**PAF Tutorial**

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

![GRCC Online Center](https://via.placeholder.com/150)

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

![GRCC Supervisor Self Service](https://via.placeholder.com/150)

3. Click **Position Authorization**, then **Position Authorization Form**.
4. 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**.

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

6. 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.
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.