

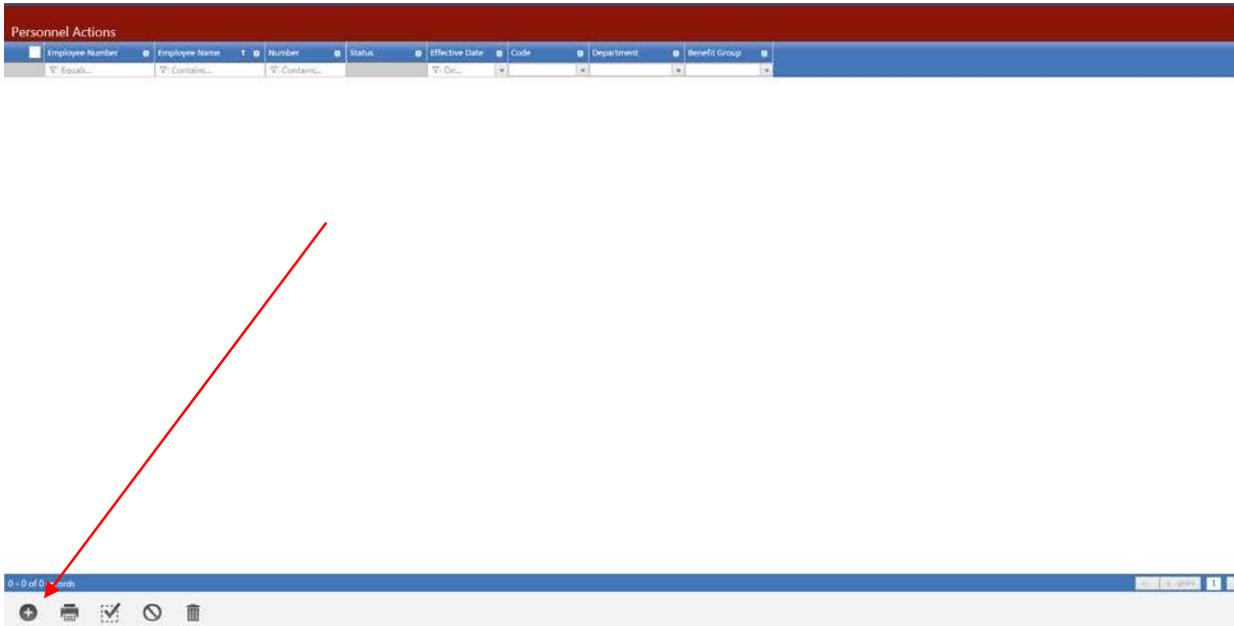
PAF Instructions

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**.



a. Enter **Effective Date**.

The image shows a dialog box titled "New Personnel Action". It contains three input fields: "Effective Date" with the value "02/11/2015" and a calendar icon to its right, "Personnel Action Code" with a dropdown arrow, and "Employee" with a dropdown arrow. At the bottom right of the dialog box are "Ok" and "Cancel" buttons. A red arrow points from the "New" icon in the toolbar above to the calendar icon in the "Effective Date" field.

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 [lock icon]

Print Submit Approve Reject Return Validate Post Cancel Delete

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

Common Links: Documents, HR Internal Notes, Employee Notes

Personal | **Employment** | Jobs

Employment

Effective Date: 03/02/2015

Status Information

Status	Active	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	

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

Common Links: Documents, HR Internal Notes, Employee Notes

Personal | **Employment** | Jobs

Save Cancel

Effective Date: 03/02/2015

Status Information

Status	Active	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	

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 a system interface. 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 dropdown menus for 'Status' (set to 'Termination Pending Final Payro'), 'Status Event', 'Event Reason', 'Employment Type' (set to 'Full-time Permanent'), 'Employment Class', 'EEOC' (set to 'Full-time Permanent'), and 'Company'. There is also a checkbox for '1099'. The 'Date Selection' section includes 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'. A red arrow points to the 'Status' dropdown, and another red arrow points to 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 settings. A red arrow points to the 'Save' button at the top left of the form.

9. Click on the Jobs Tab and then click on the “Edit” button next to the red X.

Primary	Date Range	Job Title	Department
<input checked="" type="checkbox"/>	09/29/2016 - Open	ROAD MAINTENANCE EQUIPMENT OPERATOR	045 - Public Works

Save Cancel Job Detail

Effective Date: 09/29/2016

Comments: RESIGNATION EFFECTIVE: SEPTEMBER 29, 2016

New Job Event / Reason

Job Event	Event Reason
Resigned	Out of Position

Position

10. In the comments, please include what the reason for the PAF is. Resignation eff: 9/29/16

11. Click on New under Job Event / Reason

12. Job Event: Select Resignation if the employee resigned. Select Termination if employee was terminated. Select End of Temp Employment if it is the employee’s end of temporary employment. Select Retired if employee is retiring.

13. Event Reason: select Out of Position

14. Sequence: 1

14. Click OK

15. Click Save

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

Common Links

- Documents
- HR Internal Notes
- Employee Notes

Personal **Employment** **Jobs**

Edit

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	03/02/2015
		IMP Start Date	

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- Once you select submit you will get a message that pops up that tells you that your PAF has been submitted.
- Now it is ready to be approved by your supervisor.