
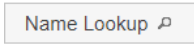




Click on the link to access: <https://salary.ung.edu/PAF>

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 

***The PAF has only been saved – you must complete the rest of the steps for the PAF to routed and processed.**

To find your PAF easier use the sorting tools at the top. To see PAF's that have not had the approvers added select "Incomplete" in the Show selection box.

Personnel Action Forms

A list of Personnel Action Forms that you have created or have access to view.

Show

Created Date Range

16. Select the PAF from the list on the home screen. Verify everything is correct and click the Save & Finalize box

Save & Finalize

- 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 Draft and then Close or Cancel.

Delete PAF

Save Draft

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.
- **When enter your name as one of the signatures please use your last name and select for the menu. As for all names they must be selected from the list that pops up.**

19. Click Save and you will receive the below message. Click OK when you are ready for the PAF to begin its routing.

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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.

- As the prepared by it will bring the PAF up for your approval.

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.

Viewing and Printing PAF's

1. View options have been added to the list of PAF's you have created or been an approver on. At the top of the list there is a Show box with the following options:

- All
- Incomplete – these are ones that have not been saved an finalized
- Waiting for Signatures
- Completed


These can be used in conjunction with the Print options below to print your PAF's in bulk.

2. The Date Range box can be used to narrow down the list as well. This uses the Completed date. Choose the range you would like to view.

This can be used in conjunction with the Print options below to print your PAF's in bulk.

3. Print options have been added. You can print or save to a file.

- To print individual PAF, open the PAF you wish to print and click the Print button at the bottom of the page.
- To print more than one at time, from the list of PAF's select the check box to the left of the PAF's you wish to print and click the Print Selected Button at the bottom of the list.
- If you use the Tools above you can narrow down and use the Print All button.

When viewing the PAF you can see the history by clicking the Book  icon in the top left of the screen.

Use the Search box to look for PAFs by name.

To sort the list by one of the columns, click the arrow to the right to choose ascending or descending.

[Accessibility Statement](#)

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