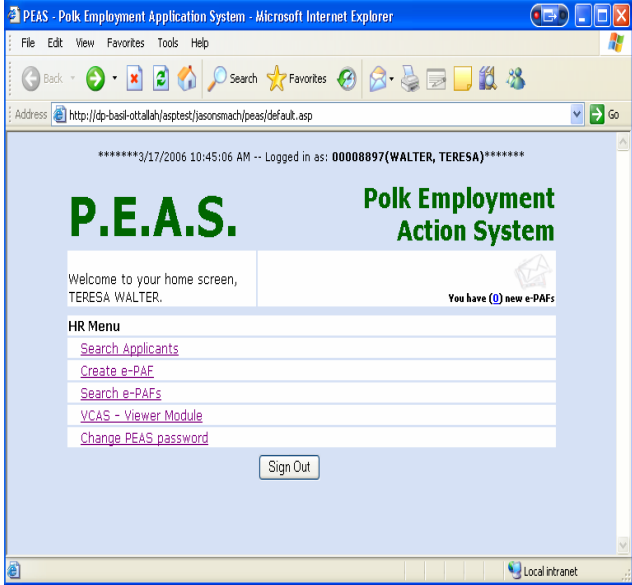

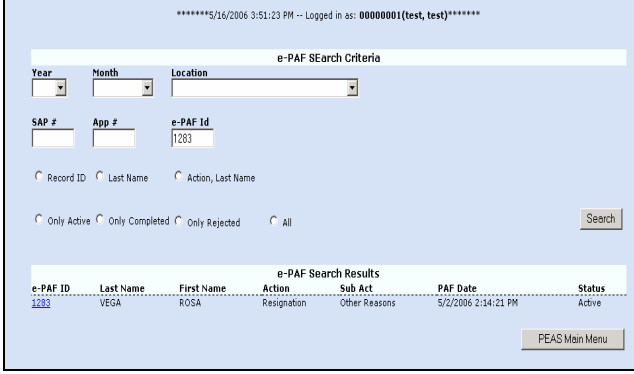
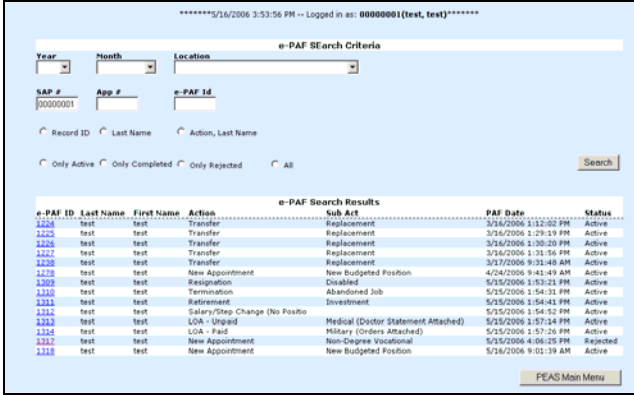


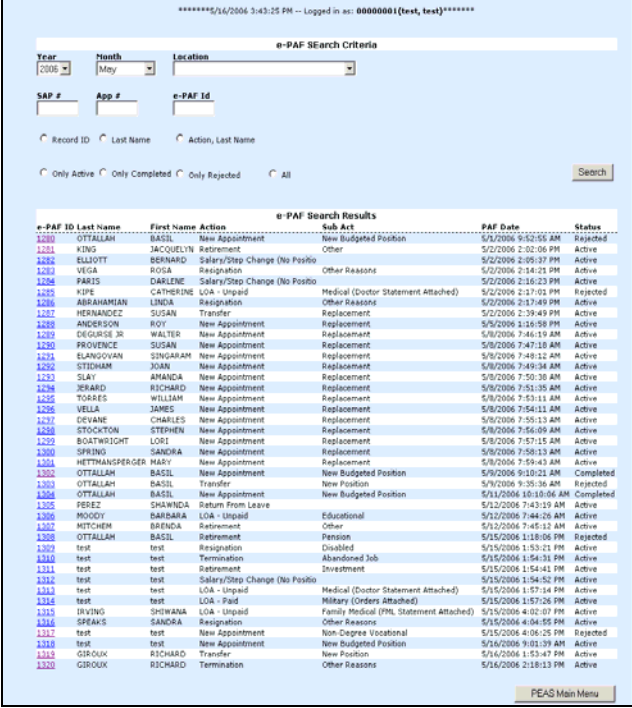
Electronic PAF Search e-PAF

Steps	Screen Displayed	Procedures
1		<p>Logon to P.E.A.S using the Login documentation.</p> <p>To Search e-PAF's:</p> <ul style="list-style-type: none"> • Click <u>Search e-PAFs</u> <p>The e-PAF Search Criteria screen is displayed.</p>
2		<p>The top section of the screen provides a variety of search and display options.</p> <p>Search Options:</p> <ul style="list-style-type: none"> ➤ School Year ➤ Month ➤ Location ➤ SAP # ➤ App# ➤ e-PAF ID <p>Display Options:</p> <ul style="list-style-type: none"> ➤ Record ID-computer generated # ➤ Last Name - Employee ➤ Action, Last Name –PAF Action/Sub-Action/Last Name ➤ Only Active- Status ➤ Only Completed-Loaded to SAP and ready for paycheck ➤ Only Rejected-At any point of the process prior to action taken ➤ All

Electronic PAF Search e-PAF

Steps	Screen Displayed	Procedures																																																																																																									
3	 <p style="text-align: center;">e-PAF Search Criteria</p> <p>Year: [] Month: [] Location: []</p> <p>SAP #: [] App #: [] e-PAF Id: 1283</p> <p><input type="radio"/> Record ID <input type="radio"/> Last Name <input type="radio"/> Action, Last Name</p> <p><input type="radio"/> Only Active <input type="radio"/> Only Completed <input type="radio"/> Only Rejected <input type="radio"/> All</p> <p style="text-align: right;">Search</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>e-PAF ID</th> <th>Last Name</th> <th>First Name</th> <th>Action</th> <th>Sub Act</th> <th>PAF Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1283</td> <td>VEGA</td> <td>BOSA</td> <td>Resignation</td> <td>Other Reasons</td> <td>5/2/2006 2:14:21 PM</td> <td>Active</td> </tr> </tbody> </table> <p style="text-align: right;">PEAS Main Menu</p>	e-PAF ID	Last Name	First Name	Action	Sub Act	PAF Date	Status	1283	VEGA	BOSA	Resignation	Other Reasons	5/2/2006 2:14:21 PM	Active	<p>Searching by the e-PAF ID is the quickest and most efficient way to search for e-PAFs. An Id search will result in only one record being returned to the result list.</p> <p>Order By Criteria</p> <ol style="list-style-type: none"> 1. Record Id 2. Last Name 3. Action, Last Name <p>Restriction Criteria</p> <ol style="list-style-type: none"> 1. Only Active 2. Only Completed 3. Only Rejected 4. All (Default) 																																																																																											
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5	 <p style="text-align: center;">*****6/16/2006 3:43:25 PM -- Logged in as: 00000001(text, text)*****</p> <p style="text-align: center;">e-PAF Search Criteria</p> <p>Year: 2006 Month: May Location: [blank]</p> <p>SAP # App # e-PAF Id</p> <p><input type="radio"/> Record ID <input type="radio"/> Last Name <input type="radio"/> Action, Last Name</p> <p><input type="radio"/> Only Active <input type="radio"/> Only Completed <input type="radio"/> Only Rejected <input type="radio"/> All</p> <p style="text-align: right;">Search</p> <p style="text-align: center;">e-PAF Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>e-PAF ID</th> <th>Last Name</th> <th>First Name</th> <th>Action</th> <th>Sub Act</th> <th>PAF Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>1281</td><td>OTTALLAH</td><td>BASIL</td><td>New Appointment</td><td>New Budgeted Position</td><td>5/2/2006 9:02:05 AM</td><td>Rejected</td></tr> <tr><td>1281</td><td>KING</td><td>JACQUELYN</td><td>Retirement</td><td>Other</td><td>5/2/2006 2:02:06 PM</td><td>Active</td></tr> <tr><td>1282</td><td>ELLIOTT</td><td>BERNARD</td><td>Salary/Step Change (No Positio</td><td></td><td>5/2/2006 2:05:37 PM</td><td>Active</td></tr> <tr><td>1283</td><td>VEGA</td><td>RICA</td><td>Resignation</td><td>Other Reasons</td><td>5/2/2006 2:14:21 PM</td><td>Active</td></tr> <tr><td>1284</td><td>PARIS</td><td>DARLENE</td><td>Salary/Step Change (No Positio</td><td></td><td>5/2/2006 2:16:23 PM</td><td>Active</td></tr> <tr><td>1285</td><td>KIFE</td><td>CATHERINE</td><td>LOA - Unpaid</td><td>Medical (Doctor Statement Attached)</td><td>5/2/2006 2:17:02 PM</td><td>Rejected</td></tr> <tr><td>1286</td><td>ABRAHAMIAN</td><td>LINDA</td><td>Resignation</td><td>Other Reasons</td><td>5/2/2006 2:17:49 PM</td><td>Active</td></tr> <tr><td>1287</td><td>HERNANDEZ</td><td>SUSAN</td><td>Transfer</td><td>Replacement</td><td>5/2/2006 2:39:49 PM</td><td>Active</td></tr> <tr><td>1289</td><td>ANDERSON</td><td>ROY</td><td>New Appointment</td><td>Replacement</td><td>5/2/2006 1:16:59 PM</td><td>Active</td></tr> <tr><td>1290</td><td>DELOURIS JR</td><td>WALTER</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:46:19 AM</td><td>Active</td></tr> <tr><td>1290</td><td>PROVENCE</td><td>SUSAN</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:47:18 AM</td><td>Active</td></tr> <tr><td>1291</td><td>ELANGOVAN</td><td>SINGARAM</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:48:12 AM</td><td>Active</td></tr> <tr><td>1292</td><td>STONHAM</td><td>JOAN</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:49:34 AM</td><td>Active</td></tr> <tr><td>1293</td><td>SLAY</td><td>AMANDA</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:50:30 AM</td><td>Active</td></tr> <tr><td>1294</td><td>JEFFARD</td><td>RICHARD</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:51:35 AM</td><td>Active</td></tr> <tr><td>1295</td><td>TORRES</td><td>WILLIAM</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:51:11 AM</td><td>Active</td></tr> <tr><td>1296</td><td>VELLA</td><td>JAMES</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:54:11 AM</td><td>Active</td></tr> <tr><td>1297</td><td>DEVANE</td><td>CHARLES</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:55:13 AM</td><td>Active</td></tr> <tr><td>1298</td><td>STOCKTON</td><td>STEPHEN</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:56:09 AM</td><td>Active</td></tr> <tr><td>1299</td><td>BOATWRIGHT</td><td>LORI</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:57:15 AM</td><td>Active</td></tr> <tr><td>1300</td><td>SPRING</td><td>SANDRA</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:58:13 AM</td><td>Active</td></tr> <tr><td>1301</td><td>HETTMANSPERGER</td><td>MARY</td><td>New Appointment</td><td>Replacement</td><td>5/8/2006 7:59:43 AM</td><td>Active</td></tr> <tr><td>1302</td><td>OTTALLAH</td><td>BASIL</td><td>New Appointment</td><td>New Budgeted Position</td><td>5/9/2006 9:10:21 AM</td><td>Completed</td></tr> <tr><td>1302</td><td>OTTALLAH</td><td>BASIL</td><td>Transfer</td><td>New Position</td><td>5/9/2006 9:35:36 AM</td><td>Rejected</td></tr> <tr><td>1304</td><td>OTTALLAH</td><td>BASIL</td><td>New Appointment</td><td>New Budgeted Position</td><td>5/11/2006 10:18:06 AM</td><td>Completed</td></tr> <tr><td>1305</td><td>PEREZ</td><td>SHAWNDA</td><td>Return From Leave</td><td></td><td>5/12/2006 7:43:19 AM</td><td>Active</td></tr> <tr><td>1306</td><td>MOODY</td><td>BARBARA</td><td>LOA - Unpaid</td><td>Educational</td><td>5/12/2006 7:44:26 AM</td><td>Active</td></tr> <tr><td>1307</td><td>HITCHEM</td><td>BRENDA</td><td>Retirement</td><td>Other</td><td>5/12/2006 7:45:12 AM</td><td>Active</td></tr> <tr><td>1308</td><td>OTTALLAH</td><td>BASIL</td><td>Retirement</td><td>Pension</td><td>5/15/2006 1:18:06 PM</td><td>Rejected</td></tr> <tr><td>1309</td><td>test</td><td>test</td><td>Resignation</td><td>Disabled</td><td>5/15/2006 1:53:21 PM</td><td>Active</td></tr> <tr><td>1310</td><td>test</td><td>test</td><td>Termination</td><td>Abandoned Job</td><td>5/15/2006 1:54:36 PM</td><td>Active</td></tr> <tr><td>1311</td><td>test</td><td>test</td><td>Retirement</td><td>Investment</td><td>5/15/2006 1:54:41 PM</td><td>Active</td></tr> <tr><td>1312</td><td>test</td><td>test</td><td>Salary/Step Change (No Positio</td><td></td><td>5/15/2006 1:54:52 PM</td><td>Active</td></tr> <tr><td>1313</td><td>test</td><td>test</td><td>LOA - Unpaid</td><td>Medical (Doctor Statement Attached)</td><td>5/15/2006 1:57:14 PM</td><td>Active</td></tr> <tr><td>1314</td><td>test</td><td>test</td><td>LOA - 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Unpaid	Medical (Doctor Statement Attached)	5/2/2006 2:17:02 PM	Rejected	1286	ABRAHAMIAN	LINDA	Resignation	Other Reasons	5/2/2006 2:17:49 PM	Active	1287	HERNANDEZ	SUSAN	Transfer	Replacement	5/2/2006 2:39:49 PM	Active	1289	ANDERSON	ROY	New Appointment	Replacement	5/2/2006 1:16:59 PM	Active	1290	DELOURIS JR	WALTER	New Appointment	Replacement	5/8/2006 7:46:19 AM	Active	1290	PROVENCE	SUSAN	New Appointment	Replacement	5/8/2006 7:47:18 AM	Active	1291	ELANGOVAN	SINGARAM	New Appointment	Replacement	5/8/2006 7:48:12 AM	Active	1292	STONHAM	JOAN	New Appointment	Replacement	5/8/2006 7:49:34 AM	Active	1293	SLAY	AMANDA	New Appointment	Replacement	5/8/2006 7:50:30 AM	Active	1294	JEFFARD	RICHARD	New Appointment	Replacement	5/8/2006 7:51:35 AM	Active	1295	TORRES	WILLIAM	New Appointment	Replacement	5/8/2006 7:51:11 AM	Active	1296	VELLA	JAMES	New Appointment	Replacement	5/8/2006 7:54:11 AM	Active	1297	DEVANE	CHARLES	New Appointment	Replacement	5/8/2006 7:55:13 AM	Active	1298	STOCKTON	STEPHEN	New Appointment	Replacement	5/8/2006 7:56:09 AM	Active	1299	BOATWRIGHT	LORI	New Appointment	Replacement	5/8/2006 7:57:15 AM	Active	1300	SPRING	SANDRA	New Appointment	Replacement	5/8/2006 7:58:13 AM	Active	1301	HETTMANSPERGER	MARY	New Appointment	Replacement	5/8/2006 7:59:43 AM	Active	1302	OTTALLAH	BASIL	New Appointment	New Budgeted Position	5/9/2006 9:10:21 AM	Completed	1302	OTTALLAH	BASIL	Transfer	New Position	5/9/2006 9:35:36 AM	Rejected	1304	OTTALLAH	BASIL	New Appointment	New Budgeted Position	5/11/2006 10:18:06 AM	Completed	1305	PEREZ	SHAWNDA	Return From Leave		5/12/2006 7:43:19 AM	Active	1306	MOODY	BARBARA	LOA - Unpaid	Educational	5/12/2006 7:44:26 AM	Active	1307	HITCHEM	BRENDA	Retirement	Other	5/12/2006 7:45:12 AM	Active	1308	OTTALLAH	BASIL	Retirement	Pension	5/15/2006 1:18:06 PM	Rejected	1309	test	test	Resignation	Disabled	5/15/2006 1:53:21 PM	Active	1310	test	test	Termination	Abandoned Job	5/15/2006 1:54:36 PM	Active	1311	test	test	Retirement	Investment	5/15/2006 1:54:41 PM	Active	1312	test	test	Salary/Step Change (No Positio		5/15/2006 1:54:52 PM	Active	1313	test	test	LOA - Unpaid	Medical (Doctor Statement Attached)	5/15/2006 1:57:14 PM	Active	1314	test	test	LOA - Paid	Military (Orders Attached)	5/15/2006 1:57:26 PM	Active	1315	IRVING	SHIWANA	LOA - Unpaid	Family Medical (FML Statement Attached)	5/15/2006 4:02:07 PM	Active	1316	SPEARS	SANDRA	Resignation	Other Reasons	5/15/2006 4:04:55 PM	Active	1317	test	test	New Appointment	Non-Degree Vocational	5/15/2006 4:06:25 PM	Rejected	1318	test	test	New Appointment	New Budgeted Position	5/16/2006 9:01:39 AM	Active	1319	GIROUX	RICHARD	Transfer	New Position	5/16/2006 1:53:47 PM	Active	1320	GIROUX	RICHARD	Termination	Other Reasons	5/16/2006 2:18:13 PM	Active	<p>Entering a value for the year and month search criteria, will result in all e-PAF records created during the selected year and month combination.</p> <p>Order By Criteria</p> <ol style="list-style-type: none"> 1. 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