

PAF Instructions

Salary Increase/Decrease and/or Promotion

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 |
|-----------------|---------------|--------|--------|----------------|------|------------|---------------|
|-----------------|---------------|--------|--------|----------------|------|------------|---------------|



- 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 SALARYINC/PROMO - Salary I

Employee

Position

Ok Cancel

- 4. Click on the **Jobs** tab.

Common Links

- Documents
- HR Internal Notes
- Employee Notes

Personal **Jobs**

| Name |
|--|
| Effective: 02/23/2015 Primary Name Paycheck Name Same as Primary Name W-2 Name Same as Primary Name |

- 5. Click on the yellow **Edit** icon.

Common Links

- Documents
- HR Internal Notes
- Employee Notes

Personal **Jobs**

| Primary | Date Range |
|---|-------------------|
|    | 02/23/2015 - Open |

- 6. Click on the **Edit** icon.

Personal Jobs

| Jobs | | | |
|---------|-------------------|---------------------------------------|--------------------------|
| Primary | Date Range | Job Title | Department |
| | 02/23/2015 - Open | 110800201 - SENIOR ACCOUNT SPECIALIST | 002 - BOS/Administration |

Job Detail

Effective Date: 02/23/2015

Comments

Job Event / Reason

| Job Event | Event Reason |
|---------------------------|--------------|
| Salary Increase/Promotion | |

Position

| | | | |
|----------|---------------------------------------|------------|--|
| Position | 110800201 - SENIOR ACCOUNT SPECIALIST | Union Code | |
| Worksite | | | |

7. Click on **New** and a **Job Event/Reason** window will appear. Enter the activity happening to the employee in this case Salary Increase or Decrease. If there is an event reason select one, if not leave it blank and select **OK**.

New

| Job Event | Event Reason |
|---------------------------|--------------|
| Salary Increase/Promotion | |

Position: 110800201 - SENIOR ACCOUNT
 Title:
 Position Entry Date: 06/29/2014
 Department: 002 - BOS/Administration
 Department Entry Date: 04/21/2013

Union Code:
 Worksite:
 Workers' Comp Code:
 EEOC Category:
 EEOC Function:
 Annual Survey:

Job Event / Reason

Job Event:

Event Reason:

Sequence: 2

Cancel OK

8. Now the employee's information is open for you to make any changes.

| | | | |
|-----------------------|----------------------------|------------------------|---------------------------------|
| Position | 110800201 - SENIOR ACCOUNT | Union Code | |
| Title | | Worksite | |
| Position Entry Date | 06/29/2014 | Workers' Comp Code | 8810 - General Clerical & Admin |
| Department | 002 - BOS/Administration | EEOC Category | ADMINISTRATIVE SUPPORT |
| Department Entry Date | 04/21/2013 | EEOC Function | FINANCIAL ADMINISTRATION |
| | | Annual Survey Function | |

| Plan Information | Budgeting Information | | |
|--------------------------|-----------------------------------|--------------|------------|
| Benefit Group | FT - NE - Leave - Full-Time / Non | Position FTE | 1.00 |
| Benefit Exception | | Daily Hours | 8.0000 |
| Accrual Plan | FT Non Exempt - FT Non Exempt | Weekly Hours | 40.0000 |
| Accrual Exception | | Cycle Hours | 80.0000 |
| Longevity Plan | | Annual Hours | 2,080.0000 |
| Longevity Exception | | | |
| Plan Calculation Percent | | | |

| | | | |
|--------------------|---------------------------------|---------------|----------------|
| Pay Group | Bi-Weekly | Pay Type | Hourly |
| Grade | HourlyConversion - Hourly Conve | Grade Minimum | \$0.0001 |
| Hourly Rate | | Grade Maximum | \$999,999.9999 |
| Special Assignment | | | |
| Project | | | |
| FLSA | | | |
| FLSA Rate | | | |
| Holiday Time | <input type="checkbox"/> | | |
| Holiday Hours | | | |

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

Personal | **Jobs**

| Jobs | | | |
|---------|-------------------|-------------------------------|---------------|
| Primary | Date Range | Job Title | Department |
| | 02/11/2015 - Open | 500703703 - DEPUTY SHERIFF II | 037 - Sheriff |

Save **Cancel** **Job Detail**

Effective Date: 02/11/2015

Comments:

New **Job Event / Reason**

| Job Event | Event Reason |
|----------------|--------------|
| GL Change Only | |

Edit **G/L Distribution**

| G/L Distribution | Project |
|-----------------------------------|---------|
| 110101.037 - General Fund.Sheriff | |

10. 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 | **Jobs**

Accrual Plan **Probation - One Year Probation** Cycle Hours **80.0000**
 Accrual Exception Annual Hours **2,080.0000**
 Longevity Plan
 Longevity Exception
 Plan Calculation
 Percent

Pay Group **Bi-Weekly** Pay Type **Hourly**
 Grade **HourlyConversion - Hourly Conversion** Grade Minimum **\$0.0001**
 Grade Maximum **\$999,999.9999**
 Hourly Rate **\$20.9365**
 Special Assignment
 Project
 FLSA **Non-Exempt - Non Exempt Employees**
 FLSA Rate
 Eligible for Holiday Time
 Holiday Hours

Pay Rates

| | Hourly | Pay Period | Annual |
|--------------------|-----------|------------|-------------|
| Base Amount | \$20.9365 | \$1,674.92 | \$43,547.92 |
| Longevity | | | |
| Certification | | | |
| Special Assignment | | | |
| Adjusted Amount | \$20.9365 | \$1,674.92 | \$43,547.92 |

G/L Distribution Project
 110101.037 - General Fund, Sheriff

Print Submit Approve Reject Return Validate Post Cancel Delete

- 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.