



# ADP Workforce Now PAF (Personnel Action Form) Manager Process

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*Human Resources Data and System Specialist*

*Revised 6/10/2025*

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## Roles & Responsibilities

### **Manager(s)**

Initiates Personnel Action Form (PAF) in ADP

### **People Strategy Department (Human Resources)**

Human Resources Data & System Specialist – Melanie Stout

- 1<sup>st</sup> Level Approval

Senior Compensation Analyst – Sarah Miller

- 2<sup>nd</sup> Level Approval

### **Payroll Department**

Payroll Manager – Annie Gregory

Payroll Specialist – Allen Agcamaran

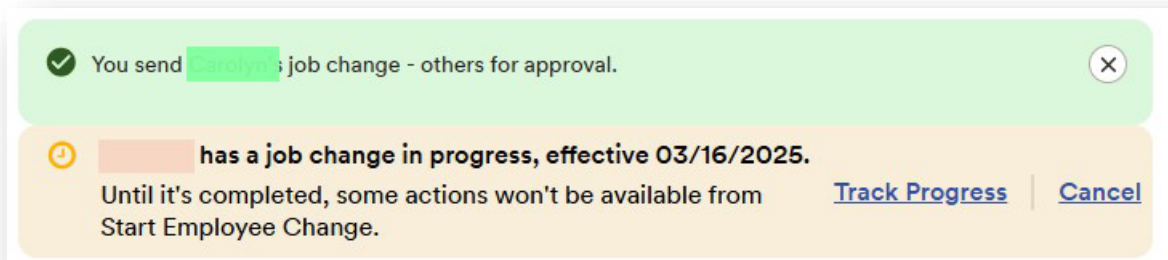
- Final Review and Processer

## Process Flow



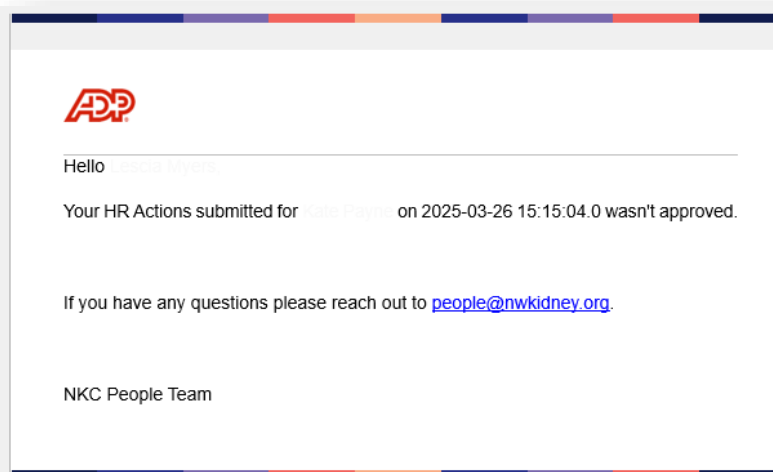
## Making Changes to PAF after Submitting

After submitting a PAF for processing and a change must be made, log into ADP and go to the employees' Employment Profile. Here, you will select Cancel the Job Change and then start a new Job Change Request.



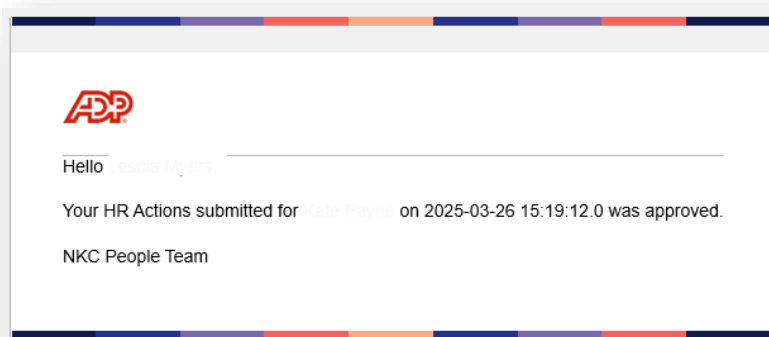
## PAF Rejected

An email will be sent to the manager by ADP that the PAF was rejected with a standard reason for the rejection. A notification will also show in ADP that it is rejected. The manager will need to go into the employee's Employment Profile, cancel the PAF action, and restart the process again.



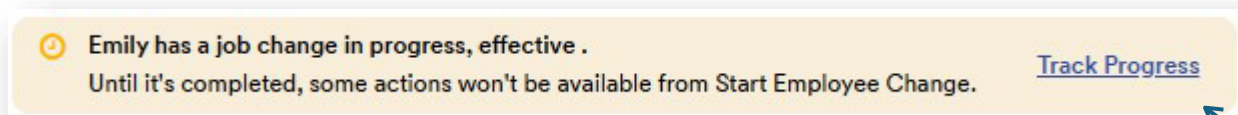
## How do I know if the PAF has been processed

An email will come through from ADP stating that it has been approved.



## Tracking Progress of PAF

Managers can track the progress of a PAF submitted at any time until it is completed. Go to My Team, Employment, and Employment Profile, then select Track Progress.



## Timeline for PAF processing

PAFs are processed at the end of the pay period that it effective date falls in.

All Actions must be turned in my managers no later than the Tuesday prior to the next pay date in order for them to be processed in time.

- HR Initial Review will be complete the **Tuesday** prior to pay date
- HR second level approval will be complete **Wednesday** prior to pay date

## Termination PAF

It is the manager's responsibility to initiate the termination process in ADP Workforce Now, regardless of whether an employee resigns or is discharged involuntarily.

Managers must have the resignation letter or discharge paperwork ready to upload in the termination wizard, along with the last day the employee worked prior to starting the termination.

Log into ADP Workforce Now and navigate to the employee's Employment Profile by selecting My Team, then Employment, followed by Employment Profile.

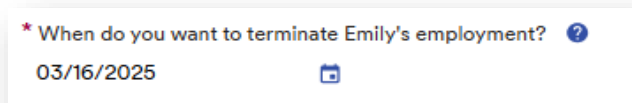
To begin the termination process, select Start Employee Change on the right side of the screen, and then choose Terminate. This action will open the termination wizard. The steps that need to be completed are outlined below.

### When & Why

Employee Termination Process Checklist

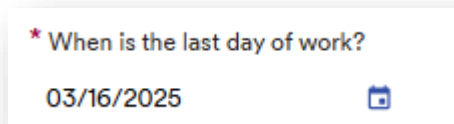
☐ *Specify Termination Date:*

Please indicate the desired termination date for the employee's employment. The Personal Action Form (PAF) should clearly outline this information. Ensure that this date aligns with company policy and any relevant personnel agreements.



☐ *Determine Last Day of Work:*

To accurately record the last day the employee worked, log into the Workforce Manager system. Locate the employee's timecard and carefully review the time entries, confirming the final date of attendance. This is crucial for final payroll processing and benefits calculations. Last day worked cannot be after the last day of employment.

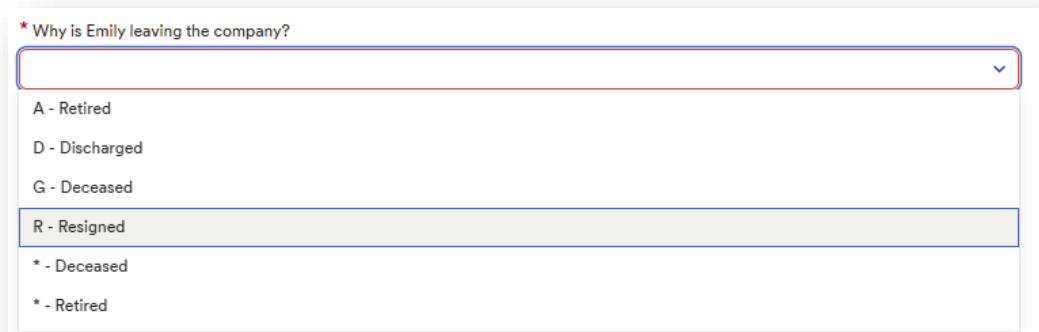


\* When is the last day of work?  
03/16/2025

☐ *Reason for Departure:*

Select one of the following categories to specify why the employee is leaving the company:

- Resigned (Voluntary Termination): The employee chose to leave and submitted a resignation notice.
- Discharged (Involuntary Termination): The employee was terminated due to performance issues, misconduct, or other reasons determined by management.
- Retired (Voluntary Termination): The employee has opted to retire.
- Deceased



\* Why is Emily leaving the company?

A - Retired  
D - Discharged  
G - Deceased  
R - Resigned  
\* - Deceased  
\* - Retired

☐ *Indicate Type of Termination:*


Differentiate whether the termination is voluntary or involuntary. This should be indicated by selecting the relevant box on the Personal Action Form (PAF). This classification is necessary for record-keeping and compliance.

\* Is the employment termination voluntary or involuntary?

☐ Voluntary ☐ Involuntary

☐ *Rehire Eligibility:*

Confirm the employee's eligibility for rehire. If the employee is eligible to be rehired, click the designated box. If not, leave the box unchecked. This determination is essential for future hiring processes and is typically documented on the Personal Action Form (PAF).

 ☐ Emily is eligible for rehire

Note: if an employee is terminated for any form of misconduct or gives improper notice, they will not be eligible for rehire.

Policies for reference:

[Separation of Employment, HRP-T519](#)

[Progressive Discipline Policy](#)

☐ *Document Upload Requirement:*

The manager will upload the resignation letter received by the employee or discharge paperwork if it is involuntary. Click Upload in the box to add the documentation.



☐ *Notes Section:*



Briefly describe the reason for the employment separation, if the employee is eligible for a PTO payout and if they are eligible for rehire. It is imperative to note eligibility for PTO payout and rehire in order for the action to be approved. Policy for reference: [Separation of Employment, HRP-](#)

### T519

You can add notes here (if needed)

Moving to be closer to Family  
Eligible for PTO payout  
Eligible for Rehire

☐ *Proceed to the Next Step:*

Assign Practitioner: Annie Gregory and Allen Agcamaran as the final approvers. Additional comments can be added, if necessary, then select Next.

*Note: This will go through a 1<sup>st</sup> and 2<sup>nd</sup> level of HR approval before processing by Payroll.*

☐ *Final Review Page:*

Th Before you review the information you've entered, tell us  
th which practitioners should complete the termination. We'll  
notify them for you. ⓘ

- ☐ All practitioners  
☒ Selected practitioners

Click below to search for, or choose one or more practitioners:

Selected practitioners

Gregory, Annie ✕

You can add comments here (if needed)

Start typing...

CANCEL

Next

to the termination wizard to ensure accuracy and

able to provide feedback as a

complete it.

1 Practitioner(s) ▶

Save Submit

Need help?

## Termination Important Notes

### *Change to Term PAF after submission*

If a change is needed after submission, the PAF must be canceled and resubmitted with the corrected information. HR and payroll will need to be notified that a PAF needs to be cancelled, then the manager can resubmit with the correct information.

### *How to make sure the term PAF is not rejected*

- Note eligibility for PTO payout in the comments section
- Note eligibility for rehire in the comments section
- Send the termination to Annie Gregory and Allen Agcamaran as the final approvers.

## Comprehensive PAF

Managers initiate all PAF Changes in ADP for employees. Comprehensive PDF forms are for Exempt/Non-Exempt Status, FTE & Shift Changes, Standard Annual Evaluation Increase 3%, and Transfer—Location & Home Department Change.

All Changes are started in the employee's Employment Profile in Start Employee Change, Job Change, and select View Steps for Comprehensive PAF.

The manager should never change contact Information; this change must go through the employee and the People Team.

*Note: Change Date is always the beginning of a pay period and is entered manually. Do not use payroll week; it will not display the correct date for the change*



Comprehensive PAF

View Steps >

## Exempt, Non-Exempt Status Change

This is used only if a change is being made for an employee, such as going from Hourly to Salary or Salary to Hourly.

### When & Why

- ☐ **Change Date:** (Beginning of a Pay Period)
- ☐ **Change Reason:** Exempt Status Change
- ☐ **Add Notes:** Describe changes being made.

### Contact Information: No Changes

- ☐ **Select Next**

### Position: No Changes

- ☐ **Select Next**

### Corporate Groups: No Changes

- ☐ **Select Next**

### Pay Information

#### *Hourly To Salary Change*

- ☐ **Pay Type:** Change to Salary
- ☐ **Rate Amount:** Enter Bi-Weekly Rate: This amount is based on 80 hours per pay period.

Example:

Annual Salary is \$85,000

Payrolls in a Calendar Year: 26

Divide Annual Salary by 26 payrolls: **\$3,269.23**

If the FTE is less than 1.00, use this calculation

Hourly Rate of Pay: \$40.86

FTE: 0.80 (64) hours

Multiple: Hourly Rate: 40.86 by FTE 64 hours: **\$2615.04**

### *Salary To Hourly Change*

- ☐ **Pay Type:** Change to Hourly
- ☐ **Rate Amount:** Enter the hourly rate of pay
- ☐ **Next: Select**

### Review & Submit

- ☐ Review Changes and Select Submit

Changes have been submitted to the People Team for approval and Payroll for Processing.

*If you review changes and find that they need to be corrected, select the pencil icon in the section that needs to be made and then update accordingly.*

## FTE (Full Time Equivalent) & Shift Change

### When & Why

- ☐ **Change Date:** (Beginning of a Pay Period)
- ☐ **Change Reason:** Add either FTE Change or Shift Change
- ☐ **Add Notes:** Describe the change before and after.

Add notes here (if needed)

FTE Change from 0.75 to 1.00  
Shift Change from 1 to 2

- ☐ **Next,** this will direct you to Contact Information.

### Contact Information

- ☐ **Select Next**

### Position

- ☐ **Select Next**

## Corporate Groups

☐ **Select Next**

## Pay Information

☐ **Select Next**

## Review & Submit

☐ **Review** the changes made and select **Submit**. Changes have now been submitted to the People team for approval.

A vertical progress bar with six steps. The first two steps, 'When & Why' and 'Contact Information', are marked with green checkmarks. The remaining steps, 'Position', 'Corporate Groups', 'Pay Information', and 'Review & Submit', are marked with blue circles. The 'Review & Submit' step is highlighted with a blue background.

### When & Why

Last modified by Gregory, Annie on 10:09 AM

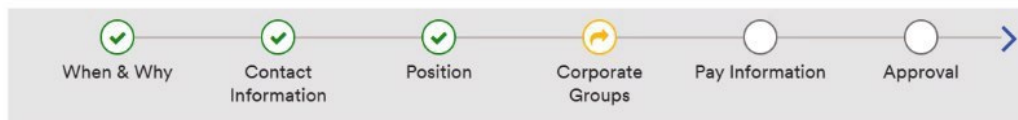
Change Date

03/16/2025

Additional Comments

FTE Change from 0.75 to 1.00 Shift Change from 1 to 2

### Send For Approval



Cancel

OK

## Standard Annual Evaluation Increases

### When & Why

- ☐ **Change Date:** (Beginning of a Pay Period)
- ☐ **Change Reason:** Annual Evaluation
- ☐ **Add Notes:** Describe changes being made and **must note if the employee's evaluation has been turned in prior to the increase request. This can be done by importing into employee documents**
- ☐ If employee is at the top of their pay range and will be receiving a lump sum bonus (noted on monthly memo sent by HR) note that in the comments section.

### Contact Information:

- ☐ **Skip Step**

### Position

- ☐ **Skip Step**

### Corporate Groups

- ☐ **Skip Step**

### Pay Information

- ☐ **Rate Amount:** Select the Calculator icon, Select the Circle next to %, approved percent increase, and Apply change. This will auto-calculate the increase.

A screenshot of a form titled "Rate Change Calculator" with a "Back" button. The form contains three rows of input fields. The first row is labeled "Current Rate:" and contains a text box with "\$41.2100". The second row is labeled "Change by:" and contains two radio buttons. The first radio button is next to a "\$" symbol and a text box with "1.2363". The second radio button is selected (indicated by a blue dot) and is next to a "%" symbol and a text box with "3.0000". A blue arrow points from the top right towards the selected radio button. The third row is labeled "New Rate:" and contains a text box with "\$42.4463".

## Review & Submit

☐ **Review** the changes made and select **Submit**. Changes have now been submitted to the People team for approval.

## Transfer – Location/Home Department

### When & Why

- ☐ **Change Date:** (Beginning of a Pay Period)
- ☐ **Change Reason:** Transfer
- ☐ **Add Notes:** Describe changes being made.

### Contact Information:

- ☐ **Skip Step**

### Position

- ☐ **Reports To:** Select the employee's new manager

### Corporate Groups

- ☐ Add new home Department and Location

The screenshot shows the 'When & Why' step of the PAF process. On the left, a vertical list of steps is shown: 'When & Why' (checked), 'Contact Information' (checked), 'Position' (checked), 'Corporate Groups' (checked), 'Pay Information' (checked), and 'Review & Submit' (unselected). The main area contains the following fields:

- Change Date:** A date picker set to 03/16/2025, with a calendar icon and a link to 'Use payroll week'.
- Change Reason:** A dropdown menu set to 'XFR - Transfer'.
- Add notes here (if needed):** A text area containing the note 'Transfer from Burien to Kent'.
- Drag Files Here or Upload:** A dashed box for file uploads, with a note: 'Max file size is 512kb. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wpd or .wps formats.'

Fields	Current	New
Home Department	006188 - Burien Kidney Center	006135 - Kent ... x ▾ +
Location	BUR - Burien	KEN - Kent x ▾ +

- ☐ Select Next

### Pay Information

- ☐ Select Next

### Review & Submit

☐ **Review** the changes made and select **Submit**. Changes have now been submitted to the People team for approval.

## Transferring Location/Dept & Job Title/Pay Change

- First manager whose unit the employee is transferring from will complete a location/department change action for the employee
- Change request will be reviewed and approved by HR and payroll.
- Once the first action is complete and the employee is under the hiring manager, the hiring manager can then begin a [Job Title Change](#) action where they will update the employees, job tile and pay with the same effective date.

## Pay Equity PAF (Pre-Approval Required by People Team)



Approval from Compensation Analysis is required before initiating Pay Equity Change. There will be instances where Pay Equity aligns with an Annual Evaluation. Both rates would be processed at the same time.

### When & Why

- ☐ **Change Date:** (Beginning of a Pay Period)
- ☐ **Change Reason:** Pay Equity or Pay Equity & Annual Evaluation
- ☐ **Add Notes:** Describe changes being made.

### Contact Information:

- ☐ **Next**

### Position

- ☐ **Next**

### Corporate Groups

- ☐ **Next**

### Pay Information

- ☐ **Rate Amount:** Enter the Rate amount that was agreed upon with our Compensation Analysis.



## Review & Submit

☐ **Review** the changes made and select **Submit**. Changes have now been submitted to the next level manager (up to 2 levels), then to the people team for approval.

## Job Title Change PAF

Any job title change (Promotion, title change, lateral change, demotion) will be processed in the Job Title Change PAF.

If a job title change has a change of manager for employees, the Manager making the change will need to assign employees to a new manager.

### When & Why




- ☐ **Change Date:** (Beginning of a Pay Period)
- ☐ **Change Reason:** Promotion
- ☐ **Add Notes:** Describe changes if FTE or Shift Changes align with Promotion changes; add a note here.

### Contact Information

- ☐ **Next**

### Position

- ☐ **Position Start Date:** Enter the Position Start Date; this always aligns with the beginning of a pay period.
- ☐ **Job Title:** Add a New Job Title for the employee

Fields	Current	New
Position Start Date *	07/26/2021	03/16/2025 
Job Title	DT2 - Dialysis Technician II	RN - Registered...  

☐ **Management Position:** If there is a management change for the manager's employees, the next step will be updating the employees' **Direct Reports** to another manager. Select New manager, Select All and then Assign Selected Employees.

The screenshot displays the 'Direct Reports' step in the PAF system. On the left, a sidebar contains navigation options: 'When & Why', 'Contact Information', 'Position', 'Direct Reports' (highlighted), 'Corporate Groups', 'Pay Information', and 'Review & Submit'. The main area shows a 'CA Nurse Manager' profile with a list of 18 direct reports. A 'Select a new manager' dropdown menu is open, showing a list of managers. A blue arrow points to the 'Add Another Manager' button. Another blue arrow points to the 'Direct Reports' section in the sidebar. Below the main area, a section titled 'JE' shows 'No new reports have been assigned yet' and a link to 'ASSIGN SELECTED EMPLOYEES'.

☐ **Report To:** Update only if the employee's manager is changing  
Corporate Groups

☐ If the promotion is aligned with a Home Department or Location transfer, follow the steps in [Transfer](#).

☐ Select Next

## Pay Information

☐ If promotion or demotion is aligned with an Exempt/Non-exempt Status Change, follow the steps in [Exempt Changes](#).

☐ Rate Amount: Update to new rate if applicable.

## Review & Submit

☐ **Review** the changes made and select **Submit**. Changes have now been submitted to the People team for approval.

# Per Diem PAF

Change to and from Per Diem Status

## When & Why

☐ **Change Date:** (Beginning of a Pay Period)

☐ **Change Reason:** Per Diem

☐ **Add Notes:** FTE Status needs to be added as a Note, especially if the employee is going from Per Diem to an FTE Status.

## Contact Information:

☐ **Next**

## Position

☐ **Next**

## Corporate Groups

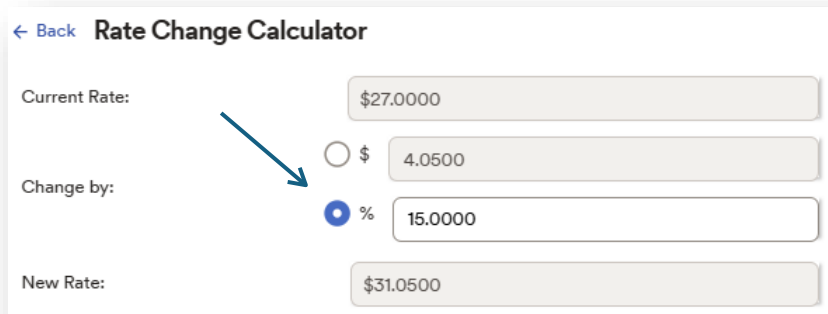
☐ **Next**

## Pay Information

☐ Rate Amount: Click on the Calculator icon next to the new rate, then enter the appropriate percentage at which the employee's rate will increase. The new rate will autogenerate. Select apply.



A horizontal summary bar with a light gray background. It contains the text "Rate Amount" on the left, followed by the value "\$27.0000" in the center, and a rounded rectangular button containing "\$27.0000" on the right. A small blue icon with a grid pattern is located to the right of the button. A blue arrow points from the top right of the page towards this icon.



A form titled "Rate Change Calculator" with a "Back" link. It contains three main sections: "Current Rate:" with a text box showing "\$27.0000"; "Change by:" with two radio button options, "\$" (unselected) and "%" (selected), and a text box showing "15.0000"; and "New Rate:" with a text box showing "\$31.0500". A blue arrow points from the left towards the selected "%" radio button.

## Review & Submit

☐ **Review** the changes made and select **Submit**. Changes have now been submitted to the People team for approval.