information populated from SAP or the On-Line Application System (New Appointment) for the applicant.</p> <ul style="list-style-type: none"> • Enter the Effective Date of Action (MM tab DD tab YYYY) • Tab to AM, Select AM or PM • Enter the 8-digit Position Number <p>The system will retrieve the Position Information from the Organization Unit in SAP.</p> <p>Refer to "Display an Organizational Unit" documentation located on the Polk County Web Site to print the Organizational Report for your location</p> <p><u>To Retrieve the Organizational Unit Information from SAP:</u></p> <ul style="list-style-type: none"> • Click  or Press Enter

Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
8	   	<p>If this Position is funded from one cost center in SAP, leave the Fund Split field blank and proceed to the Collective Bargaining Agreement field.</p> <p>If this Position is funded from multiple cost centers, you must enter this information in the Fund Split Information section on the screen.</p> <ul style="list-style-type: none"> ● Place your cursor in the Split1 field, Enter the 1st cost center ● Tab to % field, Enter the percent (%) to be charged to this cost center ● Tab to Split2 field, Enter the 2nd cost center ● Tab to % field, Enter the percent (%) to be charged to this cost center <p>Continue this process until you have entered all the Funding Split Cost Centers.</p> <p>Note: The percents entered <u>MUST</u> total 100%</p> <ul style="list-style-type: none"> ● Click the Collective Bargaining Agreement help pull-down. From the pull-down, Select the Collective Bargaining Group that this position falls under <p>Examples:</p> <p>School Based Secretary = Educational Support(School Based Secretaries)</p> <p>Custodian= AFSCME(Custodial)</p> <ul style="list-style-type: none"> ● Press Tab to Hours/Day field ● From the pull-down, Select the Hours/Days this position is scheduled to work

Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
9	 	<p>The Salary field is a free form text field and used only when there is a Salary recommendation.</p> <ul style="list-style-type: none"> • <i>Tab</i> to the Date Advertised field • <i>Enter</i> the Date this position was advertised (MM tab DD tab YYYY) <p><i>For a Substitute e-PAF: Continue with step 9.</i></p> <p><i>For all other e-PAF's: Proceed to Step 10.</i></p> <div style="border: 1px solid gray; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">Substitute -PAF</div> <p><i>NOTE: The following information will display only when creating an e-PAF for Action Type Substitute, Sub-Action Interim, additional information is required. The program will display the required additional fields.</i></p> <ul style="list-style-type: none"> • Start Date/Time of Day: <i>Enter the Start Date and Time of Day when the substitute will begin in this position.</i> • 11th Day Date/Time of Day: <i>Enter the 11th consecutive school day and the Time of Day the substitute has taught in this position.</i> • End Date/Time of Day: <i>Enter the End date and Time of Day the job ends.</i> • Interim Sems Job #: <i>Enter the Sems Job Number</i>

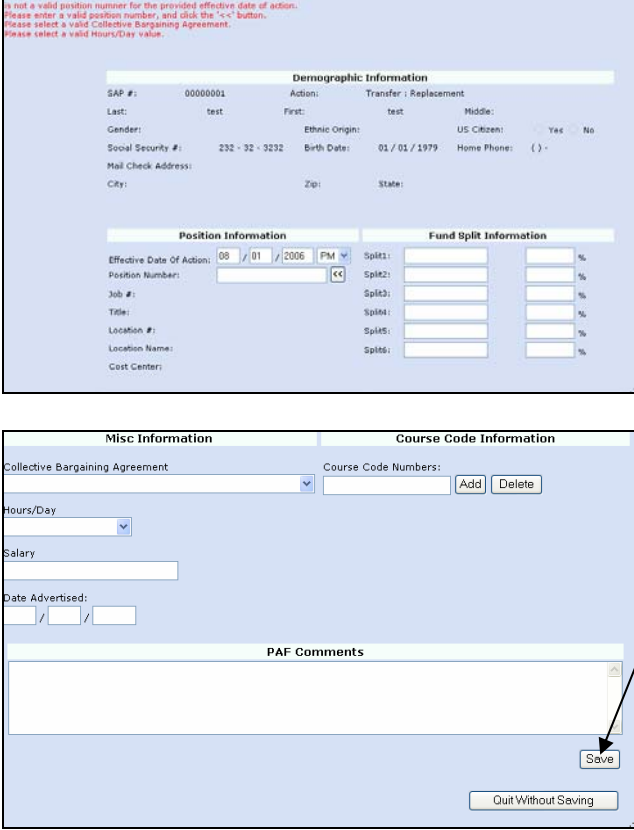
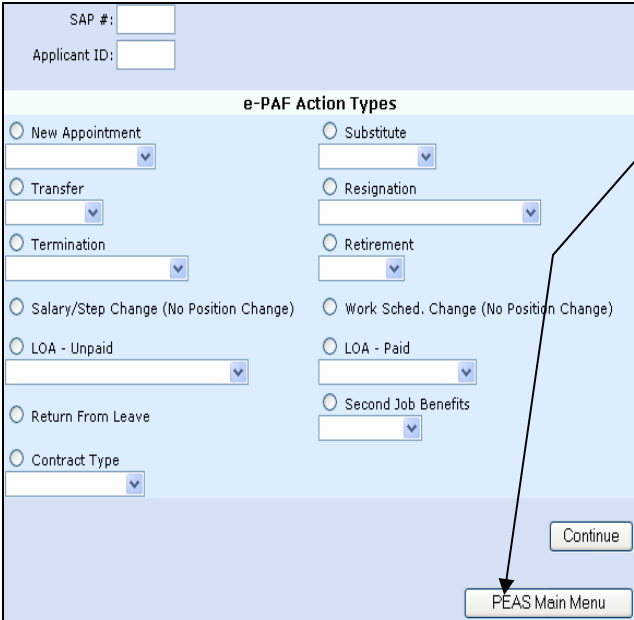
Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
10		<p><u>For Non-Instructional positions:</u> Proceed to Step 11</p> <p><u>For Instructional Positions:</u> You must enter the Course Code Number(s) assigned to this instructor.</p> <ul style="list-style-type: none"> • Tab to Course Code Numbers field <p><u>To Enter 7-Digit Course Code Number:</u></p> <ul style="list-style-type: none"> • Enter the 7-digit Genesis Course Number(s) to be assigned to this instructor • Click Add <p><i>Continue this process until you have added all courses.</i></p>
11		<p>As you enter the course numbers, the course numbers and course descriptions will display in the area below the data entry field.</p> <p><u>To Delete a course:</u></p> <ul style="list-style-type: none"> • Click the radio button in front of the course number/description. • Click the delete button

Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
12	<p style="text-align: center;">The e-PAF (1308) has been saved successfully</p> <p style="text-align: center;">Please click here if page does not redirect after 10 seconds.</p>	<p>PAF Comments is an <i>optional</i> Free Form Text box available to use if you have comments.</p> <ul style="list-style-type: none"> • <i>Tab</i> to the Comment field and begin typing. <p><u>To Save an e-PAF:</u></p> <ul style="list-style-type: none"> • <i>Click</i> the Save button <p>If no data errors were found, you will receive the message: “The e-PAF has been saved successfully.”</p> <p>Note: After 10 seconds, the program will return you to the blank e-PAF screen or <i>click</i> the following message:</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Please click here if page does not redirect after 10 seconds.</p> </div> <p><u>To Exit the e-PAF screen:</u></p> <ul style="list-style-type: none"> • <i>Click</i> P.E.A.S. Main Menu icon <p>If there are data errors, you will receive the Data Entry Message Prompt at the top of the screen explaining what data needs to be entered or corrected.</p> <p>An example of a Data Entry Message:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Please enter a valid position number, and click the '<<' button. Please select a valid Collective Bargaining Agreement. Please select a valid Hours/Day value.</p> </div>

Electronic PAF Create an E-PAF

Steps	Screen Displayed	Procedures
<p>13</p>		<p>Make the necessary correction.</p> <p>Once all corrections have been made:</p> <ul style="list-style-type: none"> ● Click the Save icon. <p>You will receive the message:</p> <p>“The e-PAF has been saved successfully.”</p>
<p>14</p>		<p><u>To Exit the e-PAF screen:</u></p> <ul style="list-style-type: none"> ● Click the P.E.A.S. Main Menu icon <p><u>Important Information: If you are the approver for your location, the e-PAF will be automatically approved when the e-PAF is saved.</u></p>