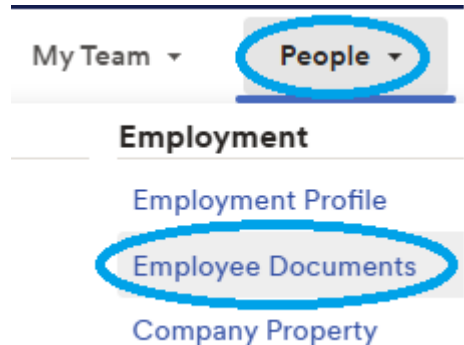


## PAF Automation FAQ/Tip Sheet

#	Topic	Question (Q) / Answer (A)
	Termination	<p>Q: What date to we enter – the final date of work?</p> <p>A: Per HR Policy, the manager enters the last day worked. Employee will continue to have access to payroll data in ADP data post termination. Payroll team will process the termination the day the final day noted to ensure there is no disruption of access to systems.</p>
	Termination	<p>Q: When should we initiate the termination action?</p> <p>A: When Termination Email/Notice is received from employee.</p>
	Termination	<p>Q: We used to have a selection option on the PAF form from K-Net to note whether to pay out PTO. Where and how is that recorded in ADP?</p> <p>A: Manager MUST enter on initial page in the Comment: “PTO paid out” or PTO Not Paid out). This should be entered and/or updated based on the current HR Policy (note:language below may changed or updated so please reference most current HR policy)</p> <p><b>Paid Time Off (PTO) , HRP-T549</b>  <b>○ Pay at Termination of Employment or Changing to Per Diem Status:</b></p> <ol style="list-style-type: none"> <li>1. Regular Full-Time and Part-Time Employees: After 1,040 hours of employment, employees who are terminating employment or changing to Per Diem status and have given two weeks' notice will receive pay for any earned and unused PTO. Employees terminating prior to completion of 1,040 hours, terminating without proper notice, or failing to work all scheduled days once they have given notice will not receive pay for unused PTO.</li> <li>2. NKC reserves the right not to pay unused, accrued PTO benefits in cases of discharge for serious misconduct as</li> </ol>

		<p>listed in Human Resources Policy and Procedure 2-9, <i>Progressive Discipline</i>.</p>
	Termination	<p>Q: How do we know if an employee is eligible for rehire or not?  A: If an employee is terminated for any form of misconduct or gives improper notice, they will not be eligible for rehire.</p> <p>Please reference policies:  <b>Separation of Employment, HRP-T519</b>  <b>Progressive Discipline Policy</b></p>
	Termination	<p>Q: What happens if changes need to be made? (e.g. PTO payout eligible or termination date)</p> <p>A: Short Answer: Contact HR and work with HR Representative.</p>
	Termination	<p>Q: Can you clarify termination date versus last day of work? Say a staff works Mon-Fri and their last day in the office is Friday, is the termination date Sunday (the first day of the next pay period) Or is the termination date Sunday?</p> <p>A: The termination date is the actual last day worked by the employee.</p>
	HR Actions-General	<p>Q: When do I need to have my PAF action submitted in order for it to be processed by the next pay date?</p> <p>A: Submit your PAF no later than the last Tuesday of a pay period in order for it to be included by the corresponding pay date.</p>
	HR Actions-General	<p>Q: What date should I use as the effective date?</p> <p>A: Apart from a termination. Always use the first Sunday of a pay period as the effective date. NOTE: Do NOT use the payroll calendar provided in ADP.</p>
	HR Actions-General	<p>Q: Is FMLA processed with this system?</p> <p>A: Managers cannot place employees on leave, this is updated by the People Benefits team in ADP/HRIS system.</p>
	HR Actions-General	<p>Q: What if changes need to be made after the PAF is submitted?</p>

		A: To make sure the action is processed correctly, cancel and resubmit
	HR Actions-General	Q: Can I back date a PAF?  A: Yes, you can backdate a PAF
	HR Actions-Comprehensive PAF	Q: Where do we enter FTE or Shift Change?  A: ADD to Notes/Comments on the first page of the HR action. HR/Payroll team will take action based on comments
	HR Action-Comprehensive PAF	Q: For Location/Department Change which manager initiates the change? A: The current Manager will submit the PAF
	HR Action-Comprehensive & Job title PAF	Q: For Location/Department AND Job Title/Pay Change which manager initiates the change? A: The current manager will submit the Comprehensive PAF for department/location change; then the second manager will submit the PAF for Job Title/ Pay Change
	HR Action-Comprehensive PAF	Q: Will there be any notifications to the receiving manager once the 1st manager initiates and completes their portion of the process?  A: There will not be a notification in ADP. HR will communicate with the managers to let them know to complete their part of the process.
	HR Action-Comprehensive PAF	Q: Will Clinical Directors be able to Submit PAFs for their indirect reports? A: Yes, there is a setting under “My Team” that lets you view your indirect reports if you choose to
	HR Action-General	Q: Why are there two effective dates? A: Change date is required for all actions, position date only applies to a position change
	HR Action-General	Q: Current PAF forms require manager and manager above signature on paper form, does this go to the higher manager for approval? A: All PAFs will notify a manager 1 level above the submitting manager. Pay Equity PAFs will be sent to manager 1 level above

		submitting manager for approval prior to being sent to People Team and Payroll.
	HR Action-General	<p>Q: Will previous PAFs submitted manually need to be resubmitted if the transition date is after the automation go live date of 5/11/25?</p> <p>A: No, any paper PAF forms submitted by 5/6/25 will be processed as is by People and Payroll teams. All PAF forms after 5/6/25 will need to be initiated by manager in ADP through PAF automation template.</p>
	HR Action-General	<p>Q: If we submit a PAF and forgot to add something, are managers able to go back and open/edit it?</p>
	HR Action-General	<p>Q: How do managers get notified PAF is approved or declined?</p> <p>A: An standard email will be sent to managers that PAF is approved, cancelled or declined.</p>
	HR Action-Annual Review	<p>Q: How do we upload performance evaluations?</p> <p>A: Managers are to upload performance evaluations to Employee documents in ADP prior to submitting the Comprehensive PAF within ADP.</p>  <p>While logged into ADP&lt;People&lt;Employee Documents&lt;Upload</p>

	HR Action- Annual Review	<p>Q: If a hire date is July 2021 and a new position start date begins May 2025 does the employee have to wait until May 2026 before they have a review/merit increase</p> <p>A: When an employee moves into a new position or goes to per diem, then their annual evaluation date will reset to their new position start date</p>
	HR Action- Annual Review	<p>Q: Will HR still send an annual evaluation to managers via email?</p> <p>A: HR will continue to send a memo with which employees are due each month. The Memo will include more details so managers can submit the correct pay increase information in ADP.</p>
	HR Action- Annual Review	<p>Q: Managers will have access to past evaluations?</p> <p>A: Yes! Once access is granted to managers in ADP to be able to upload performance evaluations, managers will be able to view previous performance evaluations.</p>