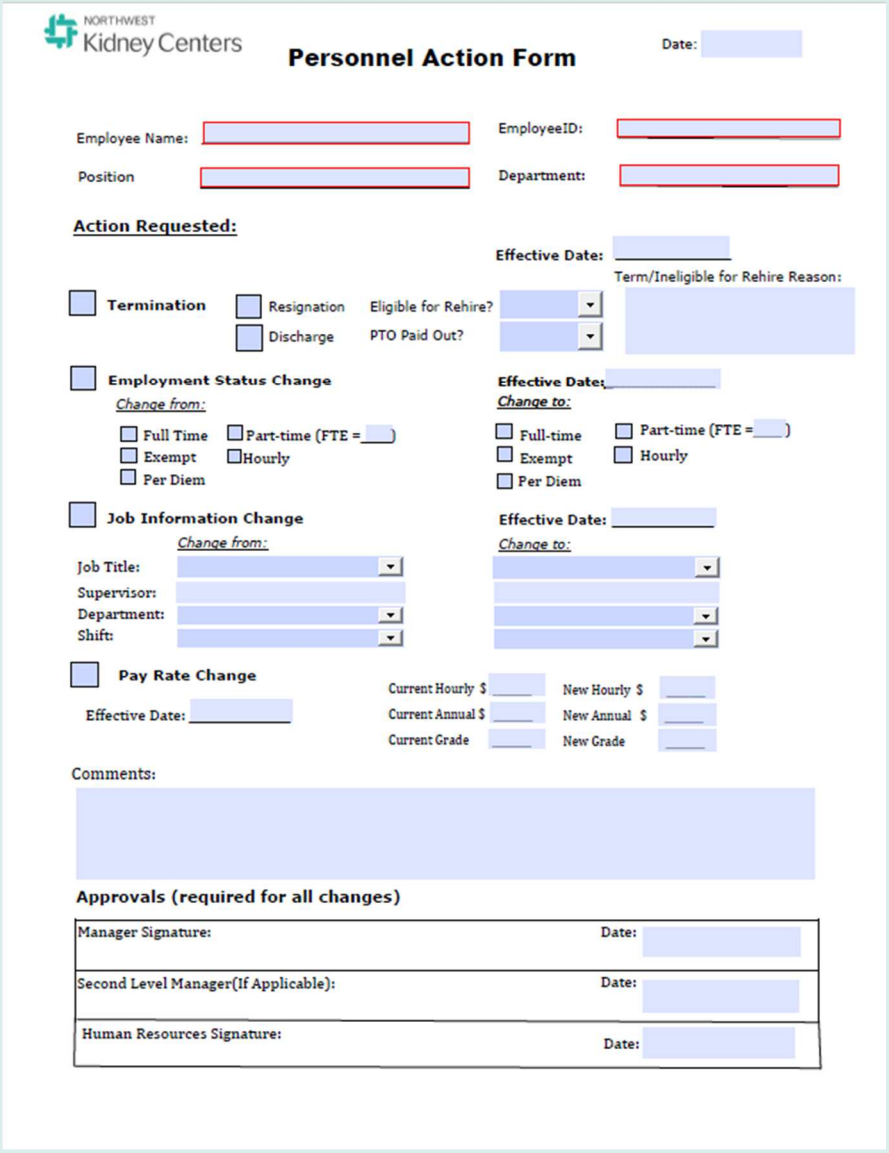
NORTHWEST Kidney Centers

ADP WorkForce Now Comprehensive PAF Process Manager Job Aid

Agenda

- Introduction – Melanie/Sis
- People Team Actions-PAF Processes automated in ADP
  - Job Change
  - Location
  - Department
  - Pay Raise
  - Shift & FTE Changes

Manual PAF Form



NORTHWEST Kidney Centers

Personnel Action Form

Date:

Employee Name: EmployeeID:

Position Department:

Action Requested:

Effective Date:

Term/Ineligible for Rehire Reason:

☐ **Termination** ☐ Resignation Eligible for Rehire?

☐ Discharge PTO Paid Out?

☐ **Employment Status Change** Effective Date:

Change from: *Change to:*

☐ Full Time ☐ Part-time (FTE =) ☐ Full-time ☐ Part-time (FTE =)

☐ Exempt ☐ Hourly ☐ Exempt ☐ Hourly

☐ Per Diem ☐ Per Diem

☐ **Job Information Change** Effective Date:

Change from: *Change to:*

Job Title:

Supervisor:

Department:

Shift:

☐ **Pay Rate Change**

Effective Date:

Current Hourly $ New Hourly $

Current Annual $ New Annual $

Current Grade New Grade

Comments:

Approvals (required for all changes)

Manager Signature:	Date:
Second Level Manager(If Applicable):	Date:
Human Resources Signature:	Date:

PAF: Personnel Action Form Automated

Current PAF Processes

- Requires accessing PAF form through K-Net
- Manager would initiate and complete the paper form and then submit via email to NKC People Team
- Process required multiple steps with People Team and Payroll sometimes-delayed complete different PAF Processes
- Terminations had multiple steps that sometimes-delayed actions.
- No visibility of where the PAF form is.

WorkForce Now Automations

- People Team – Automated PAF will cover
  - Job Change
  - Location
  - Department
  - Pay Changes (Raises/Decreases)
  - Shift & FTE Changes
- Terminations through WorkForce Now Automation Covered in a separate Job Aid.

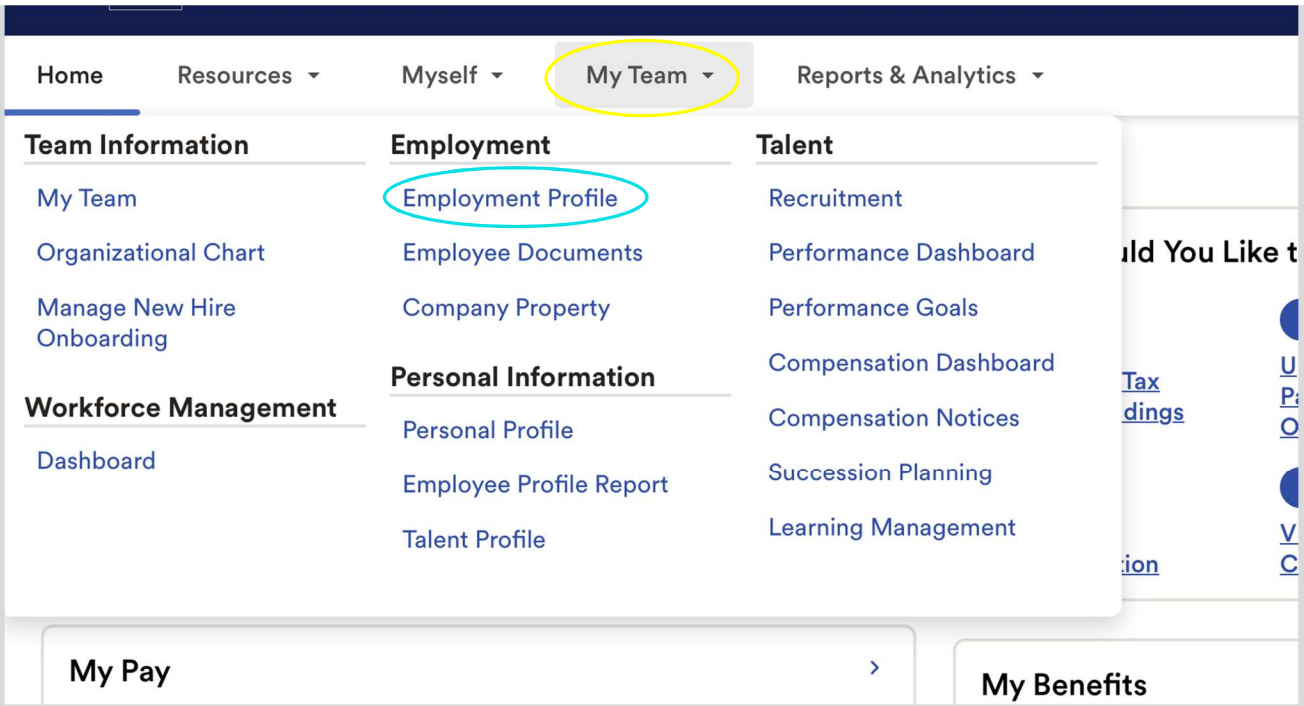
ADP WorkForce Now People Team Action PAF

- Managers will have the ability to start all PAF Job Changes for employees through WorkForce Now.
- Once a People Team Action is taken and submitted, Managers will be able to track the Job Change through their MY Teams Notifications.
- The process removes multiple steps and will populate information directly from the employee’s WorkForce Now employee profile.
- Eliminates the need to send PAF’s through email, streamlining the processes for employees, managers, People Team and Payroll.

PAF Actions Available To Managers in ADP WorkForce Now

- First Steps
  - Sign into your ADP WorkForce Now
  - MY Team
    - You can search for the employee reporting to you that is requiring the PAF.
  - This is a Comprehensive Template that will allow you to make Job Changes for reporting employees. If you come to an area that is not being changed you simply hit the "Next" button at the bottom of the page to advance.

- PAF Actions Available
- HR-Action
  - Job Change (promotion, per diem, etc)
  - Location Change
  - Department Change
  - Routine (Annual) Pay Change
    - Will be different approval level if over the % pay raise-refer to NKC Policy
  - FTE & Shift
- *Terminations will be covered in a separate Job Aid.*

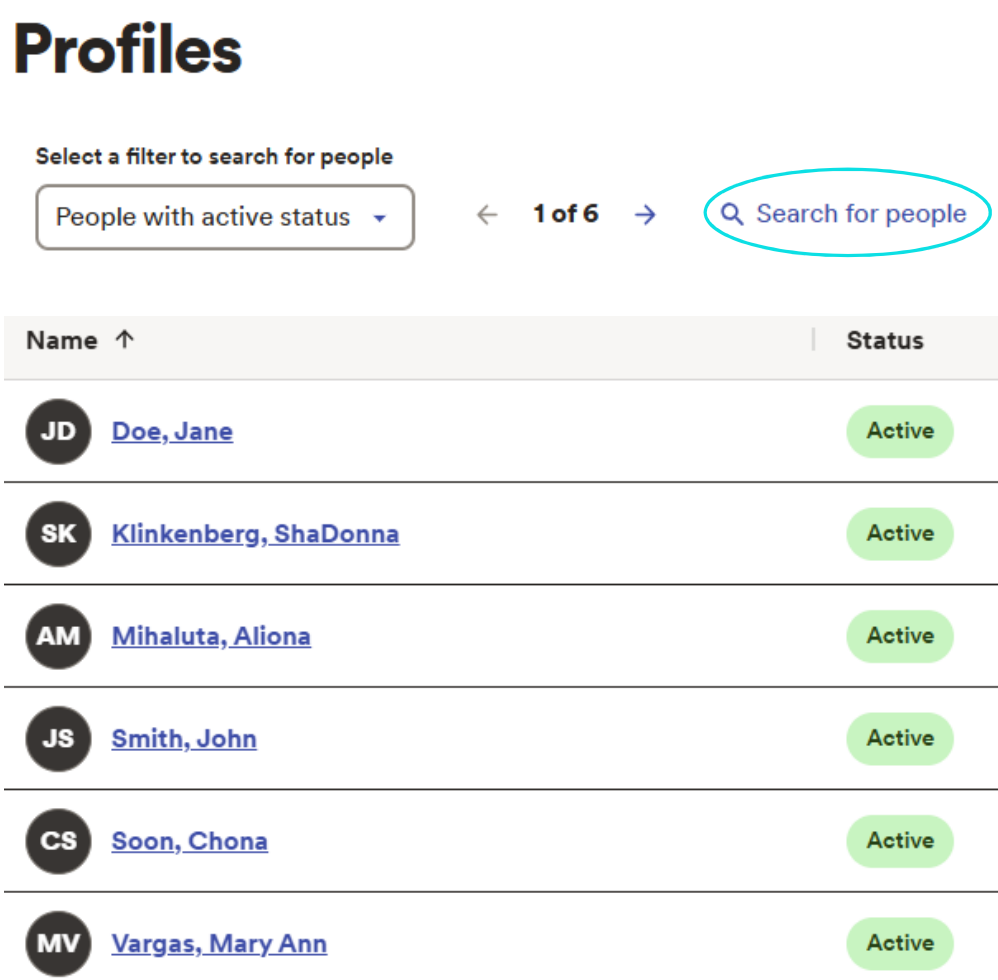


Step 1: Click on My Team

Step 2: Employment Profile

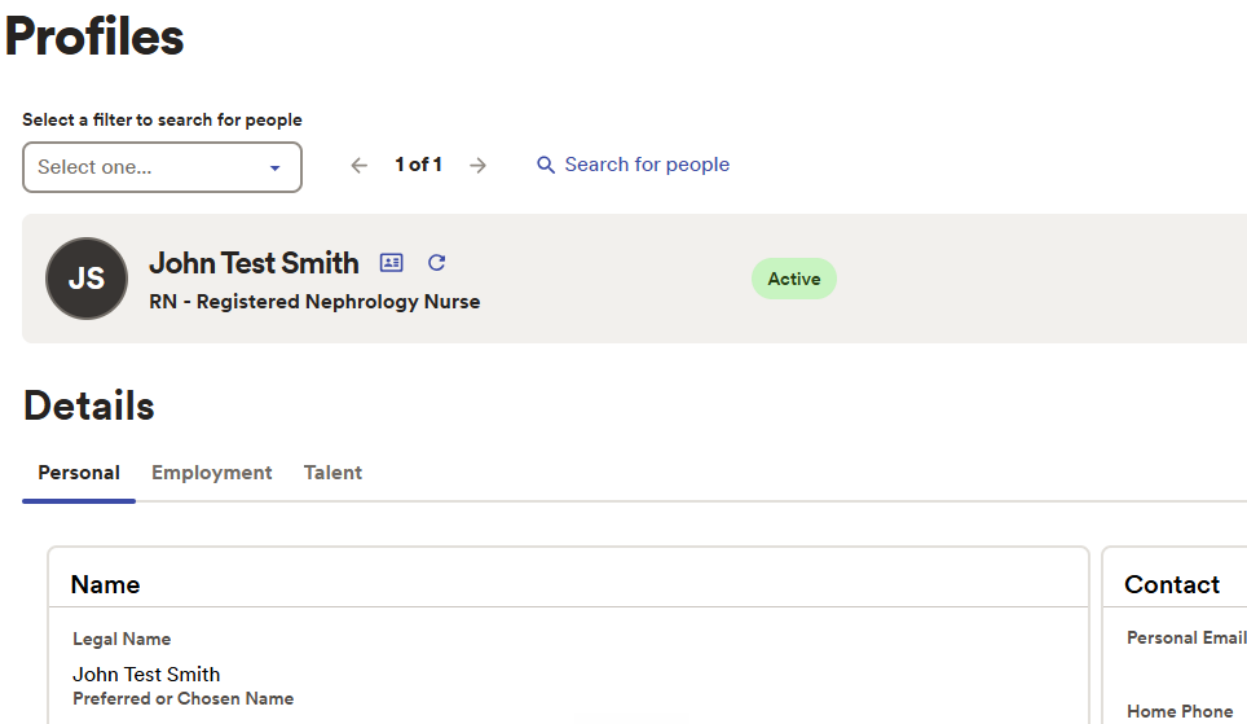
- When you click into "Search for People" in WorkForce Now a list of your direct reports will populate.

- To Perform a PAF for a specific employee select the employee from your list.

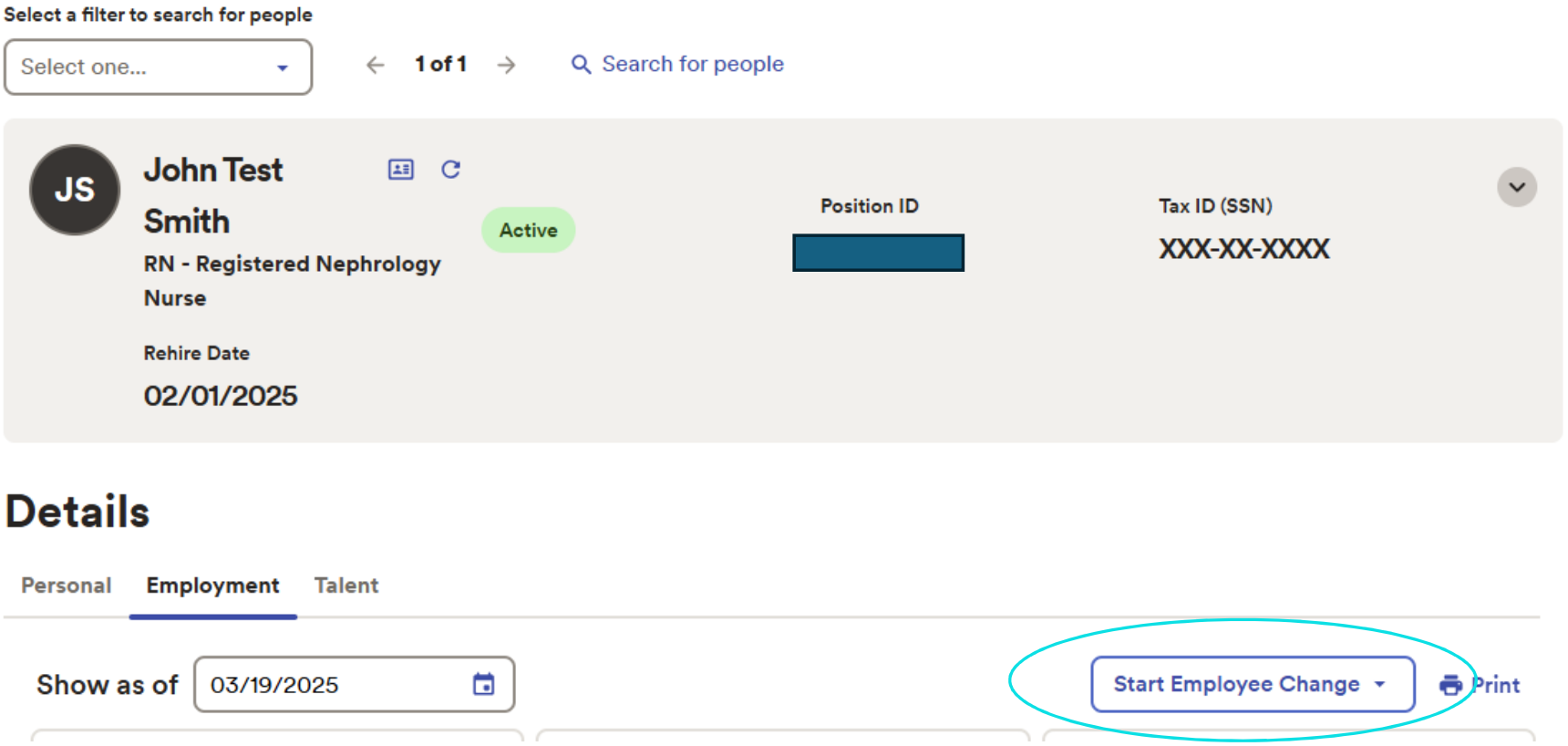


- Click on the employee's name and their profile will populate on your screen from WorkForce Now.

- We are using NKC employees for this exercise (changed personal info). This is a User Acceptance Testing (UAT) environment and will not impact the employee's actual ADP account.



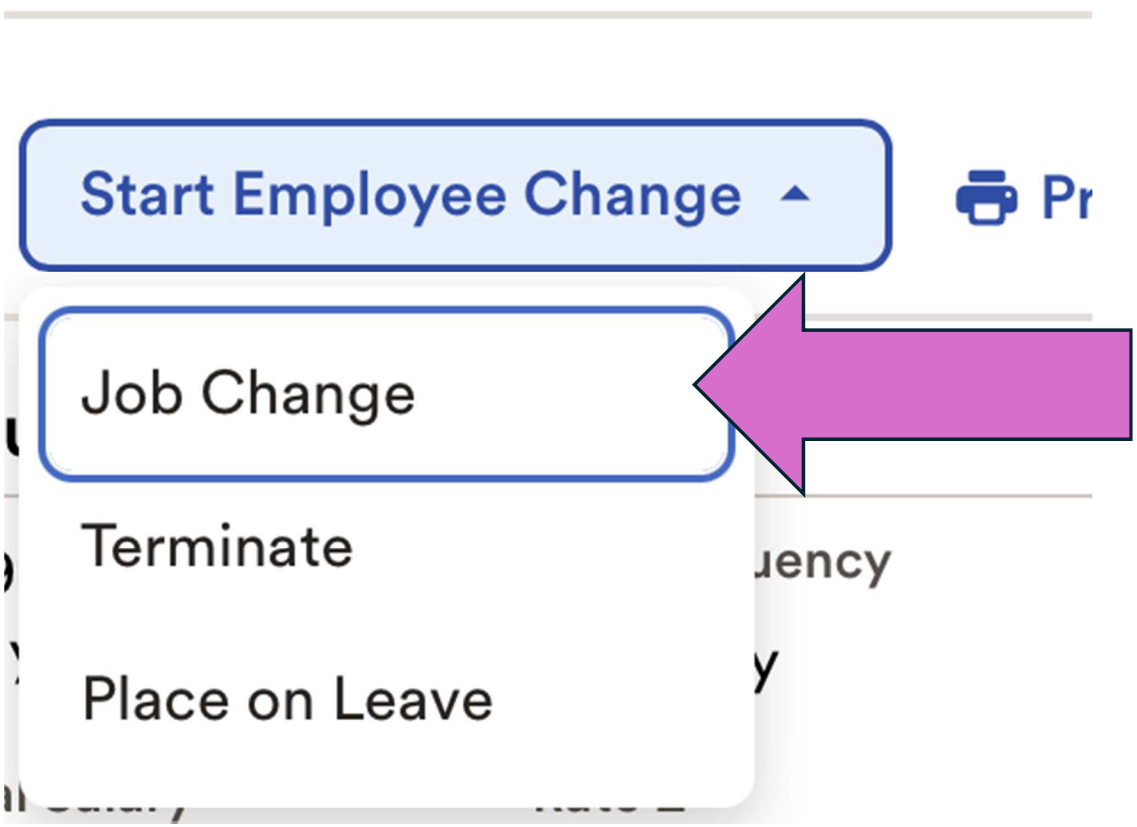
NKC Comprehensive PAF Process



To Start a PAF action in WorkForce Now Select the drop-down menu titled "Start Employee Change"

NORTHWEST Kidney Centers

For Any of the Following PAF Actions:



Job Change:

- ✓ Location
- ✓ Department
- ✓ Pay Raise
- ✓ Shift & FTE Changes

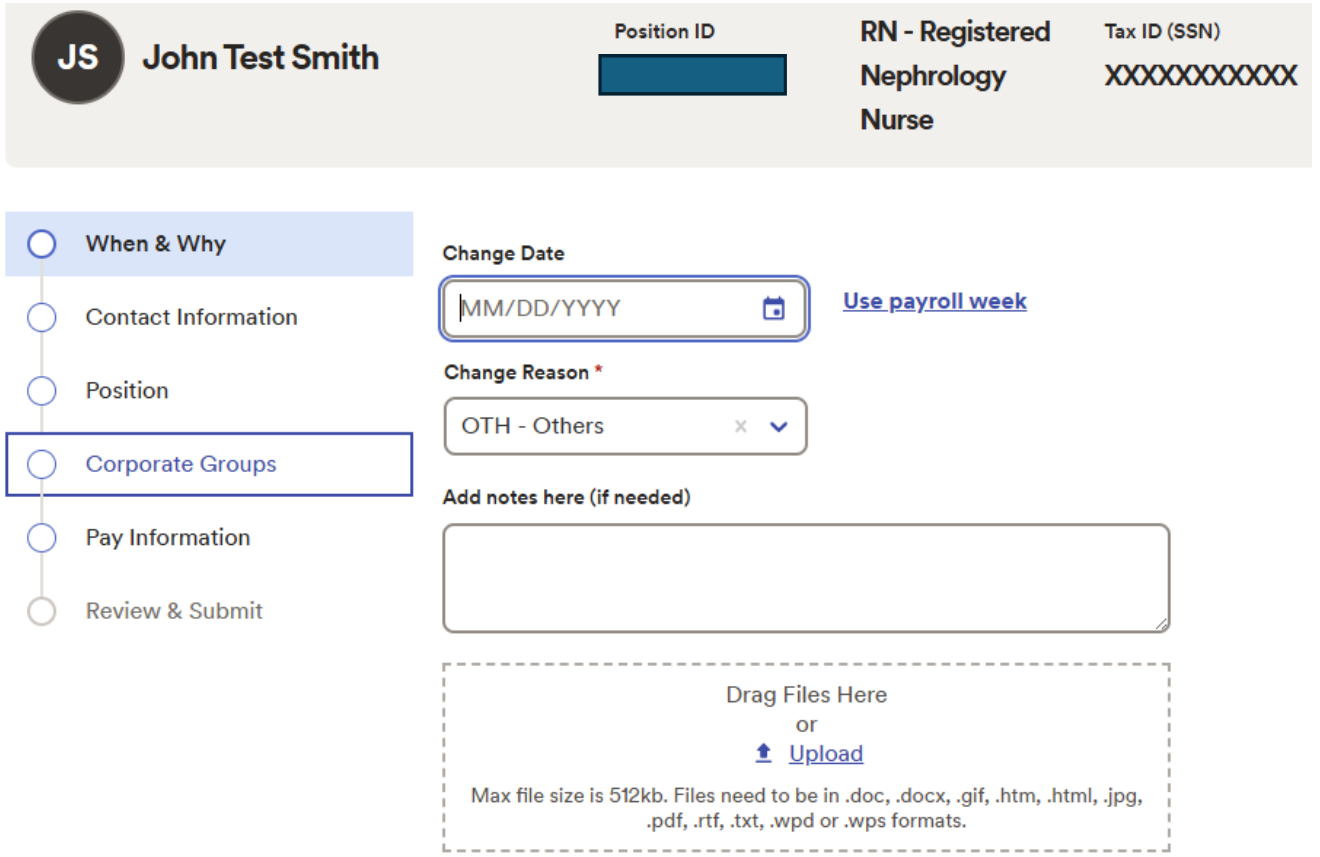
Anything except Termination-

Select "Job Change" from within the Employee Profile

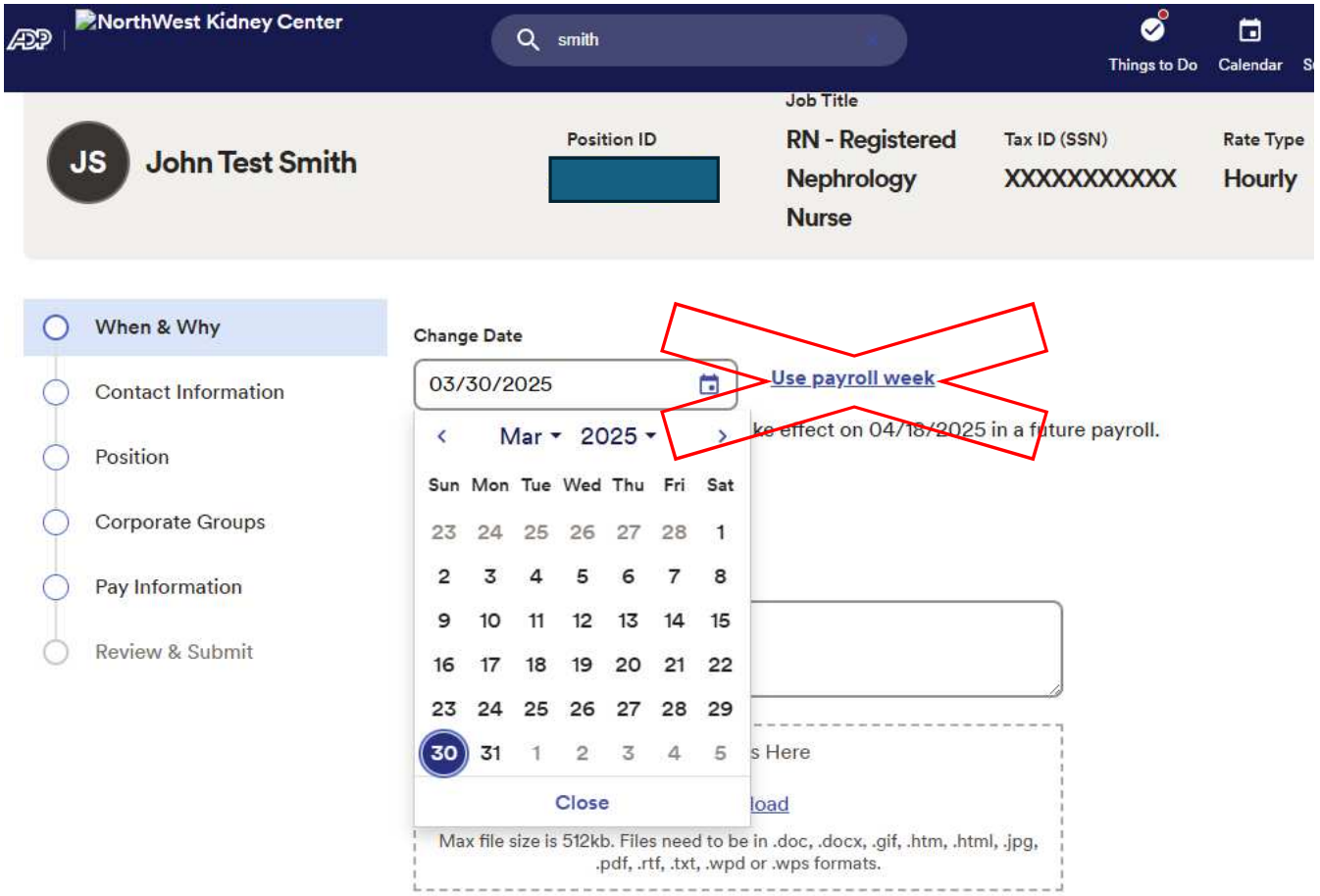
Start PAF Job Change in WorkForce Now

Comprehensive PAF	View Steps ›
HR Pre Appro Required-Pay Equity	View Steps ›
Job Title Change PAF	View Steps ›
Per Diem PAF	View Steps ›

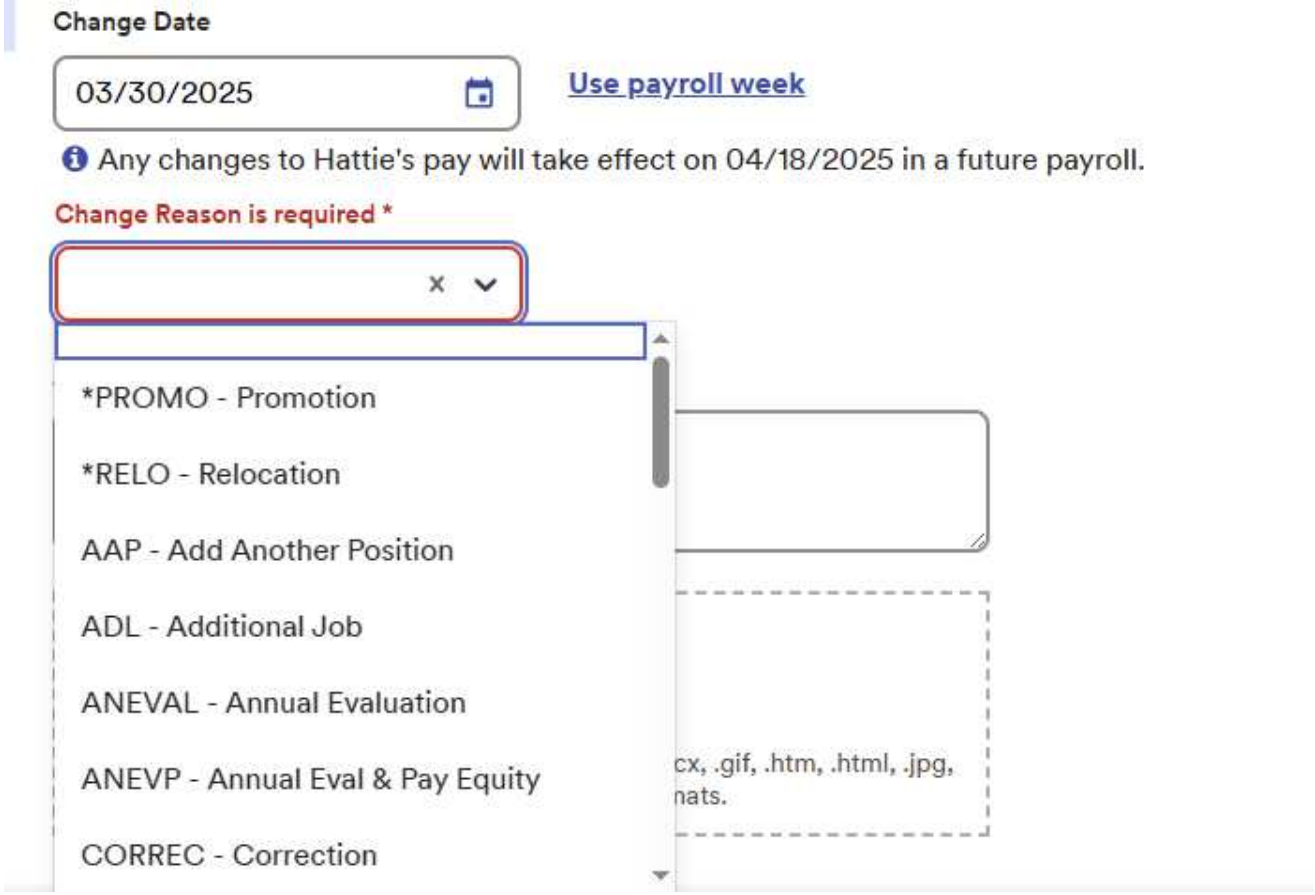
The template will walk you through the PAF Process



NOTE: Do not use the payroll week options. Please use the NKC Sunday Pay Schedule.

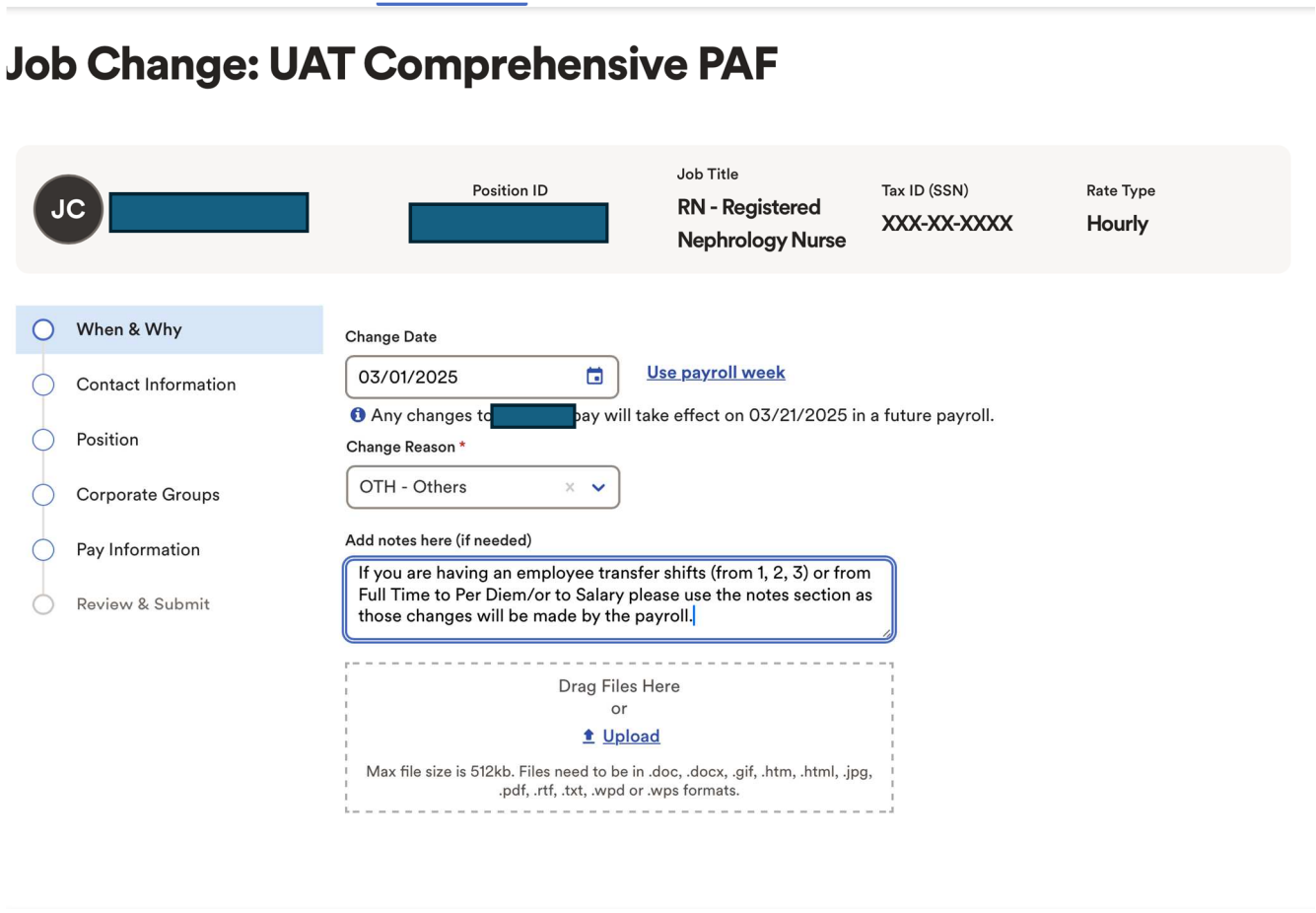


Select the Reason for the change from the drop-down menu.



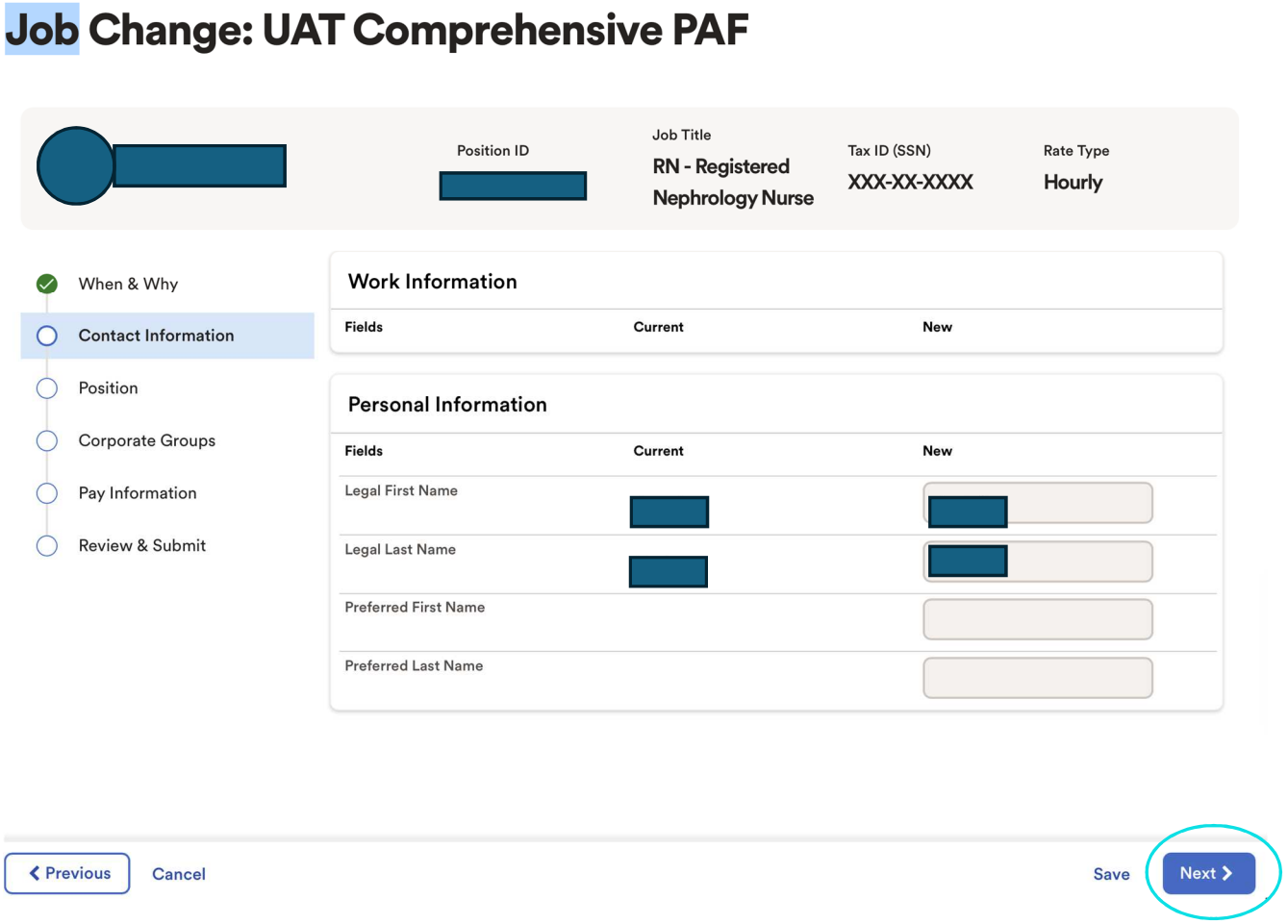
Managers may add any:

- Comments or notes
- Upload supporting documents that pertain to the PAF reason.



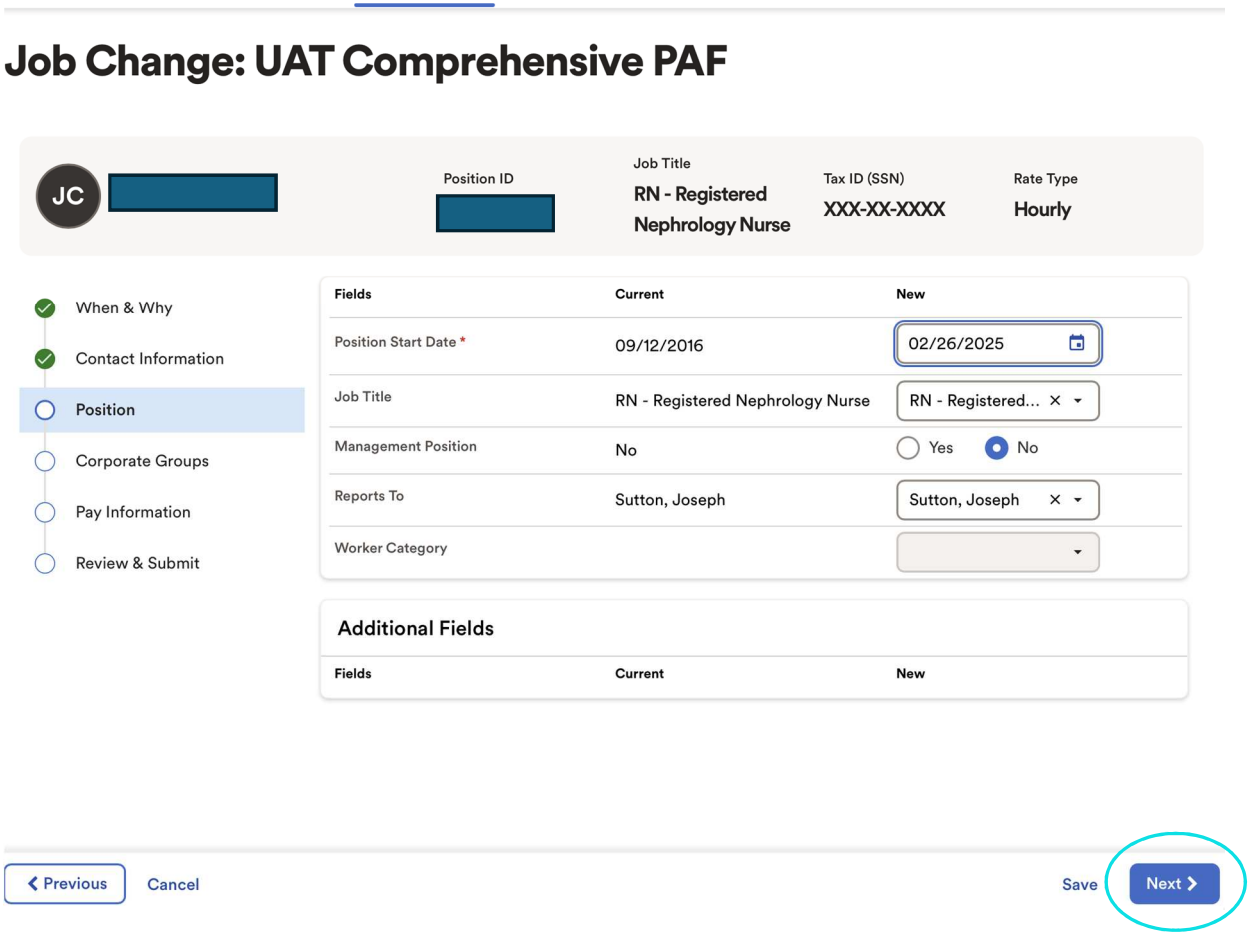
- The next section on the Comprehensive PAF Template will display the employee's name.

- This allows you to confirm you are making changes to the correct employee.

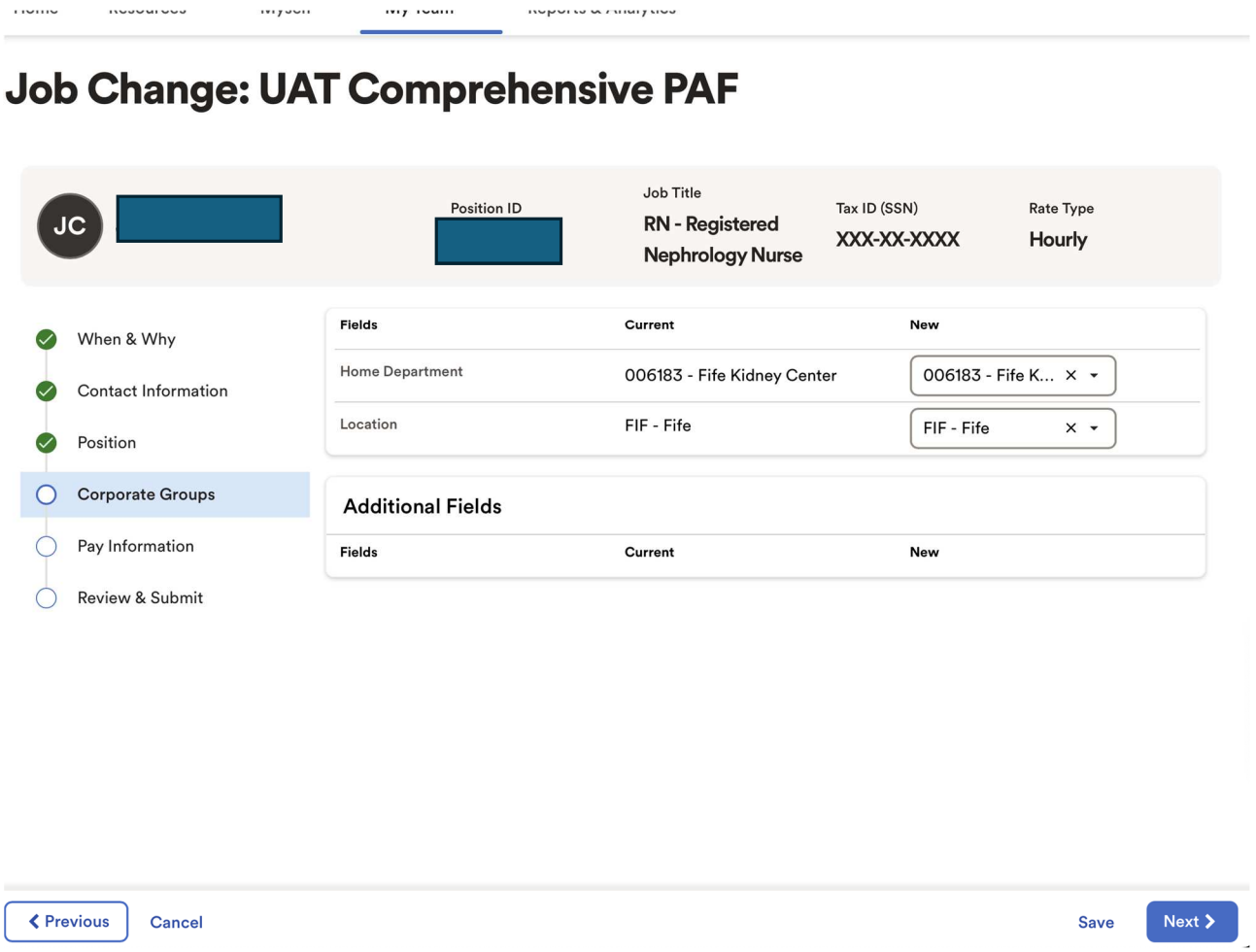


- If the employee has a position change fill out the "Position" portion for the Job Change

- If it is not a position change you would skip this section by clicking the "Next" button on the bottom of the screen.



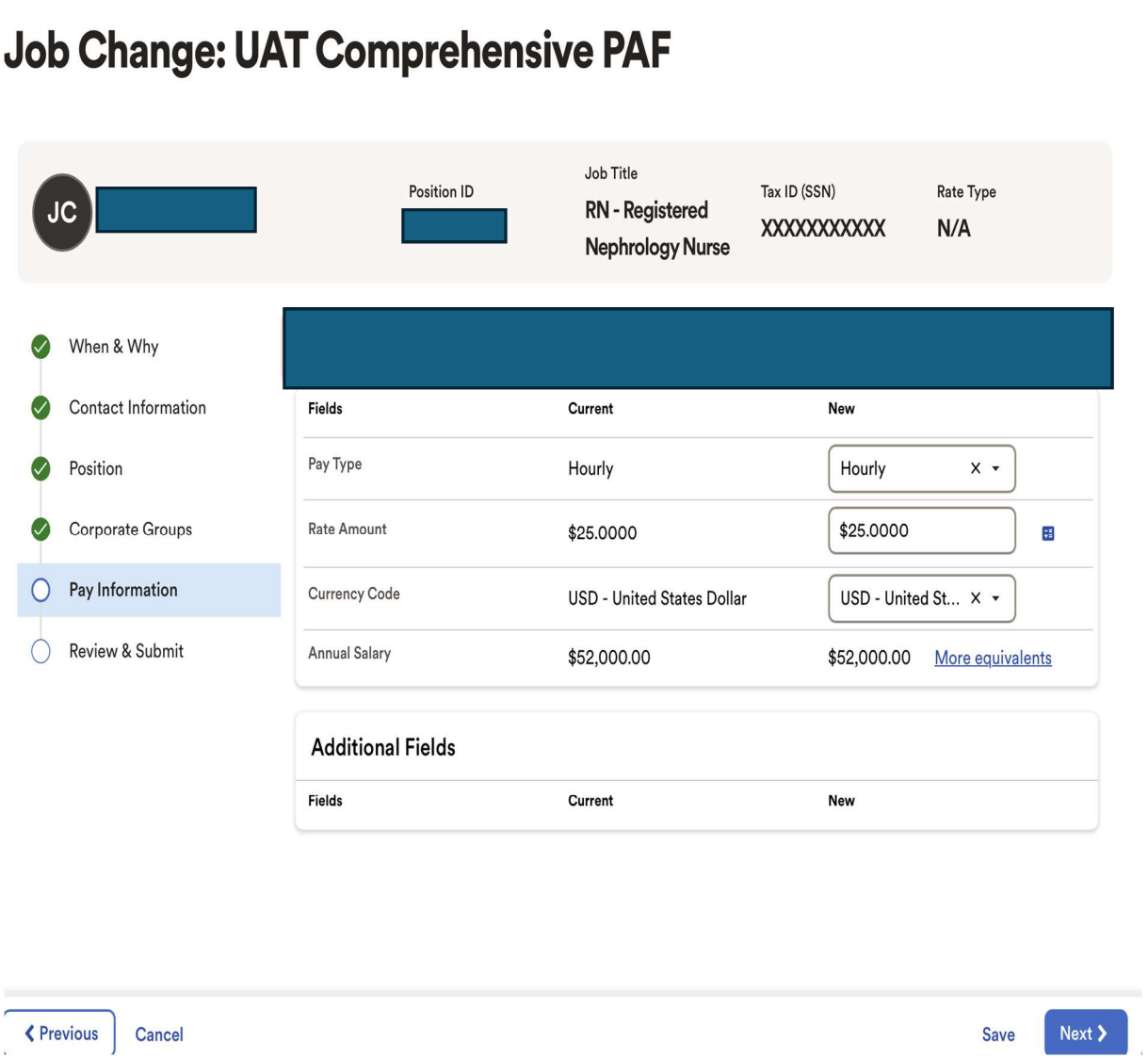
- In the Corporate Groups section changes are made to the employee
  - –Department
  - –Location



- When doing a rate change for an employee you will be able to input their approved rate.
- In the comprehensive PAF, the pay information section will be used for Standard Annual Percent Increases only

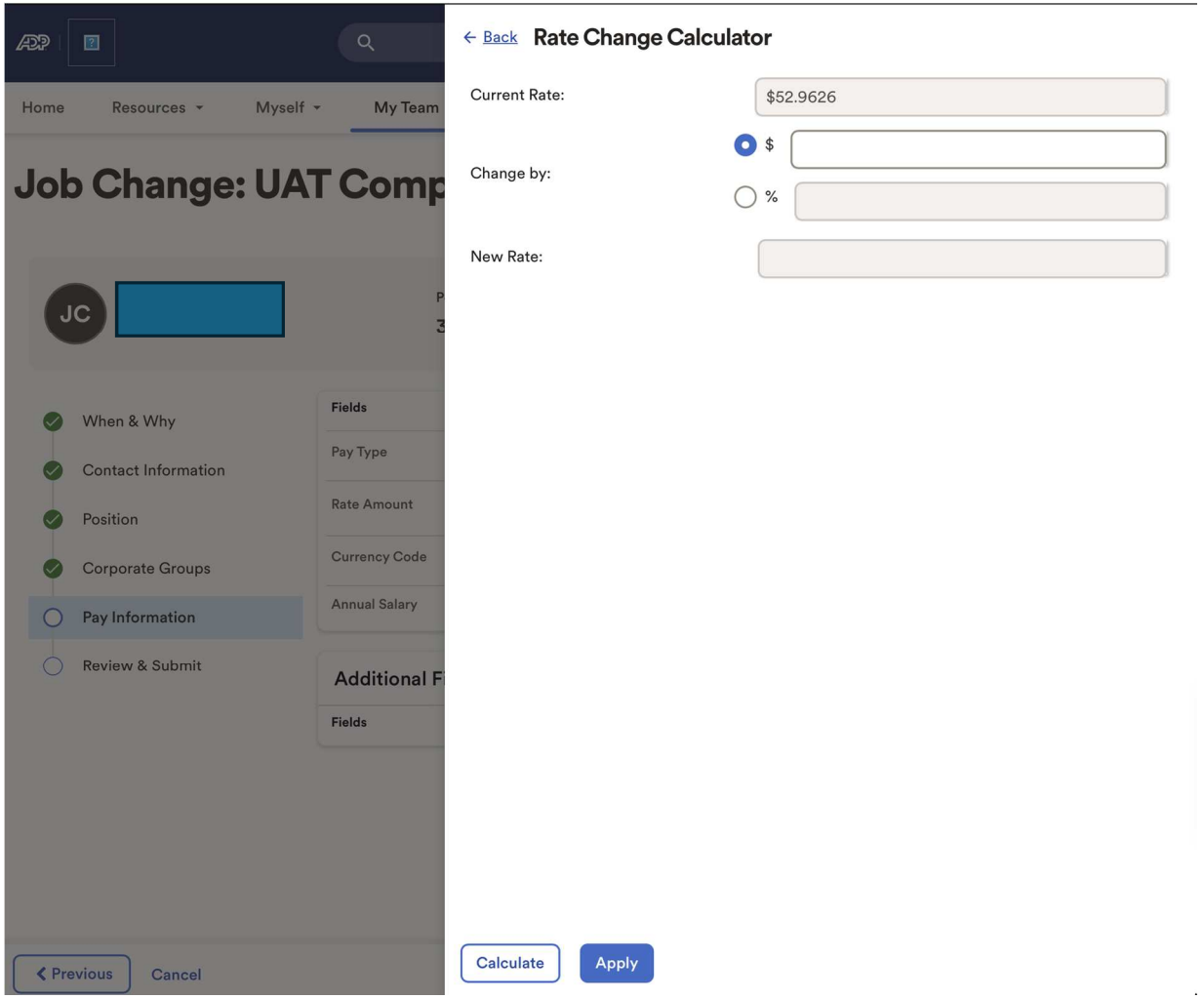
NOTE–Pay Equity, per diem, & Promotion pay changes are done in separate HR Actions

If not doing a pay rate change do not make any changes.



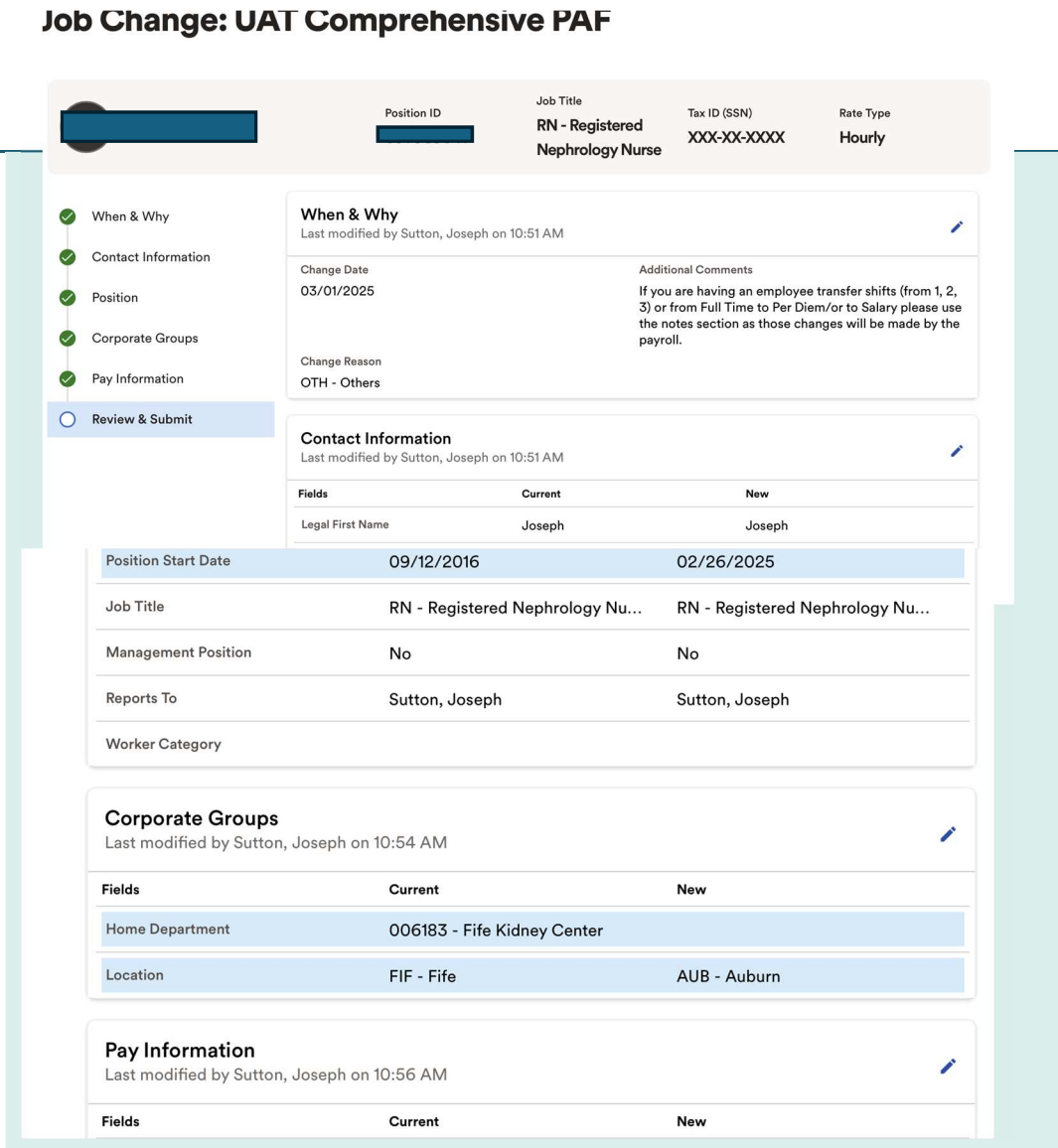
- When doing a rate change for an employee you do have access to the rate change calculator.

- Payroll and HR will have further direction on how to fill this information out for employees who may receive pay increases or decreases.

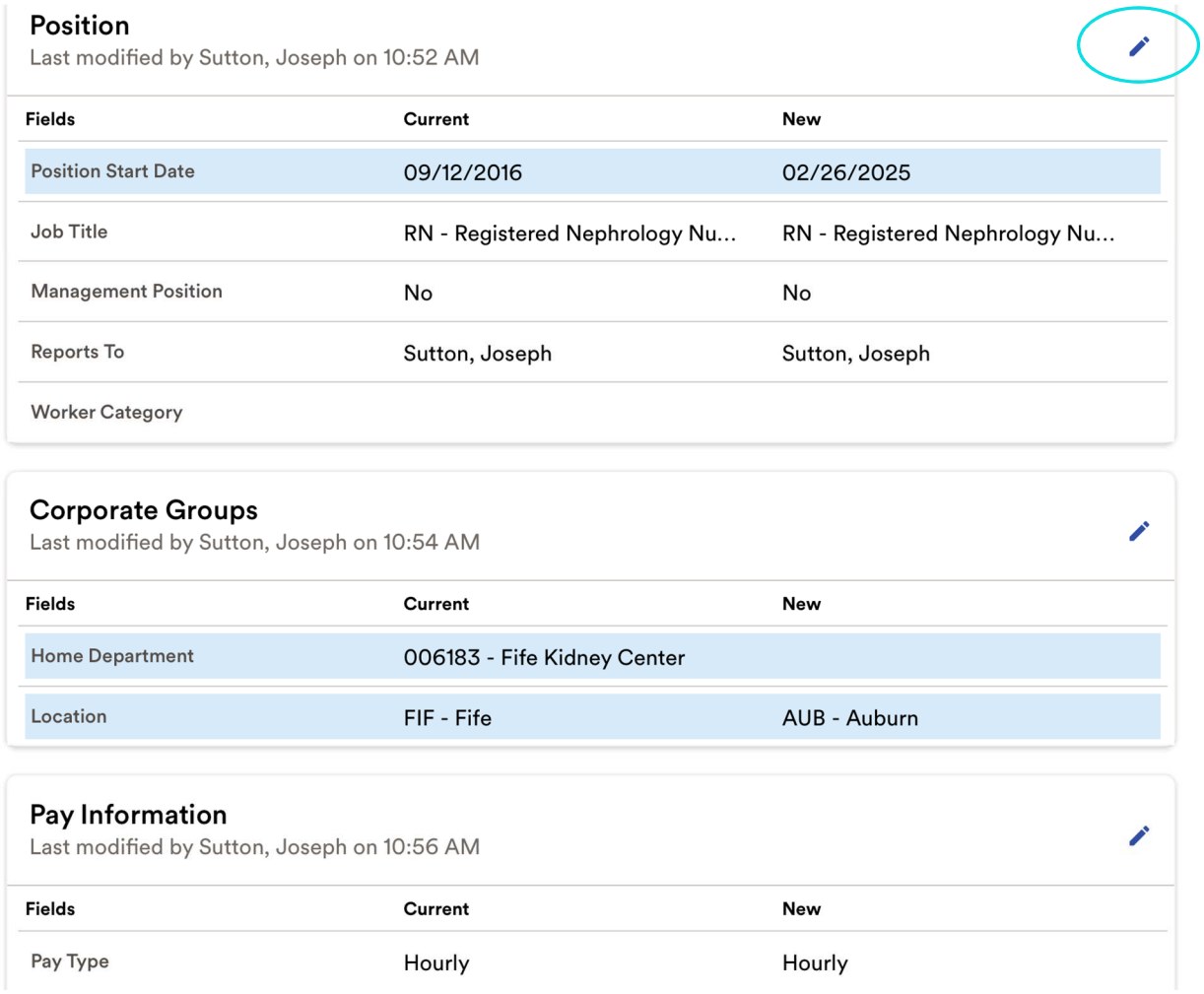


Final Review

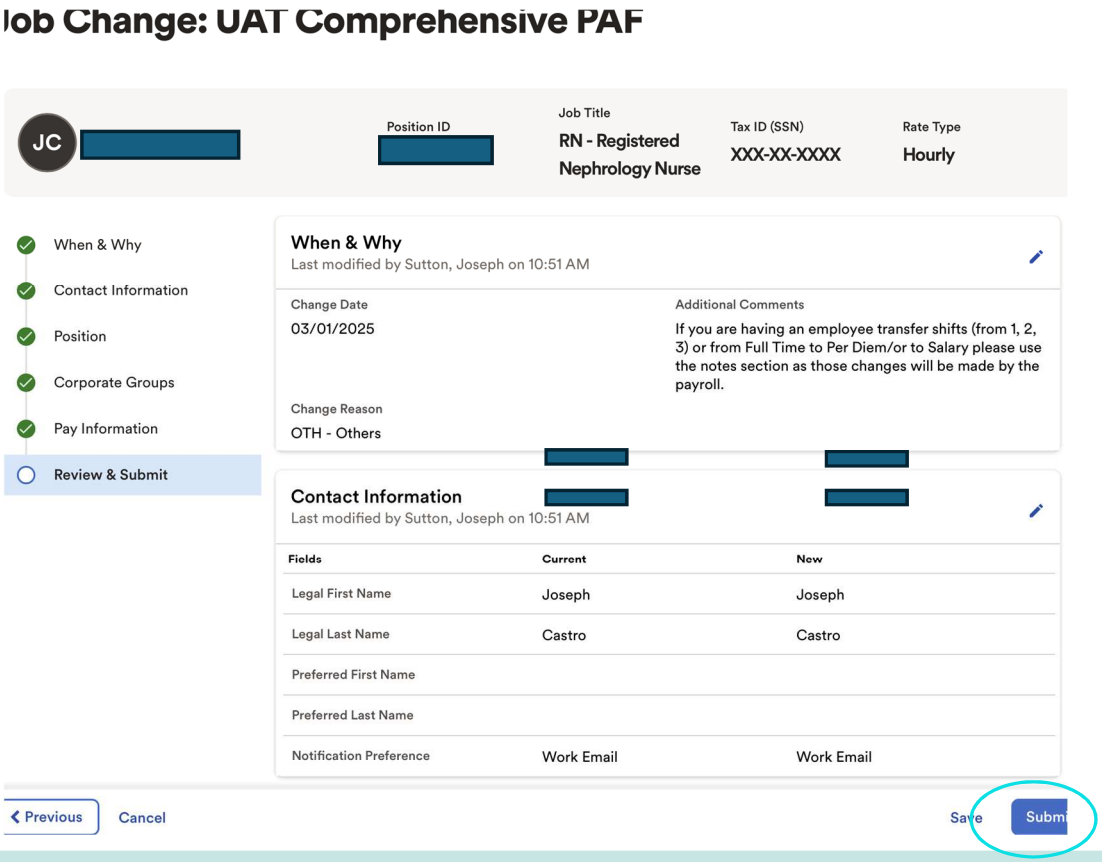
- At the review stage you will see any changes made as highlighted in blue.



- If an edit is Needed – Click on the pencil in the section and the template will return to the area where you may make the change.



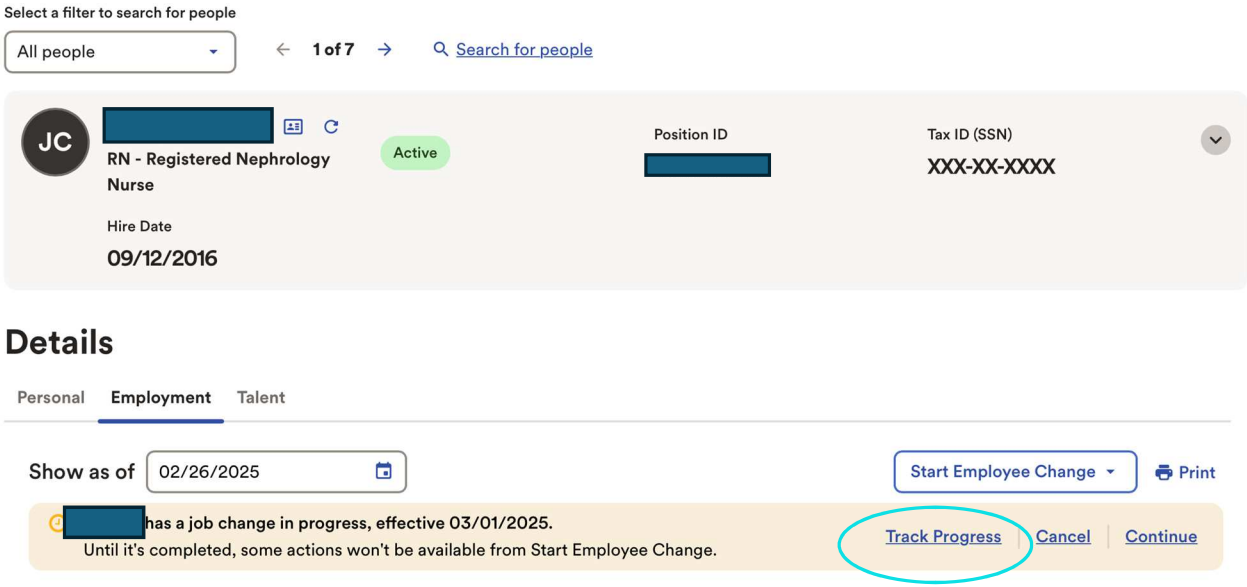
Review & Submit PAF Change



When review is complete, and the information is correct you then click "Submit".

Confirmation of WorkForce Now

WorkForce Now will display on the employee profile the Job change that is in progress. It will show the date submitted and it will allow you to track the progress.



Mock Walk Thru Scenarios

1) Current Reporting to Manager (Joseph Sutton in UAT) Submits: Nurse Manager to RN @Enumclaw& Renton– Jame Test Doe
   - Job Title / Pay Change, Direct Reports Change Benefits Eligibility Change;
   - Pay Grade (Practitioner review)
   - WF Mgr Change (Practitioner updates)

2) Employee Level:
Current Reporting to Manager (Joseph Sutton in UAT) Submits: Standard Annual 3% Increase-John Test Smith
   - When and Why
   - Pay Information Calculator
   - Employee Documents

3) Employee Level:
Current Reporting to Manager (Joseph Sutton in UAT) Submits: Pay Equity Adjustment-John Test Smith
   - When and Why
   - Pay Information Calculator

4) Termination (John Smith)

Overall guidance: Demonstrate how to request and have full approval; rejection/cancellation; One Caveat is Termination – there are two options under consideration (more to come)

- ***Please note your questions during Mock Walk Thru and we will go through questions at the end.***

Steps for Annual Review Process

1. Receive memo from HR
2. Complete annual review with employee and return to HR
   -Return Via Employee Documents Section
3. Initiate comprehensive PAF in ADP

   When and Why:

   a) Include effective date

   b) Note that evaluation has been submitted to employee documents

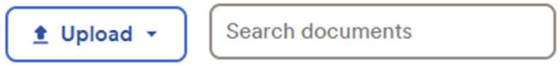
   c) Note the bonus amount if applicable

   Pay Information:

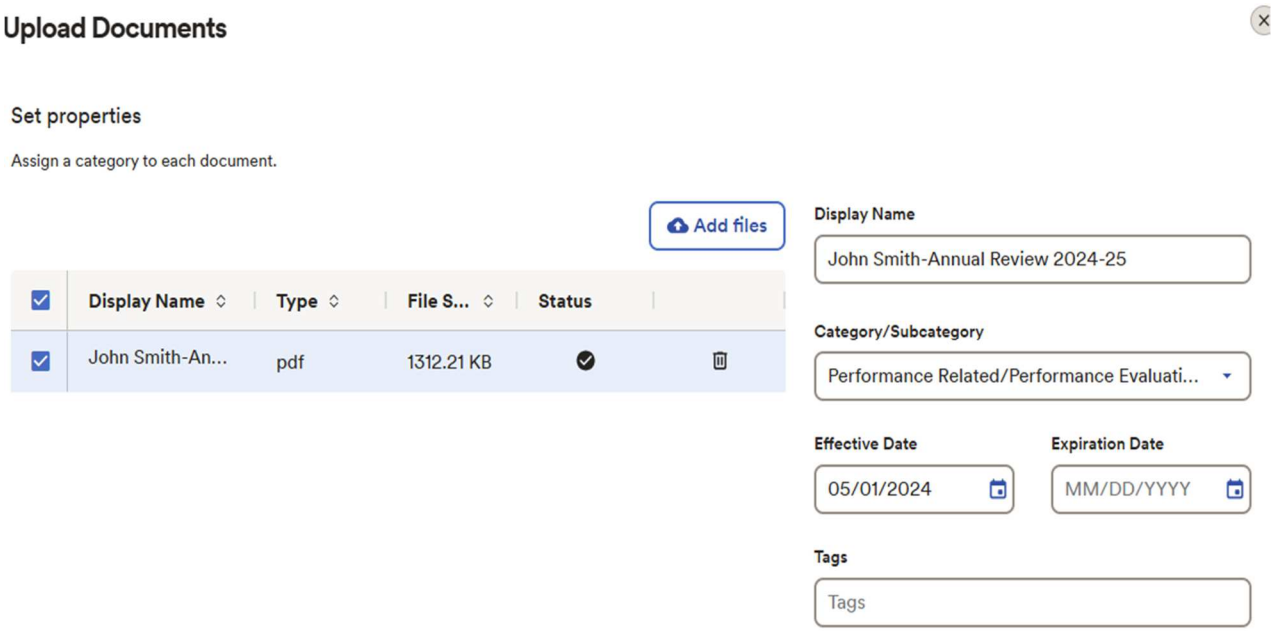
   a) Use pay calculator to calculate standard 3% increase

Uploading a document into ADP

- Go to: My Team -> Employment-> Employee Documents
- Once in employee Documents there will be an "Upload Button"



- Upload the file and it will take you to this page:



	Activity	Responsible	Date	Comment(s)
1	First PAF Automation Training for Managers	Melanie, Sis, Annie	4/30/2025 @2PM	Standard training + Leve demo examples)Rn to Mgr, Mgr to Rn, Shift & FTE Change, termination)
2	Second PAF Automation Training for Managers	Melanie, Sis, Annie	5/6/2025 @10AM	Standard training + Leve demo examples (Pay equity, Annual Reviews, terminations)
3	Med Trainer Trainings posted & all materials posted to K-net	Melanie	5/6/2025	Managers to complete by 5/16/2025
4	Launch ADP PAF Support Microsoft Teams Channel	People Team	5/6/2025	Teams channel to field any incoming ADP PAF support questions
5	Last day accepting paper PAFs	All Managers	EOD 5/6/2025	Last day to submit paper PAF form
5	K-Net redirect document/final production configuration	People Team/IT	EOD 5/6/2025	Remove Current Manual form and post new guidance. Updates Standard Management Access Profile.
6	People/HR will not be accepting paper PAF forms or ADP PAFs	All Managers	5/7-5/10	No paper PAF forms or PAF actions in ADP will be able to be submitted.
7	Automated PAF GO LIVE date	HR, payroll, Managers	5/11/2025	Managers will be able to submit HR actions in ADP
8	PAF automation office hours hosted by People/HR & Payroll via WEBEX	People Team,	5/15, 5/19, 5/20	5/15: 12PM-1PM 5/19: 1PM-2PM

For Questions

- Contact NKC People Department, people@nwkidney.org
  - Melanie Stout
    - x3745

  - Sis Espirito
    - x3721

  - Annie
    - 206-608-0216