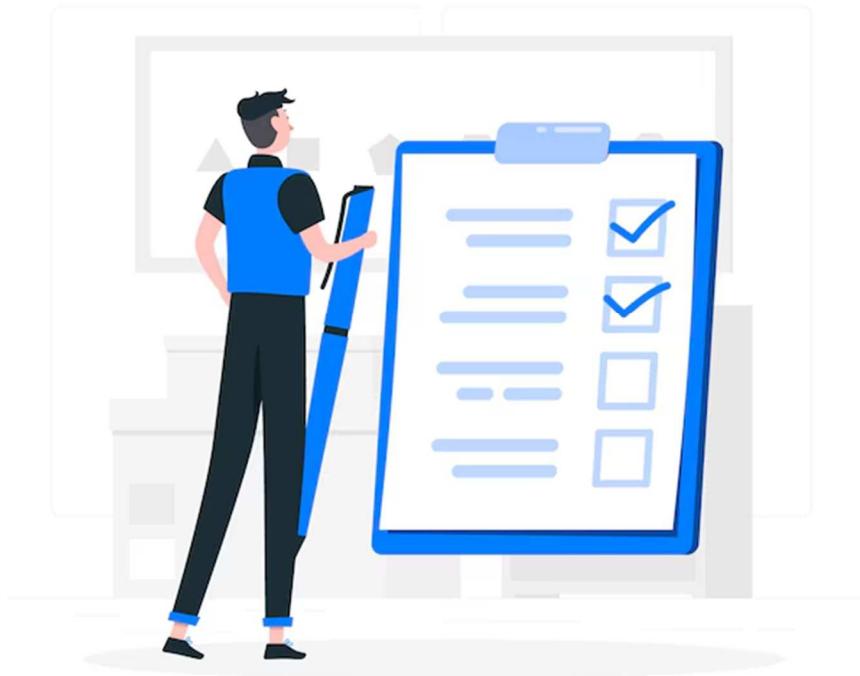




PAF Automation Follow up

Agenda

- ❖ What has been going well
- ❖ New look in ADP
- ❖ Updated HR & Payroll Process
- ❖ Common PAF Errors



What has
been going
well



New Look in ADP

- The "Start Employee Change" has changed to "Take Action"

Profiles

Select a filter to search for people
Select one... ← 1 of 1 → Search for people

 **Melanie Stout**  
(Melanie E Stout)
HRDSS - Human Resources Data and
Systems Specialist

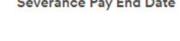
Active

Position ID


  Field Grabber
 Take action ▾

- Always use this button to make an employee change. Make sure to **not** use the edit button

Start Employee Change ▾ 

Status	
Status	Hire Date
	
Hire Reason	
Existing Position	
Termination Date	Termination Reason
	
Voluntary/Involuntary	
Voluntary	
Severance Pay Start Date	Severance Pay End Date
	
Eligible for Rehire	Optional Rehire Status
Yes	E
Last Day Worked	
Comments	
Test	
Supporting documents	
	
Additional Earnings	
	

Updated HR & Payroll process

- July 20th- HR and payroll will have more limited access to editing PAF submissions
- Aim to ensure managers have a clear understanding of the submissions and approvals for their team members, as well as to facilitate a better understanding of our processes.
- What are the common errors that could cause a PAF rejection?

Common Errors with PAFS

All PAFs (Minus terms)

- Effective Date needs to be the beginning of the pay period
 - ✓ Does not apply to terminations
 - ✓ Refer to 2025 payroll calendar on K net
 - ✓ Annual review effective dates are noted on the memo
- Make sure you are going through the correct PAF

[Comprehensive PAF](#)

[View Steps >](#)

[HR Pre Appro Required-Pay Equity](#)

[View Steps >](#)

[Job Title Change PAF](#)

[View Steps >](#)

[Per Diem PAF](#)

[View Steps >](#)

Common Errors with PAFs-Terminations

Termination:

- 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
- Make sure to reassign managers when completing a term in ADP where they have direct reports

John is eligible for rehire

Drag file here or

Max file size is 10MB. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .xpd or .xps formats.

Recommended

- State Separation Notice

You can add notes here (if needed)

eligible for rehire
pay out pto

Before you review the information you've entered, tell us 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 [X](#)

Common Errors with PAFs-Annual Reviews

- Annual Review uploaded to employee documents prior to submitting increase
- Comments section notes if they should be receiving a lump sum bonus or 3% increase
- Effective date matches the date noted on the memo

Common Errors with PAFs-Job Change & Per diem PAF

- **Job Change (promotion, FTE, shift, per diem)**
- –Go through a requisition prior to submitting a PAF

Per Diem PAFs:

- Change job title to per diem (e.g. Dialysis technician changes to Per Diem Dialysis Technician”)
- Go through a requisition prior to submitting a PAF

Fields	Current	New
Position Start Date *	10/17/2022	<input type="text" value="06/22/2025"/> 
Job Title	DT2 - Dialysis Technician II	<input type="text" value="PDDT2 - PerDie..."/>  
Management Position	No	<input type="radio"/> Yes <input checked="" type="radio"/> No

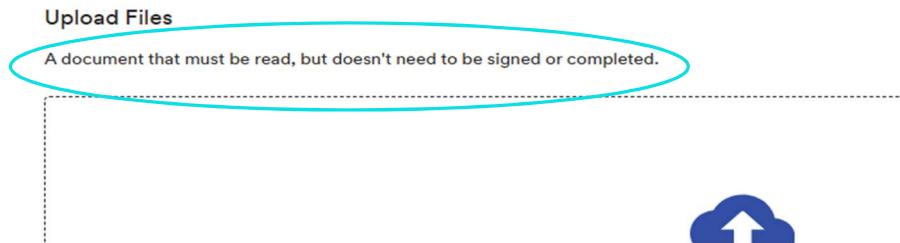
*Recruiting note:

- PAFs for the employee being replaced should not be submitted until an offer has been processed for that employee in jobvite – Internal candidates
- PAFs are required for a replacement requisition to be posted (termination/internal change)

Other things to note ☺

- Staff Performance Evaluation form has been edited to include the staffs current and new pay rate for their record
 - Can be found on K net: [K-Net - Search the K-Net](#)
- Reminders: Label Employee Documents Correctly-**Last name, First Name {Document title}, Date**
- When uploading employee documents ADP says "A document that must be read but doesn't need to be signed or completed" -this does not apply to you. This is hardcoded into ADP.

Upload Documents



- All job aids and processes can be found in the leadership drive: \\Nkcarmf01\blaggsd\LeadershipShared\People Team Leader Toolkits

Questions?

For Questions



- Contact NKC People Department,
people@nwkidney.org



- Melanie Stout
 - x3745



- Sis Espirito
 - x3721



- Annie
 - 206-608-0216