PAF Tutorial

1. Log into the Online Center. Navigate to the Supervisor Self Service Option.



2. Click the Supervisor Forms tile.

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Supervisor Self Service	·				< 3 of 3 >
	Employed There are no artic	News ees atable.	My Employee COVID Report	GRCC Department Plans	
	Supervisor Backup Delegation	Approvals	tr Employees' Training Summ	My Employees' Leave Balances	
	Performance Evaluation Status	Budget Request	Space Request	Supervisor Forms	

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**.

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	Prerequisites Position Authorization - Pre Requisites		Fo	orm II	D 1117	'39
	Welcome to our new PAF	Process!				
	Each form will indicate key finds and if they a	iguar Mes ara ramiinad ar ranamaandad (i.a. ananust humbar far a naw DAE in ramiinad) Dianaa ba qura yay baya ramiinad information raadu befara aliakina Naw!!				
	New Position	are required or recommended (i.e. account number for a new PAP is required) Please de sure you have required miormation ready before clicking vext				
	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 int 	terim has been identified)				
	Position Reclassification					
	Updated Job Description (Required)					
	Position Elimitation (No Requirements)					
	Supervisor change (No Requirements)					
	Department Change (No Requirements)					
	Title Change (No Requirements)					
	Next Save					

- 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.

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+ : PAF Form				Form	ID 111	739
The Position Authorization Form (PAF) is employees and the employee is not involved in the employee in the em	an internal form that provides suthorization for the ved in the approval process (for example, they are	Supervisor and Budget Control Officer (BCO) to review their budget and get approval to hire not required to sign the PAF form).	an individual. The PAF is not a contract and is n	iot shared	l with	
Select Category (Regular, Contingent) fro	om category list. Then sylect Type					
*PAF Category	· ·	Submitted By Laura Caulk				
▶ Comments	Contingent					
Previous Save Submit	Regular					

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.

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	Select Category (Regular, Contingent) fro	im category list. Then select Type			
	Select Type				
	*PAF Category *PAF Type	Contingent Submitted By Laura Caulk			
	• Comments	Contingent - New Position			
	Previous Save Submit	Contingent - Position Renewal			
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- 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.