



Guide to Completing the Online Personnel Action Form (PAF)

The Personnel Action Form (PAF) has moved online, making it easier and faster to submit updates for new hires, changes, and terminations.

Completing the Form

The core information required on the PAF remains the same. However, managers will now have one convenient [link](#) to access the form. The link is located on both ADP WFN and the Employee Portal on Teams.

When you first access the PAF online, it will appear blank. Choose the appropriate PAF type (New Hire, Termination, Personnel Change, etc.) from the available options. The form will then dynamically adjust to display the relevant fields for your chosen action.

This streamlined approach ensures you only see the necessary information for each specific PAF submission.



PAF Type *

- ☒ New Hire ☐ Rehire ☐ Termination
☐ Leave of Absence/Return from Leave ☐ Personnel Change

Mandatory Fields

Each PAF type requires specific information. Please ensure all mandatory fields (denoted by an asterisk *) are completed before submitting the form. All other fields are optional however it is recommended to complete as much information as possible.

- **New Hire/Rehire Request**

- Effective Date (date of hire)
- Employee Name
- Manager Name
- Address and Personal Contact Information
- Job Title
- Employee Status (Select full-time, part-time, or part-time temp to show hours per week and the pay rate fields.)
- Hours per Week and Pay Rate
- Division



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- Department
 - Manager Signature
- **Terminations**
 - Effective Date (last day worked)
 - Employee Name
 - Change Reason
 - Manager Name
 - Eligible for Rehire (Yes/No)
 - Division
 - Turn on email Auto Reply
 - Manager Signature
- **Leave of Absence/Return from Leave**
 - Effective Date (last day worked or return to work date)
 - Employee Name
 - Manager Name
 - Division
 - Turn on email Auto Reply
 - Manager Signature
- **Personnel Changes**
 - Effective date (date the change takes effect)
 - Employee Name
 - Job Change Reason:
 - Made Permanent (for temporary employees becoming permanent)
 - Manager Change
 - Part Time to Full Time
 - Pay Change
 - Revised Start Date
 - Title Change
 - Transfer
 - Equipment/Access Update
 - The PAF will dynamically adjust to show only the necessary fields based on the selected "Type of Change".
 - For example, a "Manager Change" will only require the new manager's information.

Submitting the PAF

Please note, the form does not autosave. If you change PAF types while completing the form, it may malfunction. Should this occur, please refresh the screen and try again.



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Before the final submission, you can request a copy of your responses. Afterwards, the PAF will be automatically sent to HR. Payroll will continue to distribute the PAF, however it will be in the revised format.

Additional Tips

To ensure a smooth transition for new hires or departing employees, and to keep employee records up-to-date, submit PAFs promptly. If you have any questions about the form or process, don't hesitate to contact HR for clarification. All information submitted online is maintained confidentiality, especially regarding sensitive information.