Employee PAF Approvals
University of Northern Iowa
About Approving PAFs

In an effort to improve the processing of personnel changes, the Personnel Action Form (PAF) System was created. This system allows the University to achieve the goal of processing personnel actions more accurately and efficiently. PAFs are created online and electronically routed to the next appropriate person for approval. Once all the electronic approvals are obtained, Human Resource Services Information System Team will process the PAF.

Employees receiving special compensation are required to approve their Special Compensation (SPC) PAF. By approving their PAF they are agreeing to the “Employee Acknowledgement”.

Employee Acknowledgment

By clicking the Approve button on the PAF Notification, I certify I have read UNI Policy 4.41: Special Compensation and Summer Appointments and agree to perform the work as outlined and in compliance with this policy. I understand this work may not interfere with the fulfillment of the duties and responsibilities of my primary position.

Accessing e-Business Suite

1. Please read https://it.uni.edu/logging-oracle-e-business to learn how to access e-Business Suite. The direct link to e-Business Suite is https://ebiz.uni.edu. If you experience issues when logging in, contact the Service Hub at 273-5555.

Approving PAFs in e-Business Suite

Approvers will receive notifications via email every:

- Monday-Friday at 7:30 a.m.
- Tuesday & Wednesday at 12:30 p.m.

Approvers can also view the notifications once they have logged into e-Business Suite.

1. To view and approve the PAF, click on the “NEEDS APPROVAL…” link (A).
2. Scroll down the PAF and read carefully (B). If the PAF does not appear, read https://hrs.uni.edu/paf/adobe-pdf-plugin.

3. The PAF will appear within e-Business Suite, scroll down (C) the web page to view the Approve/Reject Reason text field (D).

4. Click once in the Approve/Reject Reason text field (D) and add a comment.

5. - If you approve of the PAF, click the Approve button (E).
   - If you do not approve of the PAF, click the Reject button (F).
   - If you do not want to act on the notification, but want to indicate you have reviewed the PAF, click the Pending button (G). The PAF will stay in your notifications, however the title of the notification will change from “NEEDS APPROVAL” to “PENDING”.
   - If you need to delegate the approval to another employee, click the Delegate button (H).
   - If you would like to request more information from someone in the PAF workflow, or another employee, click on the Request Information button (I). A message text box will appear and you can send an e-Business Suite notification requesting more information. Once you received the information, you will need to Approve or Reject the PAF.
Viewing Processed PAFs

To view PAFs you have approved:

1. Access MyUNIverse at https://portal.uni.edu
2. Click once on the Work @ UNI tab.
3. Locate the e-Business Resources pagelet and click on the "My Personnel Action Forms (PAF)" link.

Employee PAF Contacts

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>The status of the PAF</td>
<td>Hiring Department</td>
</tr>
<tr>
<td>New employee email access</td>
<td>Hiring Department. Ensure the PAF has been submitted. If the department is requesting early access, the department can complete the Request Early Account Set-Up (JW14) transaction. If the employee continues to have issues, they will need to contact the Service Hub at 273-5555.</td>
</tr>
<tr>
<td>Building key access</td>
<td>The day after the PAF is in Completed status the department can submit a Access/Key Request Form (<a href="https://fm.uni.edu/building-access-guidelines">https://fm.uni.edu/building-access-guidelines</a>).</td>
</tr>
<tr>
<td>PAF has the incorrect dollar amount</td>
<td>Hiring Department</td>
</tr>
<tr>
<td>Payment happened in the wrong month</td>
<td>Hiring Department</td>
</tr>
<tr>
<td>Tax or miscellaneous adjustment questions</td>
<td><a href="mailto:payroll@uni.edu">payroll@uni.edu</a></td>
</tr>
<tr>
<td>Benefit questions</td>
<td><a href="mailto:hrs-benefits@uni.edu">hrs-benefits@uni.edu</a></td>
</tr>
<tr>
<td>Email deprovisioning</td>
<td>Hiring Department. If the department is extending the number of days until the employee’s email and Google Apps are deprovisioned, they must indicate the business need on the PAF.</td>
</tr>
</tbody>
</table>

For questions regarding PAF preparation, send a message to paf-support@uni.edu.