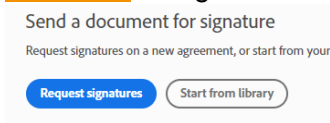
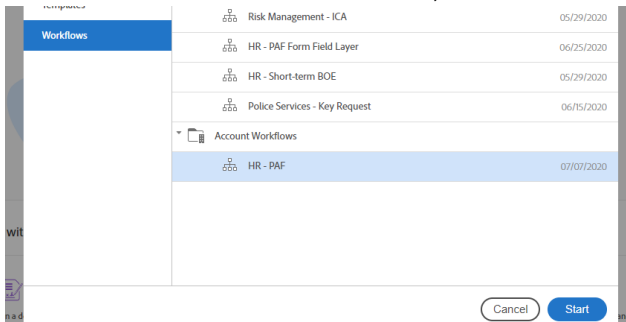


## HR - PAF WORKFLOW INSTRUCTIONS

- From the Adobe Sign [home page](#), click, "Start from library". If needed, [click here for directions](#) to login to Adobe Sign.



- Click the Workflow tab on the left, select the HR - PAF workflow template, click Start.



- Input the appropriate email address for the corresponding title. Click Send on the bottom of the page.

**Recipients** ?

Employee (if needed)

✉ Email

Department Administrator \*

✉ Email

College/Site Business Services \*

✉ Email

College President or VP

✉ Email

Fiscal Services \*

✉ Email

Human Resources \*

✉ Email

CC | [Hide](#)

Cc \*

4. Since you are the sender, you will be directed to fill out the form.

**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT** **Personnel Action Form**

Name  ID#  Effect. Date of Change  Last Date of Service  Board Date

Academic  Classified  Manager  Supervisor  Confidential  Board

Staffing Request\*\*  New Hire\*\*  Transfer\*\*  Schedule Change  Out-Of-Class Work  Step Increase\*

Unpaid Leave of Absence  Return from Leave  Categorical Non-Tenure  Reclassification  Temporary Increase\*\*  Sabbatical  Other

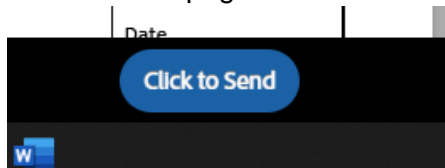
GL Code Change \*  FTE Change\*\*  Longevity\*  Leave of Absence  Workers' Comp

Board Ends Policy  \*\* Board Ends Policy (Required- See Below)  \*Does not need board date

Explanation:

POSITION	FROM	TO
TITLE		
POSITION CODE - SLOT ALT ID		
DEPARTMENT		
FTE (Attach work Calendar for <100)		
NO. OF MONTHS		
WORK SCHEDULE: DAYS/HOURS		
HRS PER YEAR		
RANGE OR CLASS/STEP		
AMOUNT (salary + long + fringe %)		
LOCATION		
START DATE		
REPORTS TO: NAME & TITLE		
GL ACCOUNT # & %		
GL ACCOUNT # & %		
GL ACCOUNT # & %		
GL ACCOUNT # & %		
APPROVALS:		

5. Once all the required fields are completed, the “Click to Send” button will appear at the bottom of the page. Click on it to send to the recipients.



**PLEASE TAKE NOTE...**

- Make sure all the emails and details are correct on the send page because you cannot return to this page once the Send button is clicked.
- Make sure that when filling out the form, you double-check that you have filled out all the required fields as there are a lot on here. The process will have to start all over if you send it and its incomplete.
- As the sender you will be notified of each milestone in the workflow via email. You will also be sent an email of the completed and signed PDF form of this document.