



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:

Termination **Resignation** Eligible for Rehire? _____
 Discharge PTO Paid Out? _____

Effective Date: _____
Term/Ineligible for Rehire Reason: _____

Employment Status Change Effective Date: _____
Change from: _____
 Full Time Part-time (FTE = _____)
 Exempt Hourly
 Per Diem

Job Information Change Effective Date: _____
Change from: _____
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.*



Home Resources ▾ Myself ▾ **My Team ▾** Reports & Analytics ▾

Team Information

- My Team
- Organizational Chart
- Manage New Hire Onboarding

Workforce Management

- Dashboard

Employment

- Employment Profile**
- Employee Documents
- Company Property

Personal Information

- Personal Profile
- Employee Profile Report
- Talent Profile

Talent

- Recruitment
- Performance Dashboard
- Performance Goals
- Compensation Dashboard
- Compensation Notices
- Succession Planning
- Learning Management

My Pay

My Benefits

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.

Profiles

Select a filter to search for people

People with active status

← 1 of 6 →

Q Search for people

Name ↑	Status
JD Doe, Jane	Active
SK Klinkenberg, ShaDonna	Active
AM Mihaluta, Aliona	Active
JS Smith, John	Active
CS Soon, Chona	Active
MV Vargas, Mary Ann	Active

- 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.

Profiles

Select a filter to search for people

Select one... 1 of 1 Search for people



John Test Smith  
RN - Registered Nephrology Nurse

Active

Details

Personal Employment Talent

Name	Contact
Legal Name John Test Smith Preferred or Chosen Name	Personal Email Home Phone

NKC Comprehensive PAF Process

Select a filter to search for people

Select one...

1 of 1

Search for people

JS

John Test



C

Smith

Active

RN - Registered Nephrology
Nurse

Position ID

Tax ID (SSN)

XXX-XX-XXXX

Rehire Date

02/01/2025



Details

Personal Employment Talent

Show as of

03/19/2025

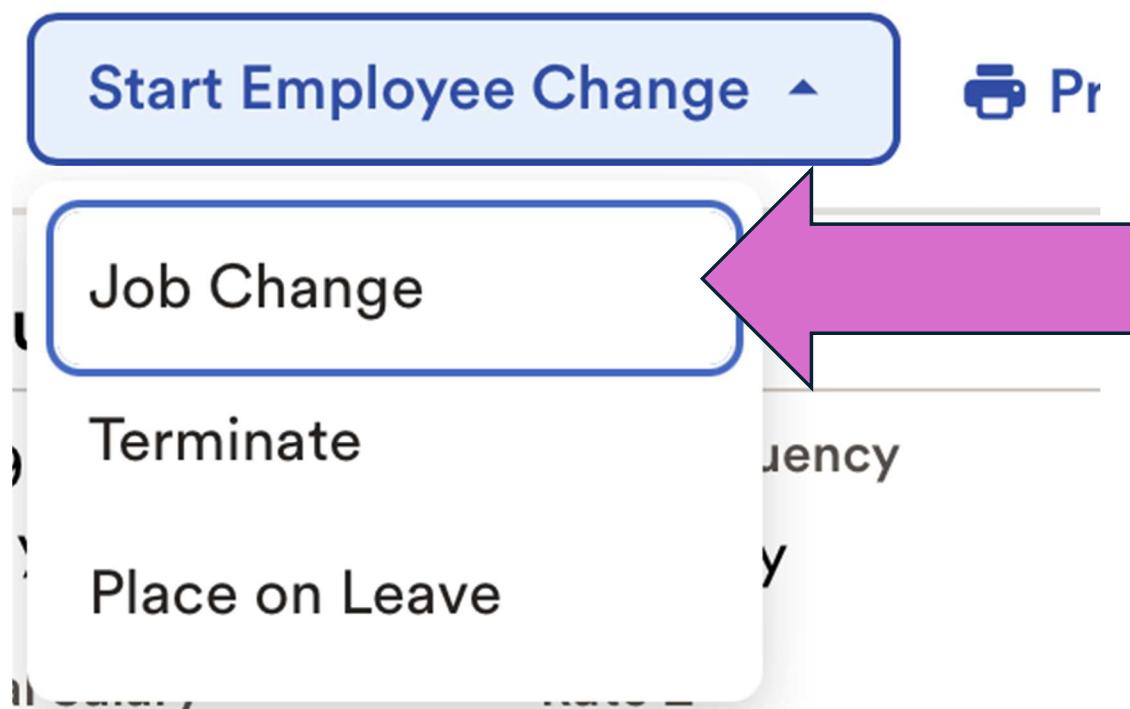


Start Employee Change ▾

Print

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

For Any of the Following PAF Actions:



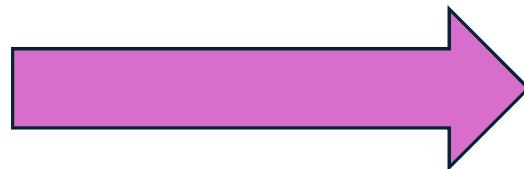
Job Change:

- ✓ 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

JS John Test Smith

Position ID [REDACTED]

RN - Registered Nephrology Nurse

Tax ID (SSN) XXXXXXXXXX

- When & Why
- Contact Information
- Position
- Corporate Groups
- Pay Information
- Review & Submit

Change Date [Use payroll week](#)

Change Reason *

Add notes here (if needed)

Drag Files Here or [Upload](#)

Max file size is 512kb. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wrd or .wps formats.

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

NorthWest Kidney Center

smith

Things to Do Calendar S

Job Title: RN - Registered Nephrology Nurse

Position ID: [REDACTED]

Tax ID (SSN): XXXXXXXXXX

Rate Type: Hourly

JS John Test Smith

When & Why

Contact Information

Position

Corporate Groups

Pay Information

Review & Submit

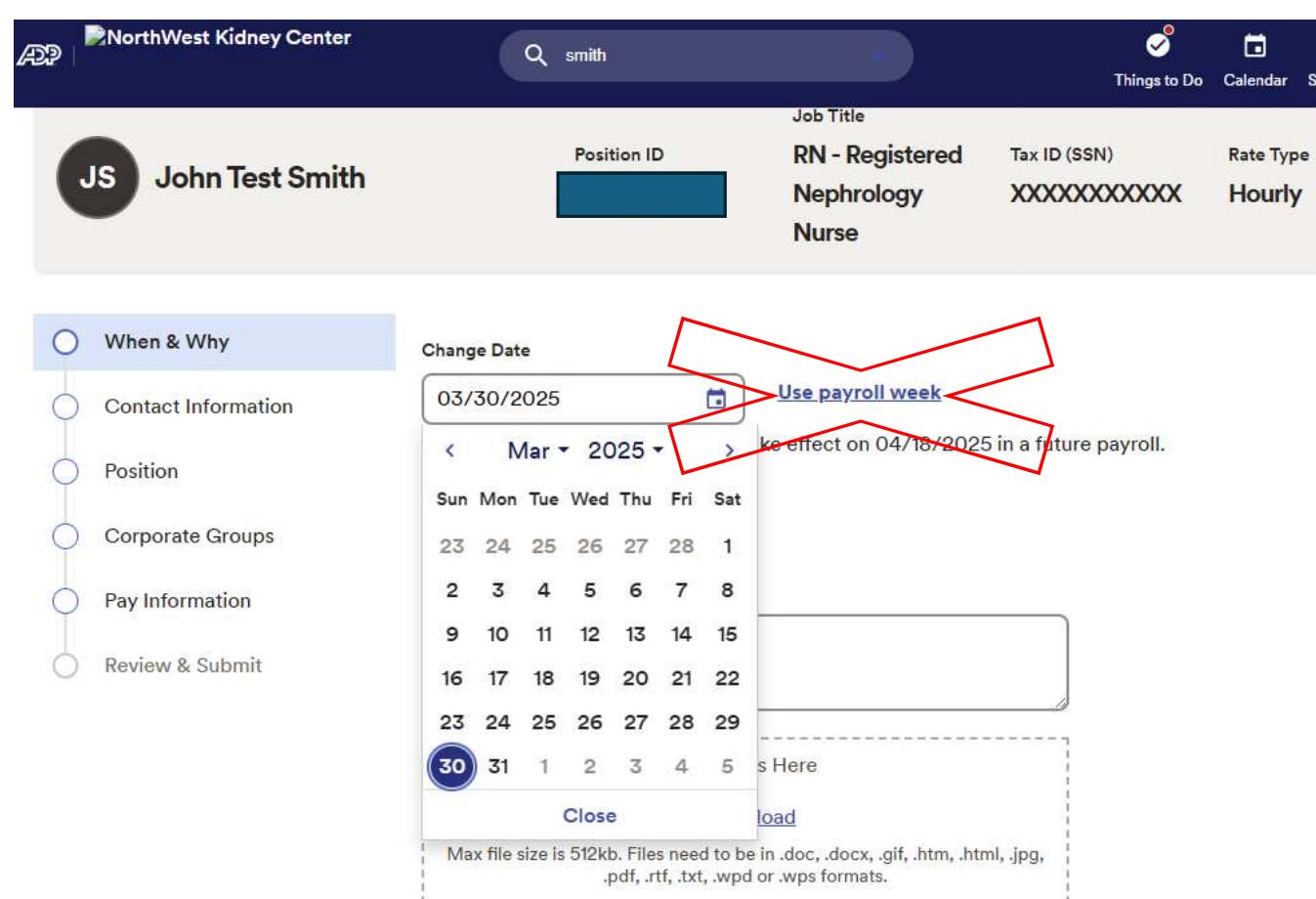
Change Date: 03/30/2025

Use payroll week

Mar 2025

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5

Max file size is 512kb. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wpd or .wps formats.



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

Change Date

 [Use payroll week](#)

ⓘ Any changes to Hattie's pay will take effect on 04/18/2025 in a future payroll.

Change Reason is required *

-

- *PROMO - Promotion
- *RELO - Relocation
- AAP - Add Another Position
- ADL - Additional Job
- ANEVAL - Annual Evaluation
- ANEVP - Annual Eval & Pay Equity
- CORREC - Correction

cx, .gif, .htm, .html, .jpg, nats.

Managers may add any:

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

Job Change: UAT Comprehensive PAF

JC [REDACTED] Position ID [REDACTED]

Job Title: RN - Registered Nephrology Nurse

Tax ID (SSN): XXX-XX-XXXX

Rate Type: Hourly

When & Why

Change Date: 03/01/2025 [Use payroll week](#)

Change Reason: OTH - Others

If you are having an employee transfer shifts (from 1, 2, 3) or from Full Time to Per Diem/or to Salary please use the notes section as those changes will be made by the payroll.

Drag Files Here or [Upload](#)
Max file size is 512kb. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wps or .wps formats.

- 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.

Job Change: UAT Comprehensive PAF



Position ID

Job Title

Tax ID (SSN)

Rate Type

When & Why

Contact Information

Position

Corporate Groups

Pay Information

Review & Submit

Work Information

Fields	Current	New
--------	---------	-----

Personal Information

Fields	Current	New
Legal First Name	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>
Legal Last Name	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>
Preferred First Name	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>
Preferred Last Name	<input type="text" value="XXXXXXXXXX"/>	<input type="text" value="XXXXXXXXXX"/>

◀ Previous
Cancel
Save
Next >

- 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.

Job Change: UAT Comprehensive PAF

JC

Position ID [REDACTED]

Job Title
RN - Registered Nephrology Nurse
Tax ID (SSN)
XXX-XX-XXXX
Rate Type
Hourly

When & Why

Contact Information

Position

Corporate Groups

Pay Information

Review & Submit

Fields	Current	New
Position Start Date *	09/12/2016	<input style="width: 100px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text" value="02/26/2025"/>
Job Title	RN - Registered Nephrology Nurse	<input style="width: 100px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text" value="RN - Registered..."/> X ▼
Management Position	No	<input checked="" type="radio" value="Yes"/> Yes <input type="radio" value="No"/> No
Reports To	Sutton, Joseph	<input style="width: 100px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="text" value="Sutton, Joseph"/> X ▼
Worker Category	▼	

Additional Fields

Fields	Current	New

◀ Previous
Cancel

Save
Next ➔



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

HOME RESOURCES MY TEAM **MY TEAM** REPORTS & ANALYTICS

Job Change: UAT Comprehensive PAF

JC Position ID

Job Title: **RN - Registered Nephrology Nurse** Tax ID (SSN): **XXX-XX-XXXX** Rate Type: **Hourly**

Fields	Current	New
Home Department	006183 - Fife Kidney Center	006183 - Fife K... X ▼
Location	FIF - Fife	FIF - Fife X ▼

Corporate Groups

When & Why ✓

Contact Information ✓

Position ✓

Pay Information ○

Review & Submit ○

Additional Fields

Fields	Current	New
--------	---------	-----

Previous Cancel Save Next >

- 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.

Job Change: UAT Comprehensive PAF

JC [REDACTED]

Position ID	Job Title
[REDACTED]	RN - Registered Nephrology Nurse
	Tax ID (SSN)
	XXXXXXXXXX
	Rate Type
	N/A

When & Why

Contact Information

Position

Corporate Groups

Pay Information

Review & Submit

Fields	Current	New
Pay Type	Hourly	Hourly <input type="button" value="X"/>
Rate Amount	\$25.0000	\$25.0000 <input type="button" value="More"/>
Currency Code	USD - United States Dollar	USD - United St... <input type="button" value="X"/>
Annual Salary	\$52,000.00	\$52,000.00 More equivalents

Additional Fields

Fields	Current	New
--------	---------	-----

[Previous](#) [Cancel](#) [Save](#) [Next](#)

- 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.

The image shows a screenshot of the ADP software interface. On the left, a modal window titled "Job Change: UAT Compensation" is displayed. The modal has a sidebar with steps: "When & Why", "Contact Information", "Position", "Corporate Groups", "Pay Information" (which is selected and highlighted in blue), and "Review & Submit". To the right of the sidebar is a table of fields with their current values: Pay Type (\$52.9626), Rate Amount, Currency Code, and Annual Salary. Below the table are sections for "Additional Fields" and "Fields". At the bottom of the modal are buttons for "Previous", "Cancel", "Calculate", and "Apply". On the right side of the image, the "Rate Change Calculator" is shown. It has fields for "Current Rate" (\$52.9626), "Change by" (with radio buttons for "\$" and "%"), and "New Rate". There is also a "Fields" section with "Pay Type", "Rate Amount", "Currency Code", and "Annual Salary". At the bottom are "Calculate" and "Apply" buttons. A "Back" button and the title "Rate Change Calculator" are at the top of this section.

Final Review

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

Job Change: UAT Comprehensive PAF

	Position ID	Job Title	Tax ID (SSN)	Rate Type
		RN - Registered Nephrology Nurse	XXX-XX-XXXX	Hourly
<ul style="list-style-type: none"><input checked="" type="checkbox"/> When & Why<input checked="" type="checkbox"/> Contact Information<input checked="" type="checkbox"/> Position<input checked="" type="checkbox"/> Corporate Groups<input checked="" type="checkbox"/> Pay Information	When & Why Last modified by Sutton, Joseph on 10:51 AM			
	Change Date	03/01/2025	Additional Comments	If you are having an employee transfer shifts (from 1, 2, 3) or from Full Time to Per Diem/or to Salary please use the notes section as those changes will be made by the payroll.
	Change Reason	OTH - Others		
<input type="radio"/> Review & Submit				
Contact Information Last modified by Sutton, Joseph on 10:51 AM				
Fields	Current	New		
Legal First Name	Joseph	Joseph		
Position Start Date	09/12/2016	02/26/2025		
Job Title	RN - Registered Nephrology Nu...	RN - Registered Nephrology Nu...		
Management Position	No	No		
Reports To	Sutton, Joseph	Sutton, Joseph		
Worker Category				
Corporate Groups Last modified by Sutton, Joseph on 10:54 AM				
Fields	Current	New		
Home Department	006183 - Fife Kidney Center			
Location	FIF - Fife	AUB - Auburn		
Pay Information Last modified by Sutton, Joseph on 10:56 AM				
Fields	Current	New		

- 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.

Position

Last modified by Sutton, Joseph on 10:52 AM



Fields	Current	New
Position Start Date	09/12/2016	02/26/2025
Job Title	RN - Registered Nephrology Nu...	RN - Registered Nephrology Nu...
Management Position	No	No
Reports To	Sutton, Joseph	Sutton, Joseph
Worker Category		

Corporate Groups

Last modified by Sutton, Joseph on 10:54 AM



Fields	Current	New
Home Department	006183 - Fife Kidney Center	
Location	FIF - Fife	AUB - Auburn

Pay Information

Last modified by Sutton, Joseph on 10:56 AM



Fields	Current	New
Pay Type	Hourly	Hourly

Review & Submit PAF Change

Job Change: UAT Comprehensive PAF

JC [REDACTED]

Position ID	Job Title	Tax ID (SSN)	Rate Type
[REDACTED]	RN - Registered Nephrology Nurse	XXX-XX-XXXX	Hourly

When & Why
 Contact Information
 Position
 Corporate Groups
 Pay Information
 Review & Submit

When & Why
Last modified by Sutton, Joseph on 10:51 AM

Change Date 03/01/2025	Additional Comments If you are having an employee transfer shifts (from 1, 2, 3) or from Full Time to Per Diem/or to Salary please use the notes section as those changes will be made by the payroll.
Change Reason OTH - Others	

Contact Information
Last modified by Sutton, Joseph on 10:51 AM

Fields	Current	New
Legal First Name	Joseph	Joseph
Legal Last Name	Castro	Castro
Preferred First Name		
Preferred Last Name		
Notification Preference	Work Email	Work Email

[Previous](#) [Cancel](#) [Save](#) [Submit](#)

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.

Select a filter to search for people
All people ▼

1 of 7 ◀ ▶ 🔍 [Search for people](#)

JC ✉️ 🕒 Active Position ID ✉️
RN - Registered Nephrology Nurse
Hire Date 09/12/2016 Tax ID (SSN) XXX-XX-XXXX

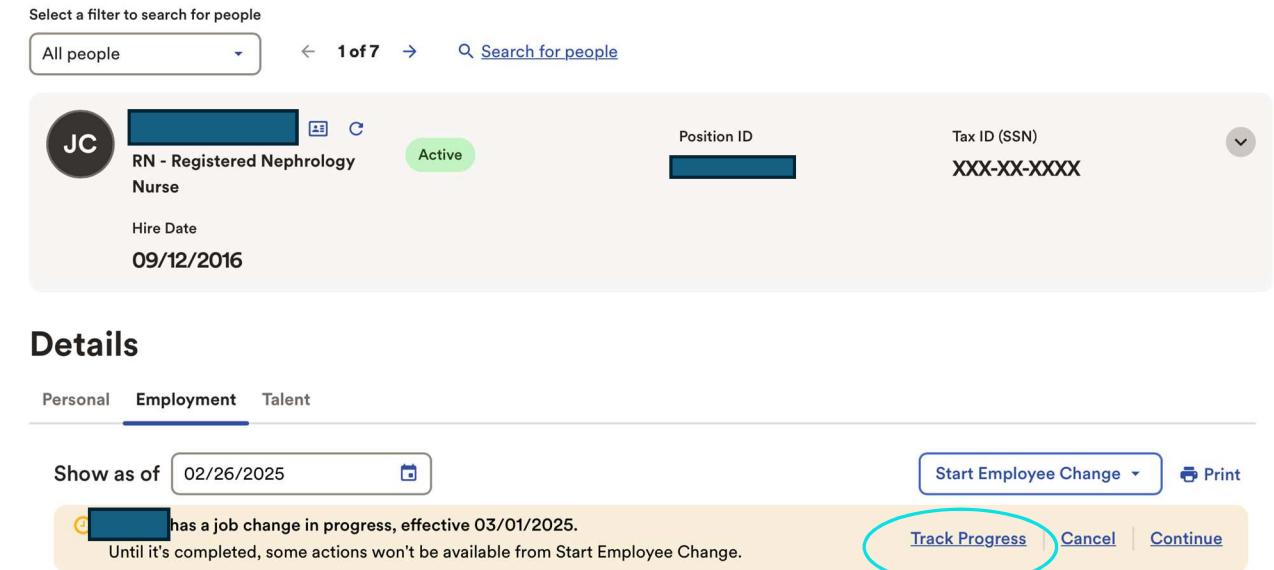
Details

Personal Employment Talent

Show as of 02/26/2025 📅 Start Employee Change 🖨️ Print

🕒 **JC** has a job change in progress, effective 03/01/2025.
Until it's completed, some actions won't be available from Start Employee Change.

Track Progress Cancel Continue



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

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



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

Upload Documents (X)

Set properties

Assign a category to each document.

	Display Name	Type	File S...	Status	
<input checked="" type="checkbox"/>	John Smith-An...	pdf	1312.21 KB	<input checked="" type="checkbox"/>	

Display Name
John Smith-Annual Review 2024-25

Category/Subcategory
Performance Related/Performance Evaluati...

Effective Date 05/01/2024 **Expiration Date** MM/DD/YYYY

Tags
Tags

	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