

PAF Instructions

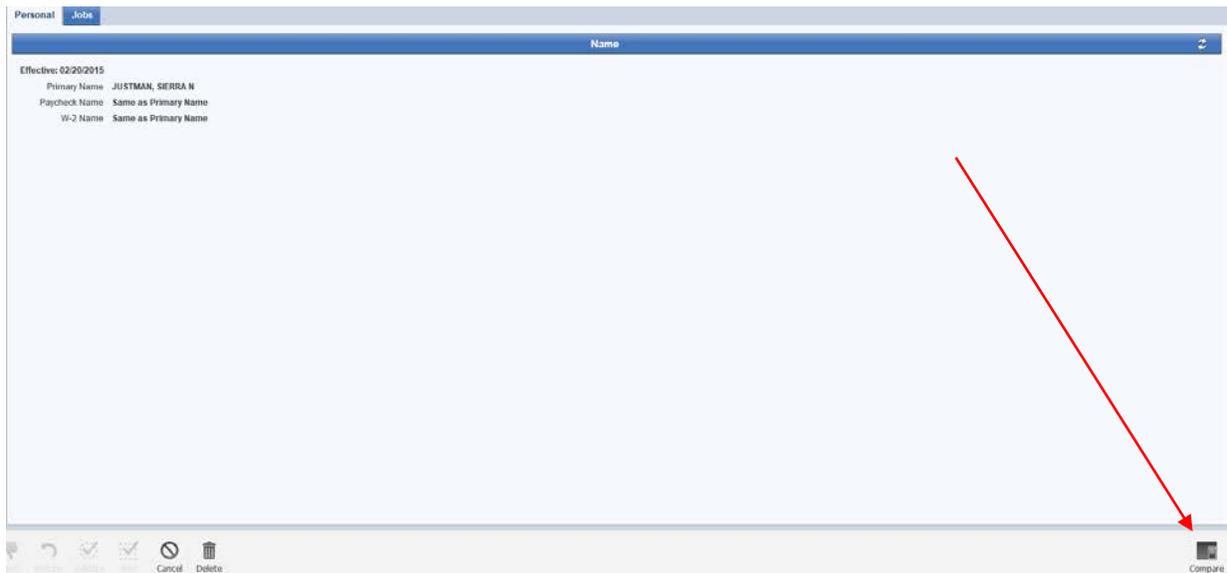
Approvals

PAF Instructions

1. Log in to your Logos account.
2. Click on **Human Resources**.
 - a. Click on **Personnel Actions**
3. Click on **Personnel Action** you are wanting to approve.

Personnel Actions									
	Employee Number	Employee Name	Number	Status	Effective Date	Code	Department	Benefit Group	
	▼ Equals...	▼ Contains...	▼ Contains...		▼ On...				
<input type="checkbox"/>	2051	[REDACTED]	2015-0000000005	Active	02/05/2015	SALARYDEC/D...	002 - BOS/Administr...	FT - EX - Leave -...	
<input type="checkbox"/>	1587	[REDACTED]	2015-0000000008	Open	02/20/2015	GL CODE CHA...	002 - BOS/Administr...	FT - NE - Leave -...	
<input type="checkbox"/>		[REDACTED]	2015-0000000003	Active	02/05/2015	NEW HIRE	002 - BOS/Administr...		
<input type="checkbox"/>	1782	[REDACTED]	2015-0000000007	Active	02/11/2015	GL CODE CHA...	037 - Sheriff	FT - NE - Leave -...	
<input type="checkbox"/>	1898	[REDACTED]	2015-0000000006	Errors X	02/05/2015	GL CODE CHA...	002 - BOS/Administr...	FT - EX - Leave -...	

4. Click on the **Compare** button on the bottom right hand corner of the screen to see what changes were made.



5. Any changes that were made to the employee will appear in red. Click on the arrow next to the items in red to see the changes in detail.

▶ **Employee Job**

▶ **Name**

1 Department In Progress 1 Human Resour... In Progress 1 Payroll In Progress 1 Post In Progress				
▶ Employee Job				
▶ 500703703 - DEPUTY SHERIFF II				
Title	Current Value	Changed Value		
Job Title	500703703 - DEPUTY SHERIFF II	500703703 - DEPUTY SHERIFF II		
Comments	2% PAY INCREASE			
▶ Job Events				
▶ GL Change Only				
Title	Current Value	Changed Value		
Job Event		GL Change Only		
Event Reason				
Sequence		1		
▶ Position				
▶ Payroll				
▶ G/L Distribution				
▶ 110101.037 - General Fund, Sheriff				
▶ 110101.037 - General Fund, Sheriff				

6. If you are satisfied with the changes that were submitted for the PAF, select the Approve button on the bottom left hand corner of the page.

① Department In Progress	① Human Resour... In Progress	① Payroll In Progress	① Post In Progress
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Employee Job
500703703 - DEPUTY SHERIFF II

Title	Current Value	Changed Value
Job Title	500703703 - DEPUTY SHERIFF II	500703703 - DEPUTY SHERIFF II
Comments	2% PAY INCREASE	

Job Events
GL Change Only

Title	Current Value	Changed Value
Job Event		GL Change Only
Event Reason		
Sequence		1

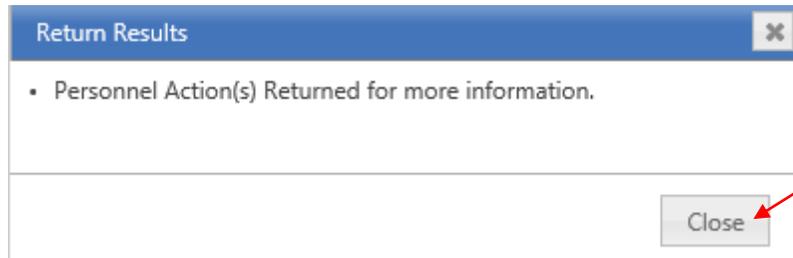
- ▶ **Position**
- ▶ **Payroll**
- ▶ **G/L Distribution**
 - ▶ 110101.037 - General Fund, Sheriff
 - ▶ 110101.037 - General Fund, Sheriff
- ▶ **Name**

- a. If there are changes that need to be made on the PAF select the **Return** button and the PAF will be sent to the person who created the PAF to resubmit with the new changes. Submit any comments and click on **Submit** to submit the return. Once the PAF is resubmitted you will be able to approve the newest form. Please note that the system will not allow you to reject the PAF unless you have the permissions.

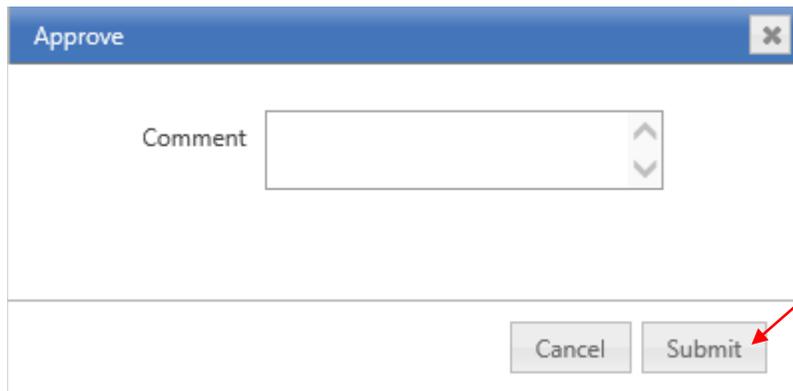
Return for More Information
✕

Comment

- b. Once you submit, the **Return Results** notice will pop up. Close it out to get rid of the message.



7. Once you click on **Approve** a window will pop up for you to make any comments and submit the approval.



8. Now your PAF is submitted and sent to HR for continuing approvals.