

PAF Instructions

End of Employment

PAF Instructions

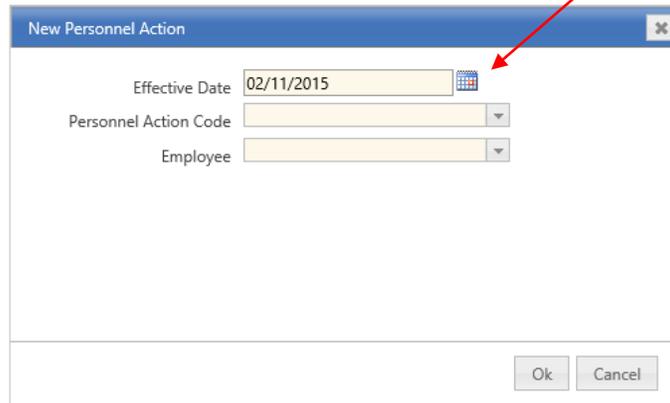
1. Log in in to your Logos account.
2. Click on **Human Resources**.
 - a. Click on **Personnel Actions**
3. Click on **New**.



Employee Number	Employee Name	Number	Status	Effective Date	Code	Department	Benefit Group
Equip...	Contains...	Contains...		On...			



- a. Enter **Effective Date**.



New Personnel Action

Effective Date 

Personnel Action Code

Employee

Ok Cancel

- b. Select which **Personnel Action Code** you are wanting to change.
- c. Select the **Employee** you are wanting to make the changes on.
- d. Depending on what **Personnel Action Code** you choose another field to fill out will appear.

- e. Select the **Position** you want to be effected by this change (most employees only have 1 position).
- f. Press **Ok** when you are ready to continue.

New Personnel Action

Effective Date: 03/02/2015

Personnel Action Code: RESIGNATION - Resignation

Employee: [REDACTED]

Position: 500703703 - DEPUTY SHERIFF

Ok Cancel

4. Click on the **Employment** tab.

Common Links

- Documents
- HR Internal Notes
- Employee Notes

Personal **Employment** **Jobs**

Edit **Employment**

Effective Date: 03/02/2015

Status Information

Status	Termination Pending Final Payroll	Comments
Status Event		
Event Reason		
Employment Type	Full-time Permanent	
Employment Class		
EEOC	Full-time Permanent	
Company	1099	

Date Selection

Hire Date	12/05/2011	Seniority Date	12/05/2011
Benefit Date	02/01/2012	Seniority Rank	
Accrual Date	12/05/2011	Termination Date	
		IMP Start Date	

null null null null null null null null null null

Print Submit Approve Reject Return Valdate Post Cancel Delete

5. Click on the **Edit** button.

The screenshot shows the 'Employment' tab in a HR system. The 'Edit' button is highlighted with a red arrow. The page displays the following information:

- Effective Date: 03/02/2015
- Status Information:
 - Status: Active
 - Status Event: [blank]
 - Event Reason: [blank]
 - Employment Type: Full-time Permanent
 - Employment Class: [blank]
 - EEOC: Full-time Permanent
 - Company: 1099 X
- Date Selection:
 - Hire Date: 12/05/2011
 - Benefit Date: 02/01/2012
 - Accrual Date: 12/05/2011
 - Seniority Date: 12/05/2011
 - Seniority Rank: [blank]
 - Termination Date: [blank]
 - IMP Start Date: [blank]

6. Click in the **Status** tab, delete the active status.

The screenshot shows the 'Employment' tab in a HR system. The 'Status' dropdown menu is open, and the 'Active' option is highlighted with a red arrow. The page displays the following information:

- Effective Date: 03/02/2015
- Status Information:
 - Status: Active
 - Status Event: [blank]
 - Event Reason: [blank]
 - Employment Type: Full-time Permanent
 - Employment Class: [blank]
 - EEOC: Full-time Permanent
 - Company: 1099
- Date Selection:
 - Hire Date: 12/05/2011
 - Benefit Date: 02/01/2012
 - Accrual Date: 12/05/2011
 - Seniority Date: 12/05/2011
 - Seniority Rank: [blank]
 - Termination Date: [blank]
 - IMP Start Date: [blank]

7. Scroll to select **Termination Pending Final Payroll** and change the Termination Date to the date the action took effect.

The screenshot shows the 'Jobs' tab of an HR system. At the top, there are tabs for 'Personal', 'Employment', and 'Jobs'. Below the tabs are 'Save' and 'Cancel' buttons. The 'Effective Date' is set to 03/02/2015. The 'Status Information' section includes fields for Status (Termination Pending Final Payroll), Status Event, Event Reason, Employment Type (Full-time Permanent), Employment Class, EEOC (Full-time Permanent), and Company. A 'Comments' text area is on the right. The 'Date Selection' section includes fields for Hire Date (12/05/2011), Seniority Date (12/05/2011), Benefit Date (02/01/2012), Seniority Rank, Accrual Date (12/05/2011), Termination Date (03/02/2015), and IMP Start Date. Two red arrows point to the 'Termination Pending Final Payroll' status and the 'Termination Date' field.

8. Once you are done entering the changes, scroll to the top of the page and select **Save**.

This screenshot is identical to the one above, showing the 'Jobs' tab with the same data. A red arrow points to the 'Save' button at the top left of the form.

9. Review your changes and when you are ready select **Submit** on the bottom left hand corner of the screen.

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains 'Common Links' with options for 'Documents', 'HR Internal Notes', and 'Employee Notes'. The main content area has tabs for 'Personal', 'Employment', and 'Jobs', with 'Employment' selected. Below the tabs is an 'Edit' button. The main content area displays 'Effective Date: 03/02/2015' and a 'Status Information' section. This section includes a table with columns for 'Status', 'Termination Pending Final Payroll', and 'Comments'. Below this are fields for 'Status Event', 'Event Reason', 'Employment Type' (Full-time Permanent), 'Employment Class', 'EEOC' (Full-time Permanent), and 'Company' (1099). A 'Date Selection' section follows, with fields for 'Hire Date' (12/05/2011), 'Benefit Date' (02/01/2012), 'Accrual Date' (12/05/2011), 'Seniority Date' (12/05/2011), 'Seniority Rank', 'Termination Date' (03/02/2015), and 'IMP Start Date'. Below these are several rows of 'null' values with dropdown menus. At the bottom, a toolbar contains icons for 'Print', 'Submit', 'Approve', 'Reject', 'Return', 'Validate', 'Post', 'Cancel', and 'Delete'. A red arrow points from the 'Submit' button in the toolbar to the 'Submit' button in the main content area.

10. Once you select submit you will get a message that pops up that tells you that your PAF has been submitted.

11. Now it is ready to be approved by your supervisor.