NORTHWEST Kidney Centers

ADP Workforce Now PAF (Personnel Action Form) Manager Process

Melanie Stout

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

- 1st Level Approval

Senior Compensation Analyst – Sarah Miller

- 2nd Level Approval

Payroll Department

Payroll Manager – Annie Gregory

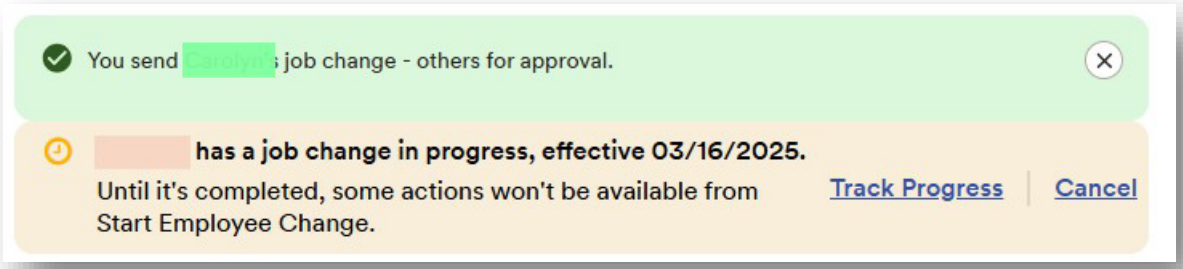
Payroll Specialist – Allen Agcamaran

- Final Review and Processer

Process Flow

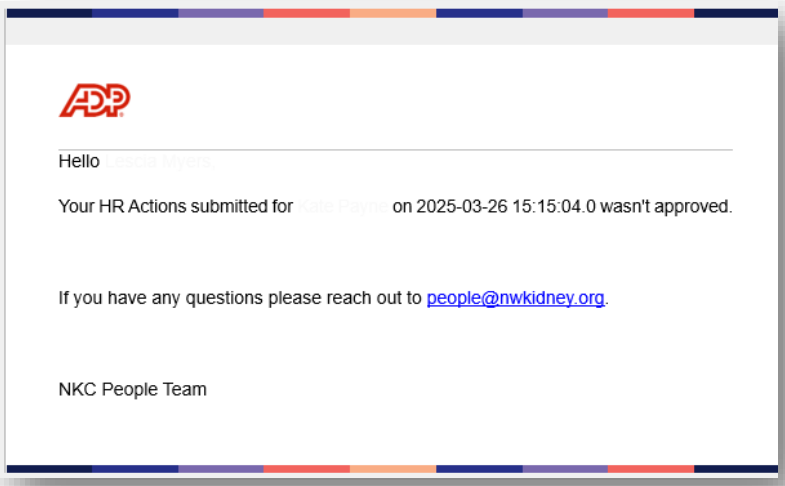
Making Changes to PAF after Submitting

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.



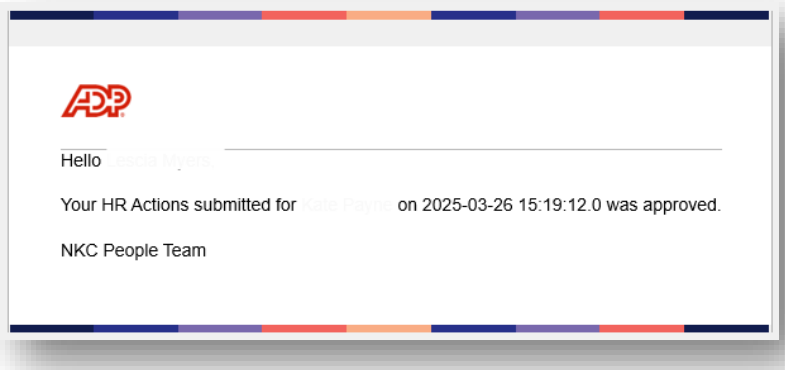
PAF Rejected

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.



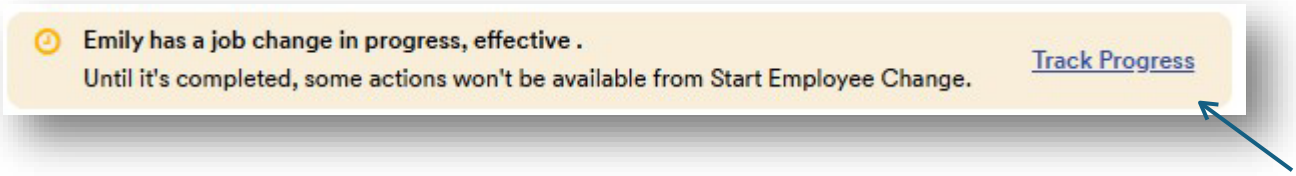
How do I know if the PAF has been processed

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.

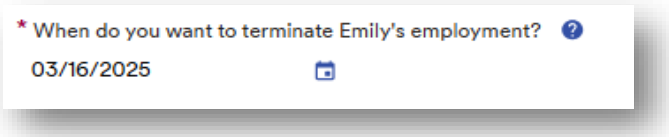
To begin the termination process, select Start Employee Change on the right side of the screen, and then choose Terminate. This action will open the termination wizard. The steps that need to be completed are outlined below.

When & Why

Employee Termination Process Checklist

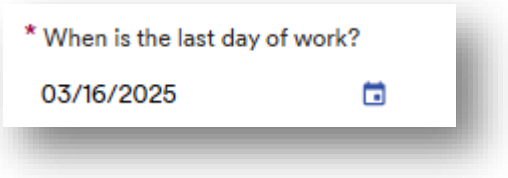
☐ *Specify Termination Date:*

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.



☐ *Reason for Departure:*

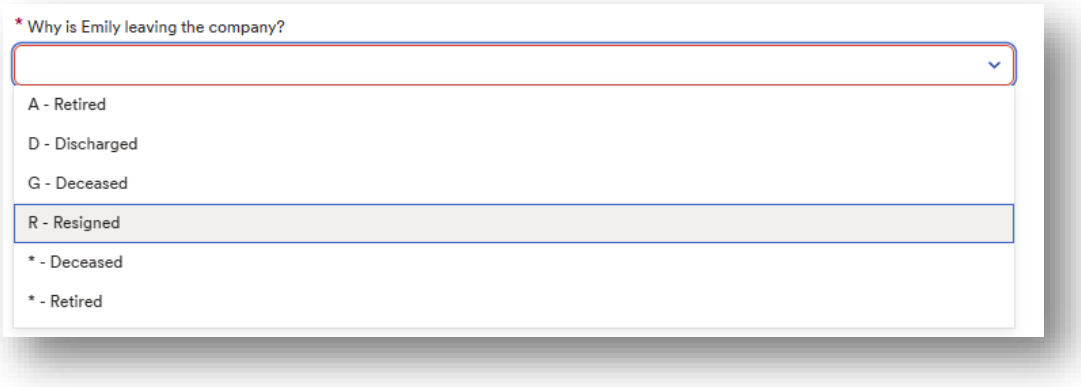
Select one of the following categories to specify why the employee is leaving the company:

- 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.

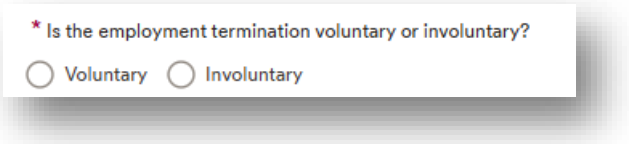
- Retired (Voluntary Termination): The employee has opted to retire.

- Deceased



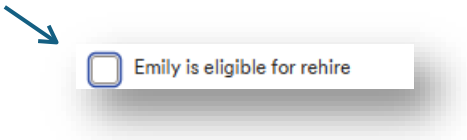
☐ *Indicate Type of Termination:*

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.



☐ *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).



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:*

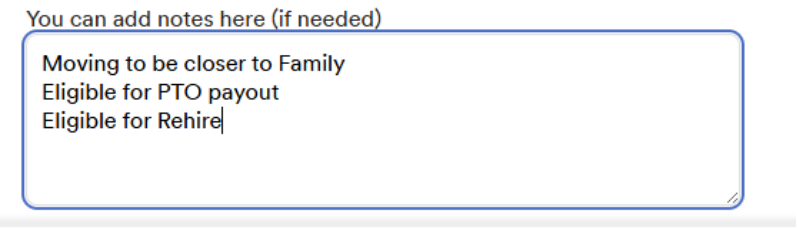
The manager will upload the resignation letter received by the employee or discharge paperwork if it is involuntary. Click Upload in the box to add the documentation.

☐ *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**



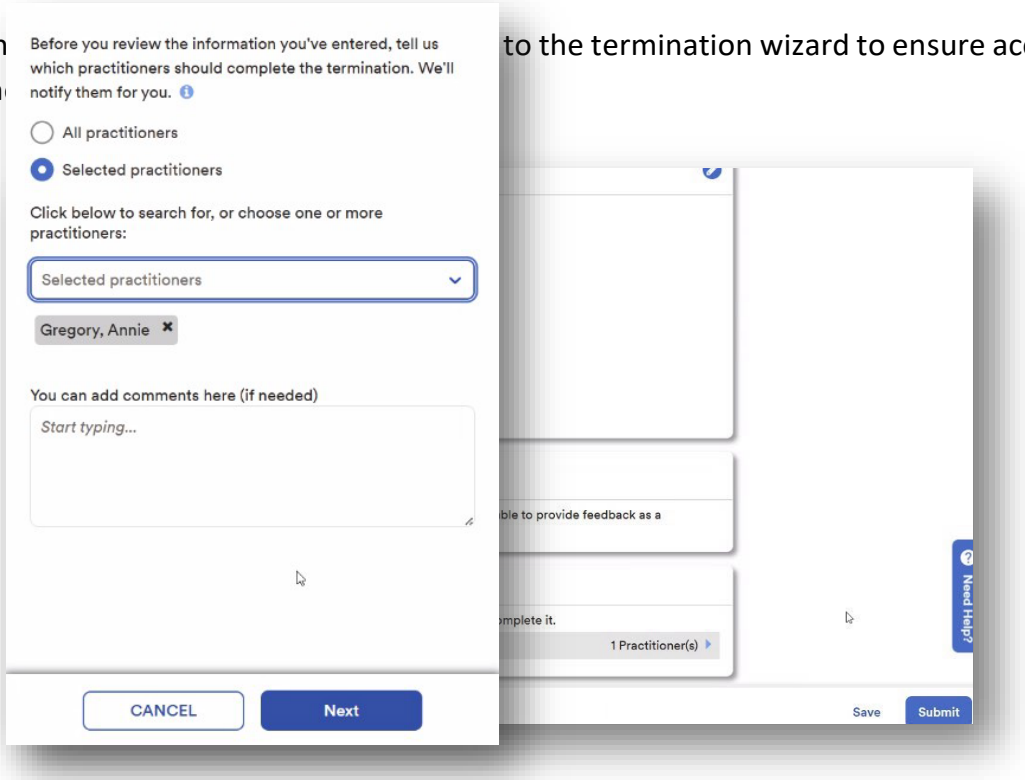
☐ *Proceed to the Next Step:*

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 1st and 2nd level of HR approval before processing by Payroll.

☐ *Final Review Page:*

Th to the termination wizard to ensure accuracy and th



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.

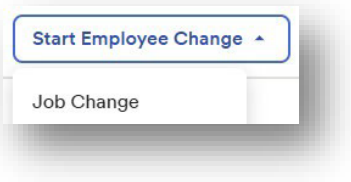
Comprehensive PAF

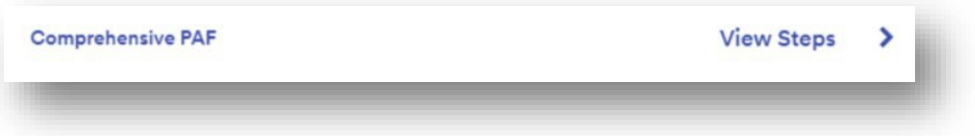
Managers initiate all PAF Changes in ADP for employees. Comprehensive PDF forms are for Exempt/Non-Exempt Status, FTE & Shift Changes, Standard Annual Evaluation Increase 3%, and Transfer—Location & Home Department Change.

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 chang





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.

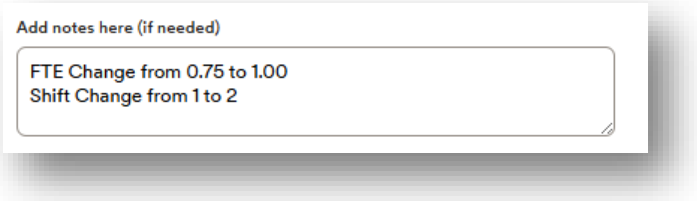
FTE (Full Time Equivalent) & Shift Change

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.



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

Contact Information

☐ **Select Next**

Position

☐ **Select Next**

Corporate Groups

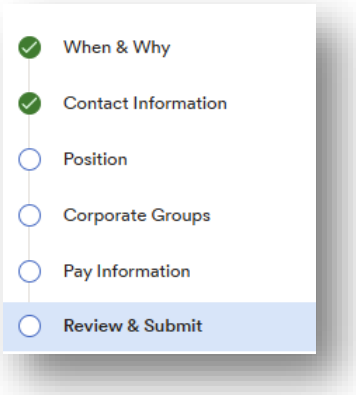
☐ **Select Next**

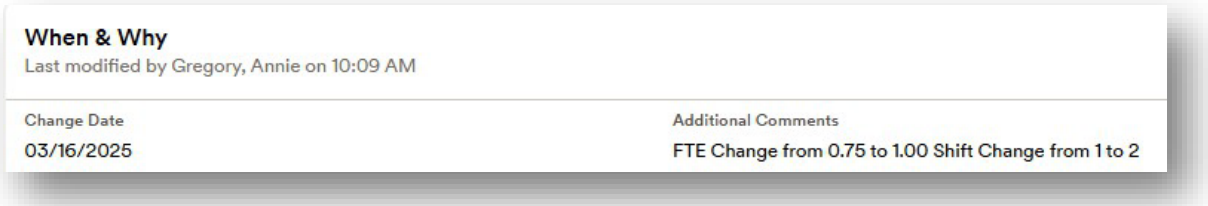
Pay Information

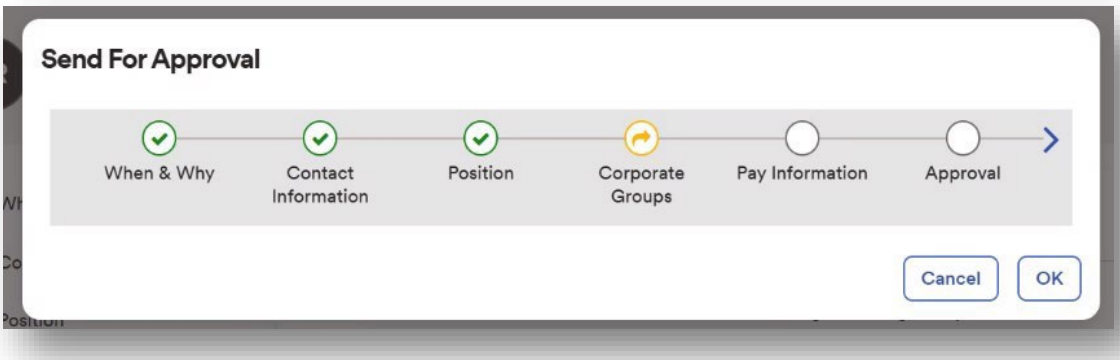
☐ **Select Next**

Review & Submit

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







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

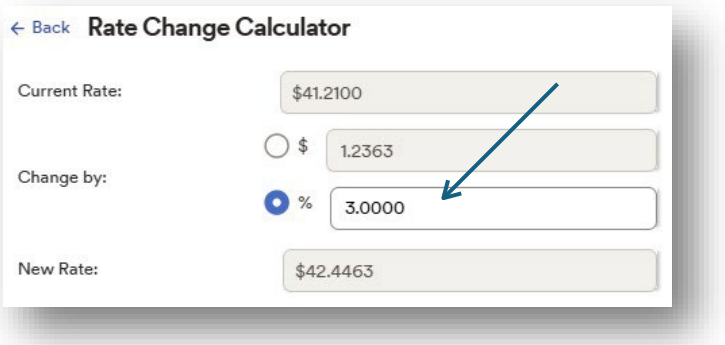
☐ **Skip Step**

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.

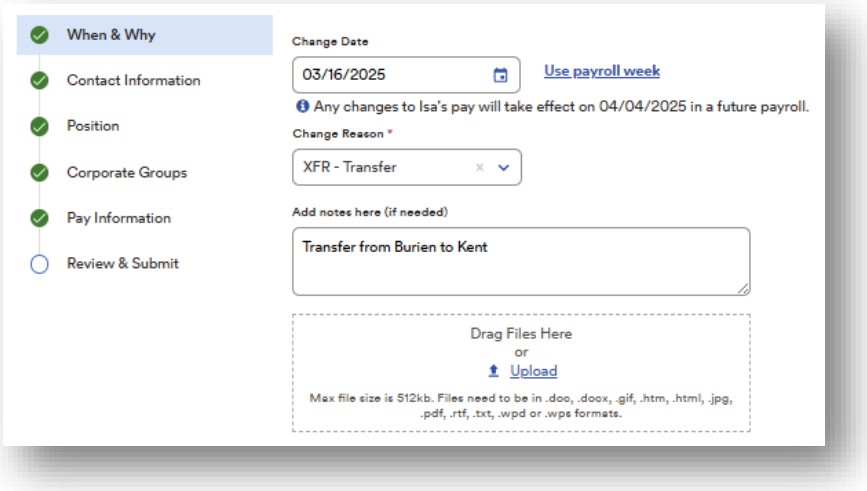


Review & Submit

☐ **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:

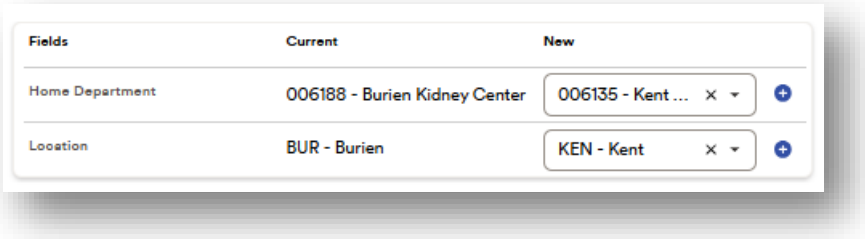
☐ **Skip Step**

Position

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

Corporate Groups

☐ Add new home Department and Location



☐ 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.

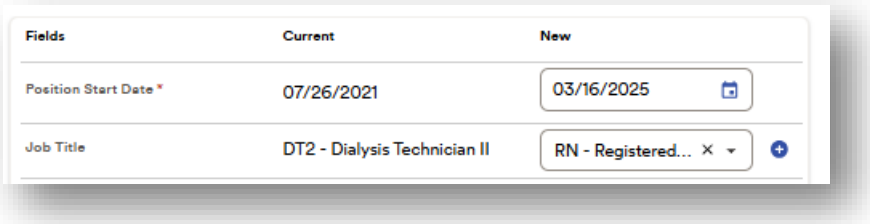
Contact Information

☐ **Next**

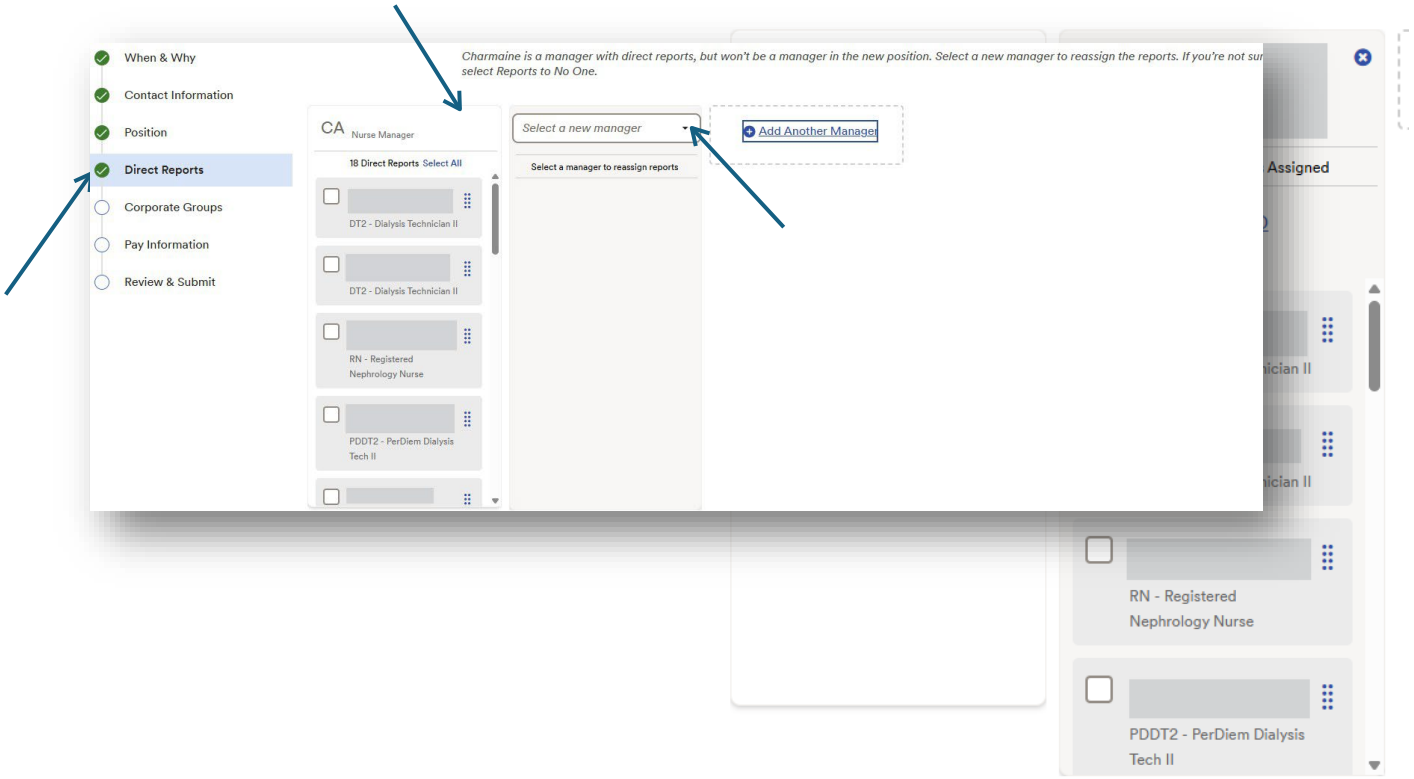
Position

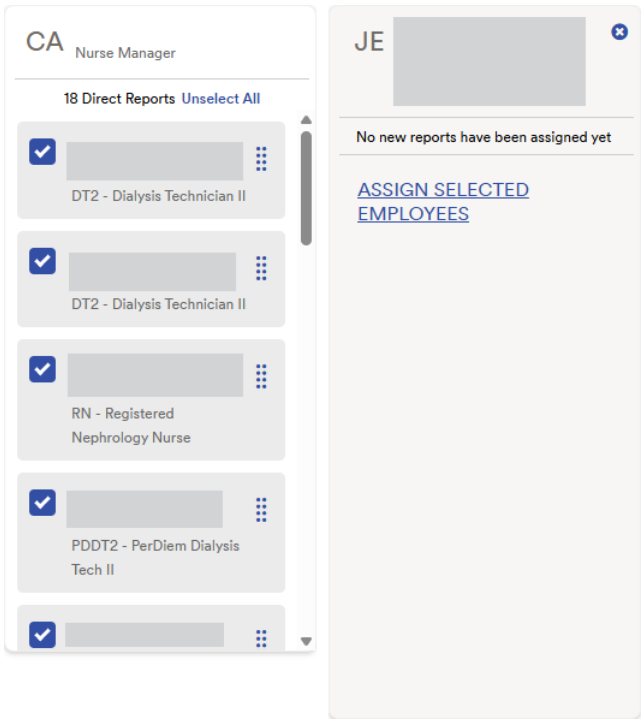
☐ **Position Start Date:** Enter the Position Start Date; this always aligns with the beginning of a pay period.

☐ **Job Title:** Add a New Job Title for the employee



☐ **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.





☐ 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

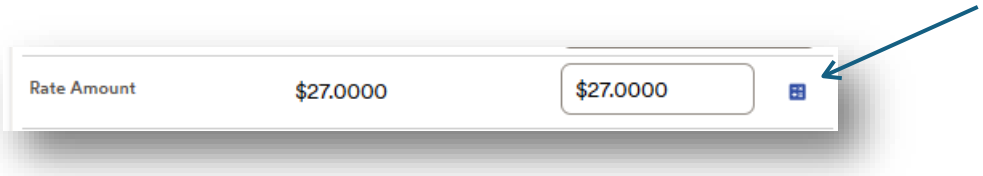
☐ **Next**

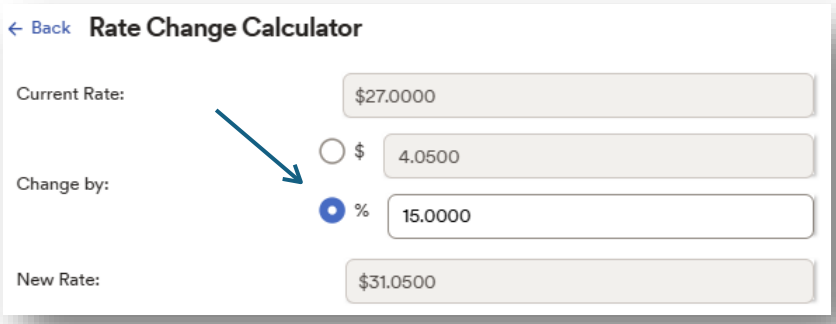
Corporate Groups

☐ **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.





Review & Submit

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