
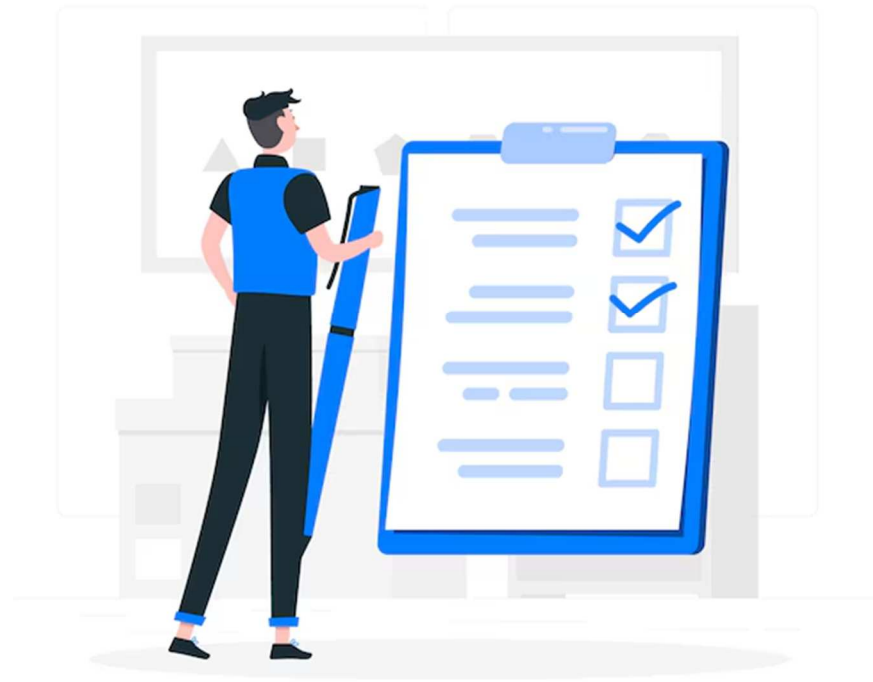




PAF Automation Follow up

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

Field Grabber

Take action

MS

Melanie Stout

(Melanie E Stout)

**HRDSS - Human Resources Data and
Systems Specialist**

Active

Position ID

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

Start Employee Change

Print

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	

Edit

Regular Pay

Pay Frequency	Biweekly
Annual Salary	Rate 2
	(More Rates)
Premium Rate Factors	Standard Hours
1.5 * 1.0	
Use FLSA Overtime	Change Reason
Yes	Promotion
Cancel Automatic Pay	Cancel in Future Payrolls
No	No
Tipped employee	Wage Entity
No	
Incentive pay tracking	
Salary step assignment	
Cancel automatic pay	

Edit

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 I

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

The screenshot shows a web form for terminating an employee. A yellow callout at the top left says "John is eligible for rehire" next to a checked checkbox. Another yellow callout in the comments section says "eligible for rehire" and "pay out pto" next to a text input field. The form includes an upload area with a dashed border and text: "Drag file here or Upload", "Max file size is 10MB. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wpd or .wps formats.", a "Recommended" section with a bullet point "State Separation Notice", and a section for selecting practitioners with radio buttons for "All practitioners" and "Selected practitioners", and a search bar with "Gregory, Annie" selected.

John is eligible for rehire

Drag file here
or
Upload

Max file size is 10MB. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wpd or .wps 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 ✕

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	06/22/2025 
Job Title	DT2 - Dialysis Technician II	PDDT2 - PerDie... x 
Management Position	No	<input type="radio"/> Yes <input checked="" type="radio"/> No

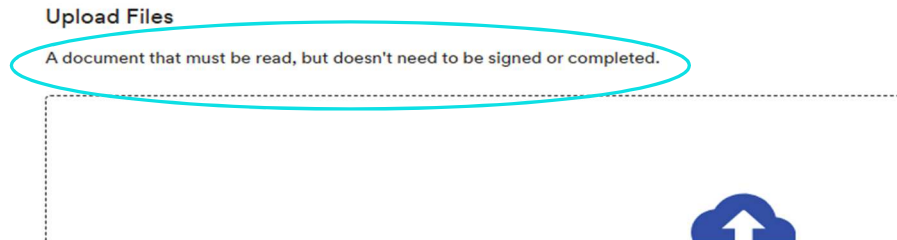
*Recruiting note:

- 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: \\Nkcarmfs01\\blaggsd\\LeadershipShared\\People Team Leader Toolkits

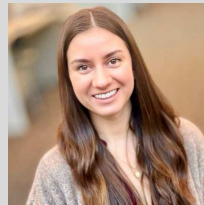
Questions?

For Questions



- Contact NKC People Department,
people@nwkidney.org

- Melanie Stout
 - x3745



- Sis Espirito
 - x3721



- Annie
 - 206-608-0216

