

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