

Electronic PAF (E-PAF) - Overview

Steps	Screen Displayed	Procedures
1		<p>To facilitate the processing of the paperwork during the hiring process, the Electronic Personnel Action Form or e-PAF has been created as an option on the P.E.A.S system.</p> <p>Once an e-PAF is created, an electronic notification will be sent to the approving administrators via Outlook mail. Upon approval, the e-PAF is electronically sent to Human Resource Services for processing.</p> <p>When you enter the Application Number or SAP Number, the program will populate the demographic information on the e-PAF from either the On-Line Employment Application System or the SAP system.</p> <p>The e-PAF form is user friendly with pull-down screens that provide appropriate sub option selections on many of the data fields. There is a free form text Comments section to add notes, reminders or directions.</p> <p>Once the e-PAF has been created and saved, an e-mail notification will be sent to all Approving Administrators, notifying them of pending e-PAF's waiting for their approval.</p> <p>Upon the completion of the approval process, the e-PAF will be sent to the appropriate Personnel Assistant in Human Resources for review and data verification.</p> <p>After review, the Personnel Assistant will route the e-PAF to the appropriate groups within HRS and then to Payroll and Risk Management.</p> <p>The status of e-PAF's can be monitored throughout the process. Using the Search option, you will be able to view all the e-PAF's for your location, and sort using a variety of options.</p>