NEW RFA-REQUEST PAF PROCESS

1) Personnel Action set of fields:

- Now when needing to request a RFA to be keyed, you will want to make sure to select “Retro-Active Fund Rqst” within the “Personnel Action Workflow” dropdown.
- The PAF still can be routed through a Dean’s Office and through RGS/KUCR if necessary by selecting the appropriate check boxes.

2) Funding set of fields:

- You will still fill out the Funding section of fields just as you did previously: indicating the effective date the change should take place, what the funding should have been for that effective date, etc.

3) Include all supplemental documentation as you normally have in the past, including the DEMIS Gross & Fringe Report for the affected Pay Period.