
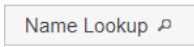

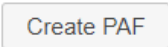
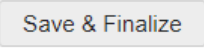
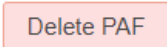


Click on the link to access: <https://salary.ung.edu/PAF>

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 
 - Enter either first or last name.
 - This will populate the 900# and the Employee ID.
3. Enter the Budgeted Position # and Budgeted Salary if applicable.
4. Use the drop-down arrow to select Department.
5. Use the drop-down arrow to select Division.
6. Use the drop-down arrow to select Campus
7. Enter the Reports to/ Supervisor Name.
8. Use the drop-down 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 drop-down 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.
 - Once you enter the hours per week, the system will calculate the FTE.
12. Use the dropdown arrow to select the Payroll Info. All fields are required.
 - Exempt or Non-Exempt.
 - Full or Part-Time.
 - Regular, Temporary or Limited Term.
 - 12-Month Faculty, 10-Month Faculty, Staff/Hourly, Administrator, Professional/Admin, or PT/Adjunct Faculty.
 - Hourly Rate, Monthly Rate, Semester Rate or Annual Rate for the next field.
 - Enter the pay amount.
 - Pay Frequency – Bi-weekly, Monthly or Single Lump Sum (Single Lump sum will be paid at the end date of the PAF).
13. Enter the Budget information.
 - Once you use a Budget Account it saves to your history.
 - If funded by a Grant, select the Radio button and enter the grant information.
 - Select the Radio button if the position is benefitted.
14. Enter any comments. If the position is split funded, enter this information here.
15. Click Create PAF box 
16. Select the PAF from the list on the home screen. Verify everything is correct and click the Save & Finalize box 
 - If you need to Delete the PAF click the Delete PAF box 
 - If you are not ready to assign the approvers and send, click Save and then Close or Cancel.
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.

OK

Cancel

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.

- There are additional approvals that you may use if needed.
- The Budget, HR, HRIS and Payroll will automatically be sent.
- When sending to Academic Affairs use the Additional approver line before the VP and add Macretta Booker.

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.

OK

Cancel


20. At this time, PAF is waiting for the 1st Approver.

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.

To approve and sign a PAF:

1. You should receive an e-mail with the link to access the PAF.
2. Click the link and verify the information on the PAF. Some data may be changed, but that will require the PAF to begin the approval chain again.
3. If you would like to add comments before you sign, enter them above the approver link in the Add Signing Comments box.
 - To update/ change the PAF or add an additional approver (See instructions below).
4. When you are ready to sign the PAF, scroll to the bottom.
5. Click the Sign box next to your name 
6. You will receive the below message. Click OK if you wish to sign and send to the next approver.

salary-dev.northgeorgia.edu says

Are you sure you want to sign this document?



7. The PAF has been routed to the next approver.

Tips:

- **If you have multiple PAF to sign, keep the PAF webpage open to prevent not having do the 2FA for every PAF.**
- **You can also sign you can do so from the PAF page on the website at the bottom in the Waiting for Signature section.**
- **If you sign a lot of PAFs you may want to set up a rule in outlook for the notices to go to keep your inbox from becoming cluttered.**

Edit PAF:

To update information on the PAF, you will need to be in Edit mode.

Click the Go Back button at the bottom of the approver list to return to the Home Screen.

Select the PAF from the list of PAF's in the top portion of the screen under Personnel Action Forms.

Click the Edit PAF button and you will receive a message stating "some changes will invalidate previous signatures." Click OK to continue.

Make changes and Click the Save and Finalize button. This will allow you to add, change or remove additional approvers.

Click Save, you will be prompted with a message. Click OK to continue.

The PAF is routed to the next approver or has been re-routed to Prepared By.

Add, Change or Remove Additional Approves:

To update information on the PAF you will need to be in Edit mode.

Click the Go Back button at the bottom of the approver list to return to the Home Screen.

Select the PAF from the list of PAF's in the top portion of the screen under Personnel Action Forms.

Click the Edit Signatures button.

Add, change or remove the Signatures.

Click Save and you will be prompted with a message click OK to continue.

The PAF is routed to the next approver. If you added an approver above you, it will be routed to them and will return to you once they have approved the PAF.

Accessibility Statement

If you need this form in an additional format, contact Michael McLeod - 678.717.2232