The following information will explain the process of hiring a new employee through a Personnel Action Form or PAF. When you open the PAF, you will notice that some of the fields are highlighted in Red. These are the required fields that must be completed in order to submit your PAF for processing. However, you may need to also complete some of the optional fields as well. The PAF is broken out into four sections, the Personnel Action, Job, Position and Funding. We will review the information that needs to be completed to hire a new employee.

The first section is the Personnel Action and the first field is the Effective Date.

**Personnel Action**

- **Effective Date (Required)**: Enter the first date in which this individual will begin working by clicking the calendar icon on the right-hand side of the field.

- **Employee Name (Required)**: Enter the employee’s last name, followed by a comma, and then the employee’s first name exactly as it is listed on their social security card.

- **Employee ID (Required)**: Enter NEW if this is the first time the employee has worked with the university. Enter the employee’s 7-digit KU employee ID number if they were previously employed with a gap of at least 1 year.

- **Department # (Required)**: Enter the 7-digit KU department number. Once entered, make sure to click the magnifying glass on the right-hand side of the field to fill in the description box below the number.

- **Position # (Required)**: Enter the 8-digit position number.

- **Submitted By / Contact Information (Required)**: Enter your name as the employee submitting the PAF along you’re your contact information in case there are any questions about your PAF by those who will be processing the information.

- **Office of Research Funded (Optional)**: Only select this checkbox if this PAF needs to be routed to their office for approval.

- **Dean Funding Approval (Optional)**: Only select this checkbox if this PAF needs to be routed to a University School’s Dean’s Office for approval.

- **Dean Funding Approval Dropdown (Optional)**: If this PAF needs to be routed to a University School’s Dean’s Office for approval, select the appropriate University School.

- **Personnel Action Workflow (Required)**: Choose the “Position Data Update” value for a new hire.

The Second section is Job and the first field is also the Effective Date.
- **Effective Date** *(Required)*: Enter the first date in which this individual will begin working by clicking the calendar icon on the right-hand side of the field.

- **Action Code** *(Required)*: Select Hire from the drop down list

- **Comp Rate** *(Required)*: Enter the comp. rate for the position. Remember to enter the rate 6 digits after the decimal point.

- **Frequency** *(Required)*: Select the appropriate frequency designating whether an employee is on contract pay or receives payment on a biweekly or hourly basis.

- **Call In/Call Back** *(Optional)*: Select this pay type, if this position is designated as eligible for Call In/Call Back.

- **Stand-by** *(Optional)*: Select this pay type, if this position is designated as eligible for Stand-by.

- **Contract Pay Type** *(Optional)*: If this position is Contract Pay eligible, select whether it should be placed on Contract Pay for the Academic Year, for the Spring Semester, or because this position is a Less Than 12-Month position.

- **Time Reporting** *(Optional)*: If this position is an hourly position and needs to report time with the use of a Time Collection Device, select the appropriate Time Collection Device from this dropdown, such as Biometrics, Prox. Cards, Web Timesheet and

- **Comments** *(Optional)*: Add any comments explaining the transaction being requested by this PAF.

- **Add Action Code/Remove Action Code**: You can add or remove multiple action codes as needed. For example, you can add an action code if you know the future termination date of a job assignment.

The Third section is Position with the Effective Date listed as the first field.
- **Effective Date** *(Required)*: Enter the first date in which this individual will begin working by clicking the calendar icon on the right-hand side of the field.

- **Job Title** *(Required)*: Select the appropriate job title for this position by entering the job title in the field provided and clicking the magnifying glass located on the right-hand side. A dialog box will pop up and allow you to select the appropriate job title.

- **Full-Time vs. Part-Time** *(Required)*: Indicate whether this position is full-time or part-time by selecting the appropriate radio button.

- **Regular vs. Temporary** *(Required)*: Indicate whether this position is regular or temporary by selecting the appropriate radio button.

- **Work Schedule/Days of the Week fields** *(Required)*: Enter the work schedule of the position for which the PAF is being submitted. Use the 7 “Days-of-the-Week” fields and enter the appropriate number of hours worked accordingly and must be in ¼ (0.25) hour increments.

- **Reports to Position #** *(Required)*: Enter the 8-digit position number of the new supervisor.

- **Supervisor Name** *(Required)*: Enter the name of the new supervisor. Make sure to enter the name starting with the First Name, followed by the Last Name.
- **Add Empl Condition** *(Optional)*: Only use this field if you need to designate any employment conditions for this position, either “Serve at the Pleasure” or “Contingent upon type of funding”.

- **Add Designation** *(Optional)*: Only use this field if you need to designate any employment conditions for this position, such as “Blood Borne Pathogen Risk”, “Weather Essential Types”, “Commercial Drivers License”, etc.

- **Campus Location** *(Optional)*: Use this dropdown to select the appropriate campus location of the position.

- **Building Name** *(Optional)*: Select the appropriate building location for this position by entering the building name in the field provided and clicking the magnifying glass located on the right-hand side.

- **Room Number** *(Optional)*: Indicate the room number in which this position will be located at.

- **Phone Number** *(Optional)*: Indicate the appropriate campus phone number for this position.

- **Comments** *(Optional)*: Add any comments explaining the transaction being requested by this PAF.

The Final section is Funding with the same Effective Date listed as the first field.

### Funding

- **Effective Date** *(Required)*: Enter the first date in which this individual will begin working by clicking the calendar icon on the right-hand side of the field.

- **Dept ID** *(Required)*: Enter the appropriate 7-digit department ID number of the account code that the position will be funded by.

- **Fund** *(Required)*: Enter the appropriate 3-digit fund number of the account code that the position will be funded by.

- **CF3** *(Optional)*: Enter the appropriate chart field 3 code of the account code that the position will be funded by. Possible values in the CF3 field include PI (if this account code is from a PI’s funding) as well as the 6-digit endowment code (if this account code is endowment monies).

- **Project** *(Optional)*: Enter the appropriate 8-digit or 10-digit project number of the account code that the position will be funded by.

- **CF2** *(Optional)*: Enter the appropriate chart field 2 code of the account code that the position will be funded by. The only value that can be used in the CF2 field is CS, for cost share.

- **Distribution %** *(Required)*: Enter the appropriate percentage of distribution that this position will be funded by this specific account code. The “Total %” field will have to equal 100% before the PAF will be able to be submitted for processing.
- **The “+” (Plus) and “−” (Minus) Buttons (Optional):** If this position will be split-funded use the “+” button to add, or “−” button to subtract, account code rows to allow for different distribution percentages.

- **Pool ID (Optional):** Enter the appropriate 3-digit Pool ID # associated with the account code.

- **Comments (Optional):** Add any comments explaining the transaction being requested by this PAF.

- **Attachments:** All new hires will have attachments that need to be attached in order to complete their onboarding. Click on the attachments link to upload them to the PAF. Your documents should be attached in two groups, with the first group including all of the personnel documents, such as the Employee Data Sheet, Form I-9, State of Kansas Substance Abuse Policy and others. The second group of attachments will include the Direct Deposit, Form W-4 and Form K-4.

- **Print:** You have the option to print your completed PAF prior to submitting it for processing if you want to retain a copy for your records outside of ImageNow.

- **Reset:** This option will erase all of the information currently listed in the PAF and will reset it to a new blank form. Please note that you will not receive a warning message when this button is selected and your PAF will be reset.

- **Submit:** When you have completed your PAF and attachments, press the Submit button to route it forward through the appropriate queues.

**ImageNow/WebNow**

- Once your PAF is submitted, you can view the status of the PAF in ImageNow or WebNow.

  - By Navigating to **Documents > HR – PAF Form Status:** You can search by the Department #, Empl ID or Empl Name to view only the PAF’s that have not yet been completed. Here you can see which queue they are in to track their progress. Please note that once the information on the PAF has been processed and routed to finish you will no longer be able to search for the PAF here.

  - By Navigating to **Documents > HR – Employee Records:** You can search by the Employee ID and Employee Name, as well as Department # and more to view all of the PAF’s that have been submitted. Please note that you will see all PAF’s that have been completed as well as those that are still pending.

  - If you need to change a PAF after it has been submitted, such as to correct an error with the effective date or the funding information, you will need to contact the department who has the PAF listed in their queue, such as the Office of Research, the appropriate Dean’s office, or the Appointment Specialists to complete the update.