

# Common Mistakes with PAFs

## All PAFs (Minus terms)

-Effective Date needs to be the beginning of the pay period

## 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

## 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

## 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

## Job title Change (promotion, FTE, shift, per diem)

-Go through a requisition prior to submitting a PAF

## Document Submission

-Label Employee Documents submissions as -**Last name, First Name** {Document title}, date or review period