- **Effective Date** *(Required)*: Choose the first date in which the position should be terminated by clicking the calendar icon on the right-hand side of the field. Please note that the termination effective date needs to be the day after the employees last day. If the employee is to be paid through 12/22/2013, then the effective date is 12/23/2013.

- **Employee Name** *(Required)*: Enter the employee’s last name, followed by a comma, and then the employee’s first name.

- **Employee ID** *(Required)*: Enter the employee’s 7-digit KU employee ID number.

- **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.

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

- **Submitted By / Contact Information** *(Required)*: Enter the name of the employee submitting the PAF along with contact information for that employee.

- **RGS-Funded** *(Optional)*: Only select this checkbox if this PAF needs to be routed to RGS/KUCR 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.
- **Effective Date** *(Required)*: Choose the first date in which the position should be terminated by clicking the calendar icon on the right-hand side of the field.

- **Action Code** *(Required)*: Choose the “Termination” value.

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

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

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

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