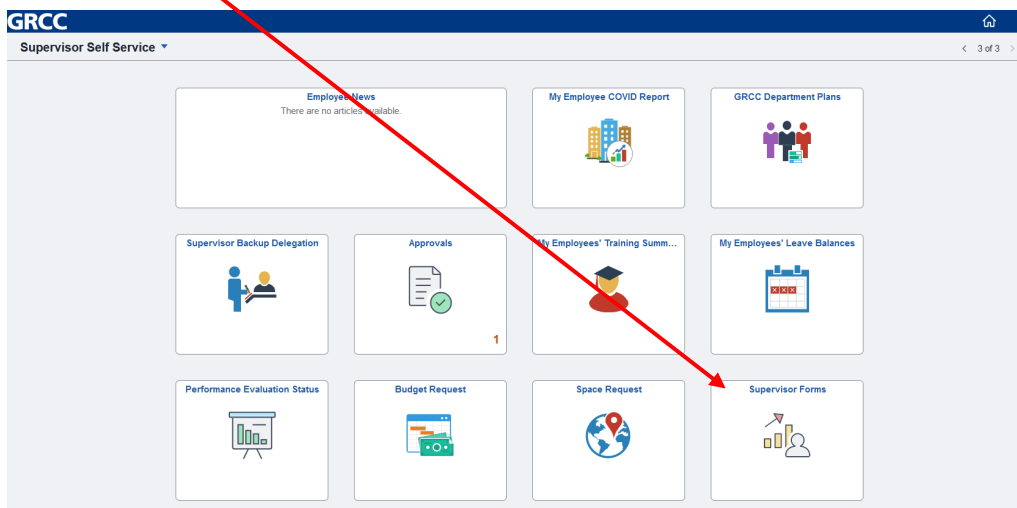


## PAF Tutorial

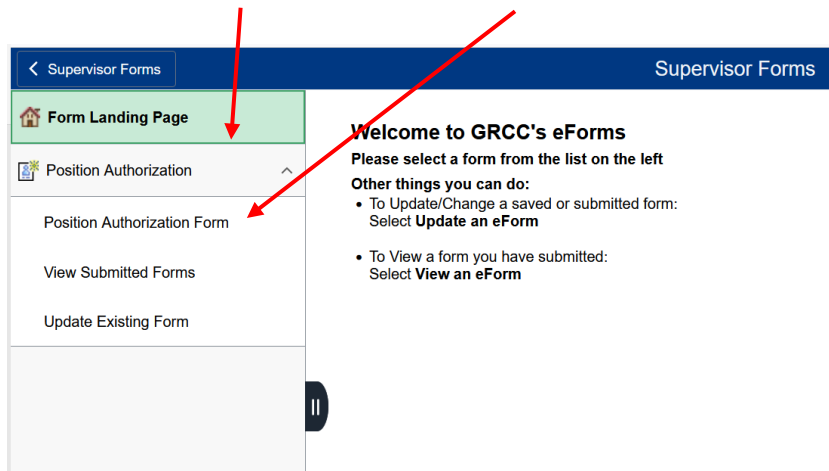
1. Log into the [Online Center](#). Navigate to the **Supervisor Self Service** Option.



2. Click the **Supervisor Forms** tile.



3. Click **Position Authorization**, then **Position Authorization Form**.



- Review the Position Authorization – Pre Requisites. This will ensure you have all the information you need prior to starting a form. Once you have this information available and you’re ready to begin, click **Next**.

Supervisor Self Service Supervisor Forms Form ID 111739

Prerequisites

Position Authorization - Pre Requisites

**Welcome to our new PAF Process!**

Use this form for both Contingent and Regular PAFs

Each form will indicate key fields and if they are required or recommended (i.e. account number for a new PAF is required) Please be sure you have required information ready before clicking Next\*

**New Position**

- Account Number (Required)
- Job Description (Required)

**Position Renewal** (Employee ID)

**Position Replacement - including Interim**

- Account Number (Required)
- Job Description (Recommended)
- Network Authorization Form (Required - if interim has been identified)

**Position Reclassification**

- Updated Job Description (Required)

**Position Elimination** (No Requirements)

**Supervisor Change** (No Requirements)

**Department Change** (No Requirements)

**Title Change** (No Requirements)

Next Save

- Select the PAF Category: Contingent or Regular.
  - Tip: Any position in the Meet & Confer, APSS, CEBA, Campus Police or Faculty employee group should select the Regular PAF.

Supervisor Self Service Supervisor Forms Form ID 111739

PAF Form

The Position Authorization Form (PAF) is an internal form that provides authorization for the Supervisor and Budget Control Officer (BCO) to review their budget and get approval to hire an individual. The PAF is not a contract and is not shared with employees and the employee is not involved in the approval process (for example, they are not required to sign the PAF form).

Select **Category** (Regular, Contingent) from category list. Then select **Type**

Select **Type**

\*PAF Category

Submitted By Laura Caulk

Contingent  
Regular

Previous Save Submit

- Once you select Contingent or Regular, you will then select the PAF type. This is the reason you are submitting the form (example: New Position, Replacement, etc.). Depending on the PAF type (Contingent or Regular), you will receive a different drop down of types. Select the type the best corresponds to your request.

Supervisor Self Service Supervisor Forms

Form ID 111739

**PAF Form**

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Select **Category** (Regular, Contingent) from category list. Then select **Type**

**Select Type**

\*PAF Category: Contingent Submitted By: Laura Caulk

\*PAF Type:   
 Contingent - New Position  
 Contingent - Position Renewal

▶ **Comments**

Previous Save Submit

Supervisor Self Service Supervisor Forms

Form ID 111739

**PAF Form**

The Position Authorization Form (PAF) is an internal form that provides authorization for the Supervisor and Budget Control Officer (BCO) to review their budget and get approval to hire an individual. The PAF is not a contract and is not shared with employees and the employee is not involved in the approval process (for example, they are not required to sign the PAF form).

Select **Category** (Regular, Contingent) from category list. Then select **Type**

**Select Type**

\*PAF Category: Regular Submitted By: Laura Caulk

\*PAF Type:   
 Position - New  
 Position - Reclassification  
 Position - Replacement  
 Update - Department Name  
 Update - Supervisor  
 Update - Title

▶ **Comments**

Previous Save Submit

7. Once you select the PAF type, click submit to begin the form.
8. Follow the prompts on the form and ensure that you fill out each item accurately and thoroughly.
9. When the form is completed, it will be routed to the next reviewer/approver.