

Requesting a PAF – Go to: <https://portal.occc.edu/sites/hire/SitePages/PAF%20REQUEST%20FORM.aspx>



HR Hiring

EDIT LINKS

PAF REQUEST FORM

Search this site

EDIT LINKS

Fill out the required information on the form below and click submit to request a PAF from HR. You will receive a confirmation email shortly after submitting the form. When finished, you may close this page.

You may click [HERE](#) to view a brief tutorial.

Click the dropdown and select from the list of PAF Request Descriptions first.

PAF Request Form

Please Note: If you change the PAF Request Description field after filling out the form, some fields will be reset to blank.

PAF Requested By	steven.k.nelson
PAF Request Description	<input type="text" value="▼"/>
PAF Request Reason	<input type="text" value="▼"/>
Employee Name	<input type="text"/>

- Hire -Hiring Proposal through People Admin
- Hire - Adjuncts Only
- Continuation
- Change to Current Position
- Position Reassignment - Hiring Proposal through People Admin
- Termination
- Degree Recognition

Then click the second dropdown and select from the list of PAF Request Reasons.

PAF Request Form

Please Note: If you change the PAF Request Description field after filling out the form, some fields will be reset to blank.

PAF Requested By	steven.k.nelson
PAF Request Description	<input type="text" value="▼"/> You must make a selection for PAF Request Reason.
PAF Request Reason	<input type="text" value="▼"/> You must select a PAF Request Description before selecting the reason.
Employee Name	<input type="text"/>

- Resignation
- Retirement
- Discharge
- Adjunct not returning next semester

Submit

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The form will display the rest of the fields based on the dropdown selections. Required fields are marked with a red * or a red outline.

Fill out the rest of the form and click the Submit button.

PAF Request Form

Please Note: If you change the PAF Request Description field after filling out the form, some fields will be reset to blank.

PAF Requested By	steven.k.nelson		
PAF Request Description	Termination	▼	
PAF Request Reason	Retirement	▼	

Employee Information

Employee Name	First	*	Last	*	MI
Last Day Worked	*		Colleague ID if known		

Click the button below to attach a resignation letter.
[Click here to attach a file*](#)

Please include any additional information you feel necessary for this PAF request in the box below.

Submit

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Certain selections give you the opportunity to input Accounting information and allow you to split funding between multiple accounts. If you enter less than 100 percent and tab out of the field, another row will appear. Up to three rows are possible.

Note: These fields are not mandatory and are there for your convenience if you wish to fill them in.

PAF Request Form

Please Note: If you change the PAF Request Description field after filling out the form, some fields will be reset to blank.

PAF Requested By	steven.k.nelson		
PAF Request Description	Hire -Hiring Proposal through People Admin		
PAF Request Reason	Rehire		

Employee Information

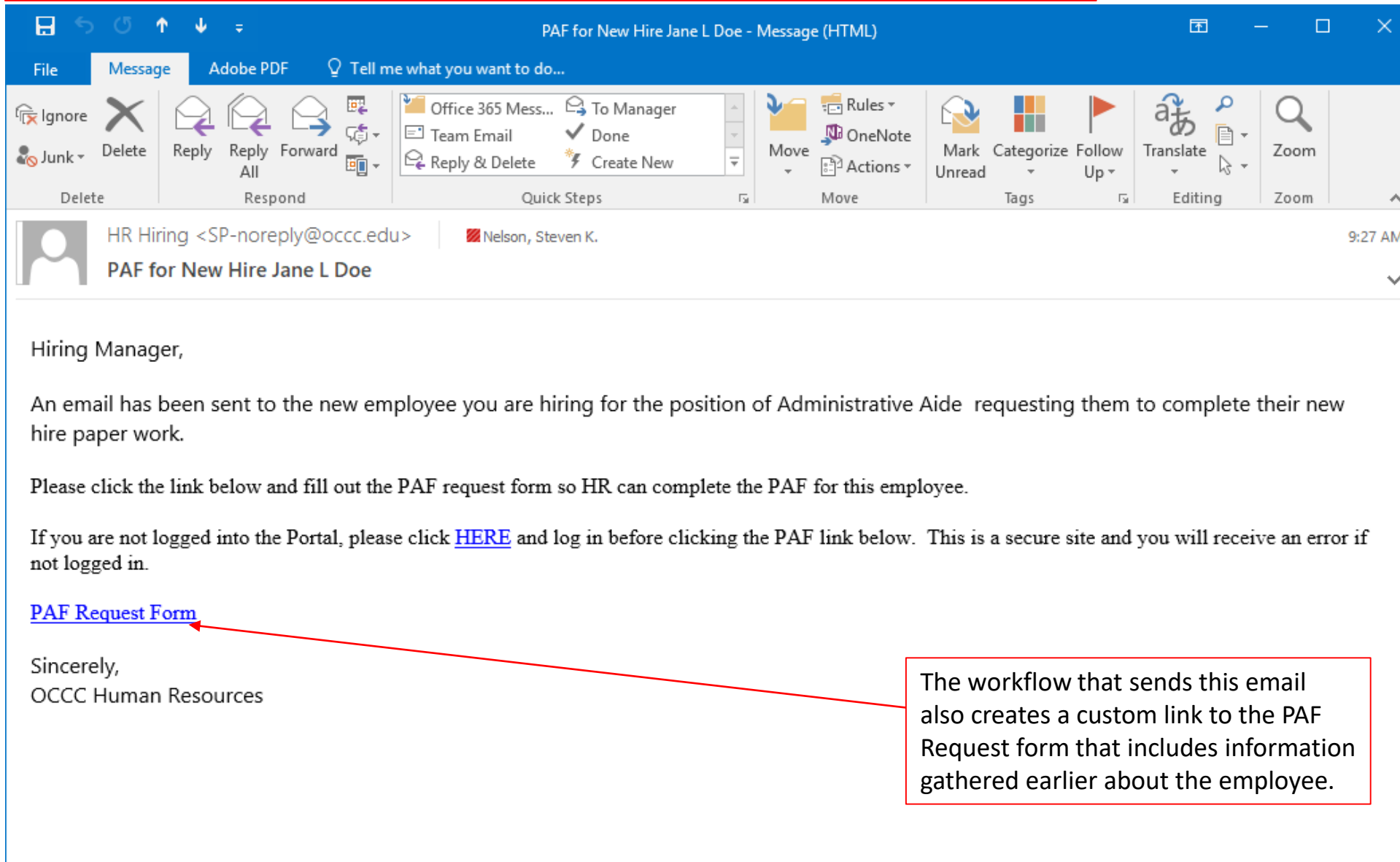
Employee Name	First Jane	Last Doe	MI L
Start Date	4/17/2019	Colleague ID if known	2222222
Supervisor	Mary		

Accounting Unit(s)	Percent	Mnemonic	Account No.
	50		

Position	Department
Administrative Aide	Biology

Please include any additional information you feel necessary for this PAF request in the box below.

You may receive and email from HR if the employee is working their way through the hiring process. (See below)



The screenshot shows an Outlook window titled "PAF for New Hire Jane L Doe - Message (HTML)". The interface includes a ribbon with "File", "Message", and "Adobe PDF" tabs. The "Message" ribbon is active, showing various actions like Ignore, Delete, Reply, Reply All, Forward, and Quick Steps. The email header shows it is from "HR Hiring <SP-noreply@occc.edu>" to "Nelson, Steven K." at 9:27 AM. The subject is "PAF for New Hire Jane L Doe".

Hiring Manager,

An email has been sent to the new employee you are hiring for the position of Administrative Aide requesting them to complete their new hire paper work.

Please click the link below and fill out the PAF request form so HR can complete the PAF for this employee.

If you are not logged into the Portal, please click [HERE](#) and log in before clicking the PAF link below. This is a secure site and you will receive an error if not logged in.

[PAF Request Form](#)

Sincerely,
OCCC Human Resources

The workflow that sends this email also creates a custom link to the PAF Request form that includes information gathered earlier about the employee.

When you click on the link, you will be presented with the PAF Request form. Any information gathered earlier in the process will automatically populate to save you as much time as possible. In the two examples below, all the information circled in red is populated by the system. You are only required to fill in the fields you see shaded below in this case. Click on Submit when finished.

PAF Request Form

Please Note: If you change the PAF Request Description field after filling out the form, some fields will be reset to blank.

PAF Requested By	steven.k.nelson		
PAF Request Description	Hire - Adjuncts Only		
PAF Request Reason	Rehire		

Employee Information

Employee Name	First John	Last Doe	MI L
Start Date	<input type="text"/>	Colleague ID if known 3456789	Supervisor <input type="text"/>
Accounting Unit(s)	Percent	Mnemonic	Account No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Department		
Professor of Biology	<input type="text"/>		

Please include any additional information you feel necessary for this PAF request in the box below.

PAF Request Form

Please Note: If you change the PAF Request Description field after filling out the form, some fields will be reset to blank.

PAF Requested By	steven.k.nelson		
PAF Request Description	Hire -Hiring Proposal through People Admin		
PAF Request Reason	Rehire		

Employee Information

Employee Name	First John	Last Doe	MI R
Start Date	<input type="text"/>	Colleague ID if known 2345678	Supervisor <input type="text"/>
Position	Department		
Enterprise Admin	<input type="text"/>		

Please include any additional information you feel necessary for this PAF request in the box below.

If you click on Submit before supplying all of the required information, you will see this screen with a list of required fields missing information.

It appears you have some missing information. Please check over the form and look for fields with red * or red outlines and fill them in as they are required.

The fields in question are listed below.

Click the OK button below to return and continue filling out your form. When you have completed the missing information, click Submit again. Thank You.

Check the fields listed here for missing information.

Supervisor
Department

OK

Take note of the fields that are missing information, then click OK to return and finish the form.

Once you have submitted the PAF request, you will receive a confirmation email like the one below.

