Creating New PAF

How to Login into CentralSquare

Log into CentralSquare
- o Key in your username impcld*****
- o Key in your password

When logging into CentralSquare please note that you have to key in the domain followed by your CentralSquare assigned username. The domain is:

impcld

How to access the Personnel Action Forms
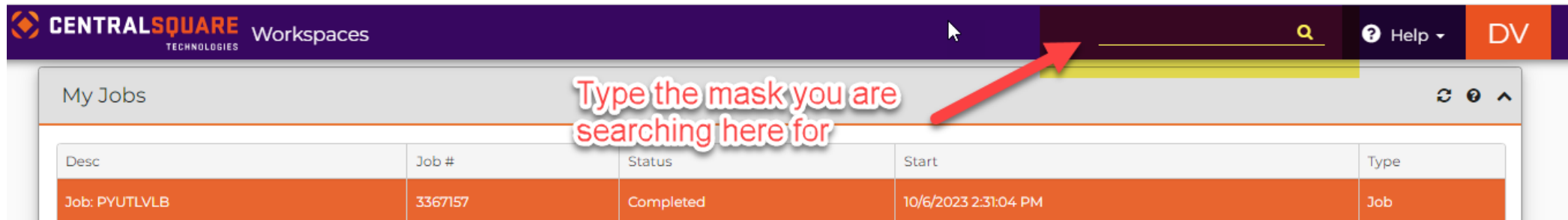
Accessing the Personal Action Forms:

Go to Search Bar on the top right-hand corner and key in one of the following mask depending on what you are entering:

HRPANH- HR Personal Actions New Hire (Used for entering New Hires) **(see Slide 5 for instructions)***

HRPACC- HR Personal Actions Position Changes (Used for entering Promotions, Merits, Demotions) **(see Slide 20 for instructions)***

HRPASR- HR Personal Actions Separations (Used for Retirement, Terminations, Resignations) **(see Slide 38 for instructions)***

*****to activate the hyperlink, you must press and hold the CTRL key and click on the hyperlink.**

How to access the Personnel Action Forms

Accessing the Personal Action Forms:

The Personal Action Forms links can also be accessed in the Human Resources workspace

Entering Information for PAF (New Hire)

1. Locate the search bar on the top right corner of the CentralSquare page.

2. Enter Mask: "**HRPANH**" or "**HR Personnel Actions New Hire".** Then click on it. A new window should open.

Entering Information for PAF (New Hire)

3. Once the **HRPANH** window opens you will be able to create a new PAF. When you are creating the PAF, you will click on the **"+"** sign and it will generate a new PAF number.

Click here to generate a new PAF
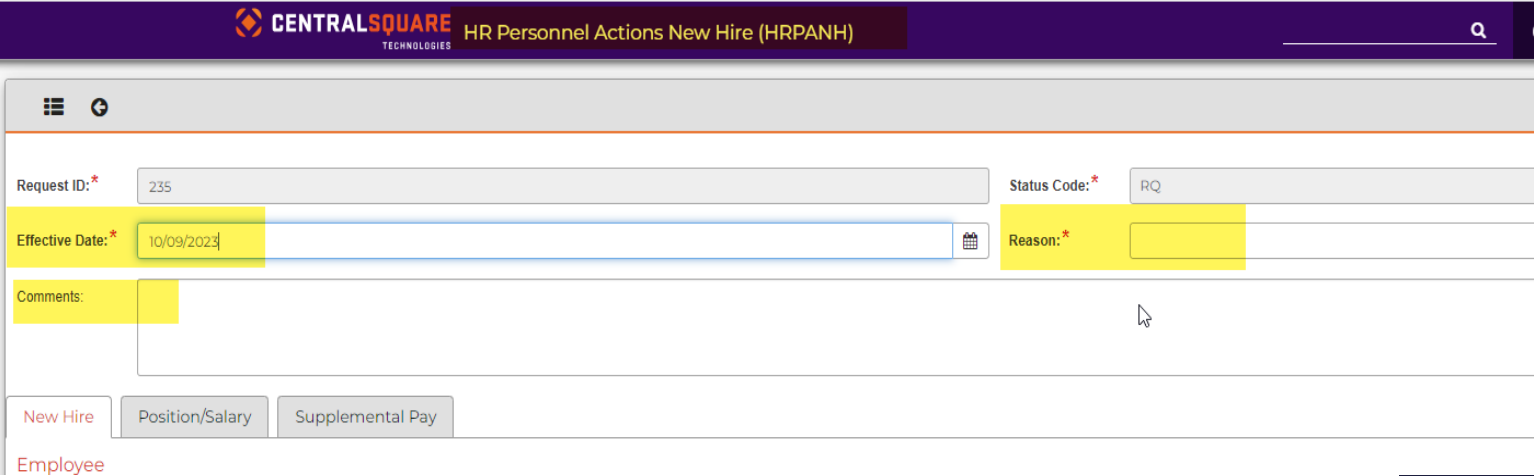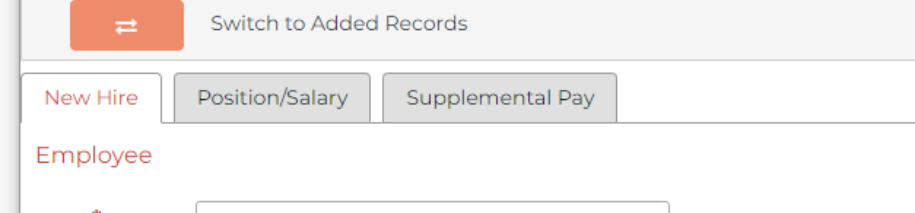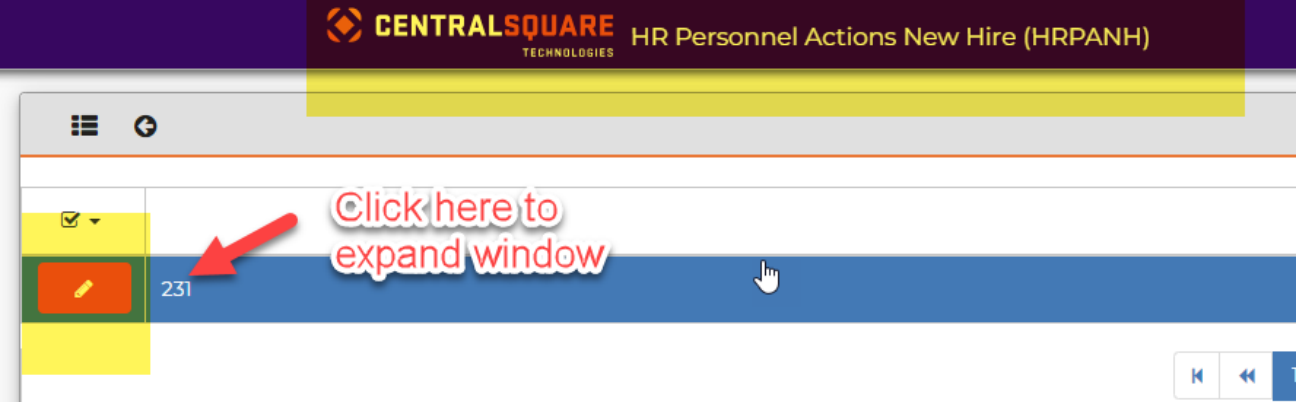

PAF number that has been generated

Entering Information for PAF (New Hire)

4. Click on the "**Pencil Icon**". This will expand the window. Here you will enter the following information
- Effective Date
- Reason
- Comment

Entering Information for PAF (New Hire)

5. In the New Hire tab, you will enter the New Hire's information. Everything with an asterisk and the address must be filled out.

Entering Information for PAF (New Hire)

6. In the Position/Salary tab, you will enter the New Hire's position information. Everything with an asterisk must be entered.

Entering Information for PAF (New Hire)

7. PCN- Click on the PCN button to change PCN. This will bring up a window.
There will be multiple options to search for the position.

Entering Information for PAF (New Hires)

8. When searching for the position, click on the search button and it will give you different options to filter your search.

9. Then, enter information for your search. You can either click on the search button or press enter. Different positions will appear. Click on the correct position that you need. The position will be highlighted orange

10. Once selected, you can either click OK or press enter.

Entering Information for PAF (New Hires)

11. Click on the "**Position button**". This will bring up another window.
The position that was selected for the PCN box will be the only position available to select.

Entering Information for PAF (New Hires)

12. For the "**FTE**", you will enter "1.0"

13. Click on **Assignment Status**. This will bring up a drop box. There you will be able to make your selection. EX: Regular, Extra Help

Entering Information for PAF (New Hires)

14. Click on **Schedule/Range/Step**, this will bring up a drop box. There you will make the selection of the step the employee will start on.

15. Click on **Ratio Factor**, this will bring up a drop box. There will be different options. You will select the one that has "1"

Entering Information for PAF (New Hires)

16. Once all information has been entered, you can press enter. This will bring up the Submit button.

17. Once all information has been verified you will press submit. You should then get a green banner stating that it has been submitted.

*Make sure to write done the PAF number. You will need it to approve the PAF.

Approving PAF (New Hires)

1. Return to the main CentralSquare page. On the right-hand side there will be a bar titled "Menu". Under "Menu", it will say "Standard User" or "Accounts Payable" (it depends on which workspace you are in) click on the triangle. This will give you a drop box with different options. Click on the Human Resources option.

Approving PAF (New Hires)

2. Once you have clicked on Human Resources, this will bring you to a new workspace. Look for the box that says PAF Approval.

3. Click on "**HR Personnel Actions Approval New Hire**"

Approving PAF (New Hires)

4. The "**HR Personnel Actions Approval Position Change"** will open in a new tab. You will enter the PAF number that was created, in the **Request ID box.** Then, press Enter.

5. Then, you will click on the "**Pencil Icon**" to expand the PAF.

Approving PAF (New Hires)

6. The PAF will then expand. This will allow you to verify the information. Then you can **"Approve" or "Reject"** the PAF that was submitted. If you approve the PAF you should get a green banner saying, "Successfully **Approved**" If you reject the PAF, you should get a green banner saying, "Successfully **Rejected**"
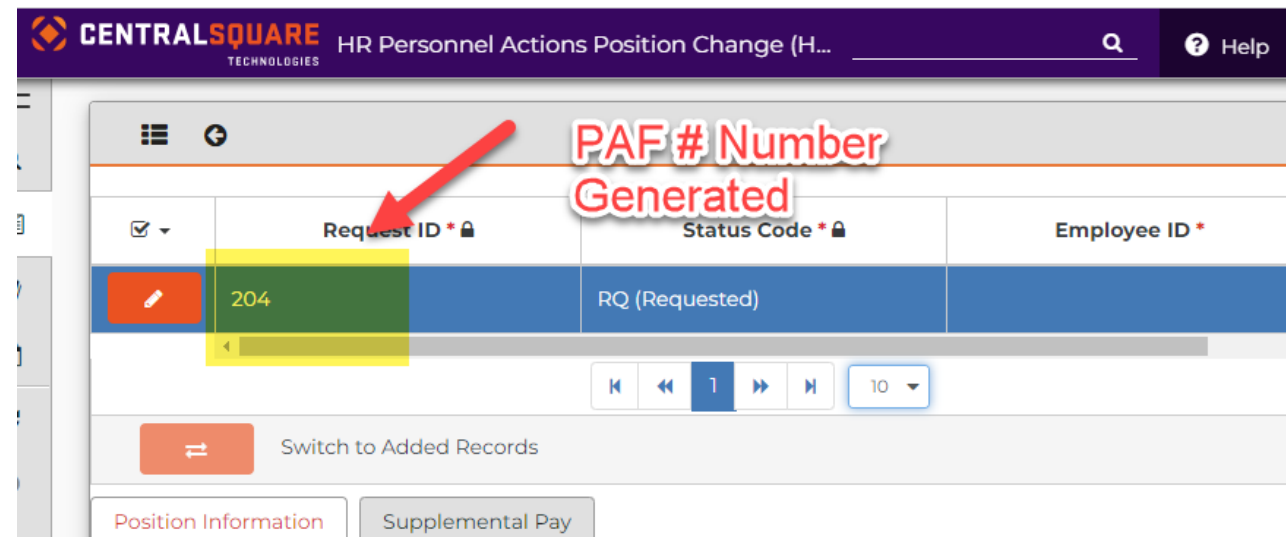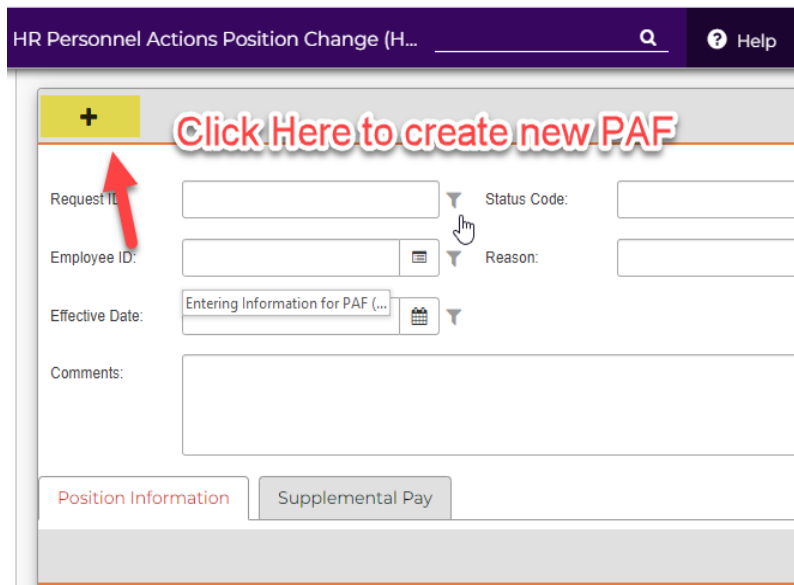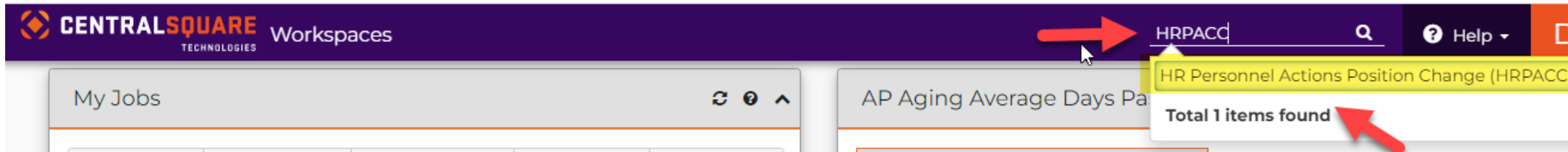
Entering Information for PAF (Promotions/Merits)

1. In the search bar use mask **"HRPACC"**, this will open a new window.
   - When you are creating the PAF, you will click on the **"+"** sign and it will generate a new PAF number

Entering Information for PAF (Promotions/Merits)

2. Then, you will click on the "**Pencil Icon**" to expand window and enter employee's information

Entering Information for PAF (Promotions/Merits)

3. The page will then expand allowing you to enter the employee's information. You will then add the following information:

o Employee ID number
o Effective Date
o Reason (Click on reason and drop down will open)
o Comment

Once information is entered and verified. Press enter on keyboard.

The "**Submit Button**" will appear. **DO NOT CLICK SUBMIT**. This will submit the PAF before position changes have been made.

If information is correct, a green pop-up will appear.

Please see next slide for example

Request ID: * 204

Status Code: * RQ

Employee ID: *

Reason: * PR

Effective Date: * 09/22/2023

Submit Cancel

Comments: PROMOTION

The information highlighted red is the information that will need to be entered

Position Information | Supplemental Pay

Edit 1 of 1

Current:

Press Enter once information has been entered

Proposed:

Calendar: STANDARD

Calendar: STANDARD

Type: REG REGULAR

Type: REG REGULAR

Bargaining Unit: N

Bargaining Unit: N

Department: 1006001

Department: 1006001

Entering Information for PAF (Promotions/Merits)

4. If you need to make changes to the following information, it will need to be updated in the "**Proposed Box**".

- Type

- Bargaining Unit

- Department

You will click on the triangle (right hand side) and then select from the drop box. *__see next slide for example__

Entering Information for PAF (Promotions/Merits)

5. You will now enter the information for the new position or merit. Depending on the screen, there will be two different options. If the window is expanded continue to step 6. If not, On the bottom left-hand corner, there is a pencil icon. You will click there to expand the window.

Entering Information for PAF (Promotions/Merits)

6. Once window has been expanded, scroll down to view "**Proposed**" window. There will be two boxes that will be titled proposed. On the second box that says "**Proposed"**, you will enter the employee's new information. The employee's previous position will already be entered. You will need to update it.

Entering Information for PAF (Promotions/Merits)

7. Click on the PCN button to change PCN. This will bring up a window. There will be multiple options to search for the position.

Entering Information for PAF (Promotions/Merits)

8. When searching for the position, click on the search button and it will give you different options to filter your search.

9. Then, enter information for your search. You can either click on the search button or press enter. Different positions will appear. Click on the correct position that you need. It will be highlighted orange.

10. Once selected, you can either click OK or press enter.

Entering Information for PAF (Promotions/Merits)

11. Click on the **"Position Button"**. This will bring up another window. The position that was selected for the PCN box will be the only position available to select.

Click on Position Button and the Position Lookup window will pop up

Position will already be highlighted. You will only need to click OK or press enter

Entering Information for PAF (Promotions/Merits)

12. You will now enter the Sched/Range/Step. You will click on the triangle (right hand side). A drop bow will appear and you can then make your select for the Sched/Range/Step.
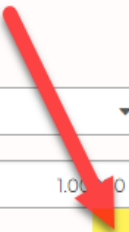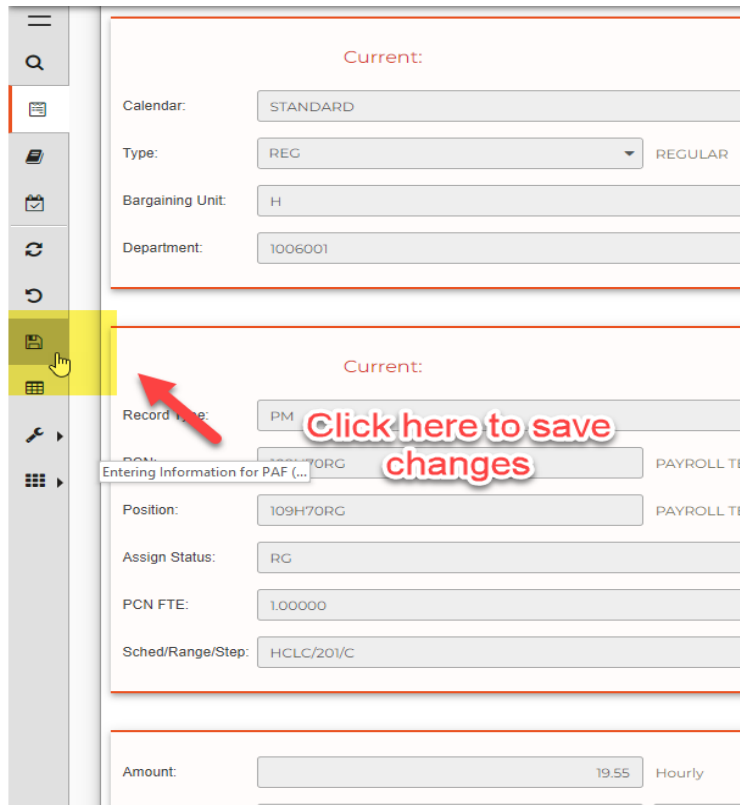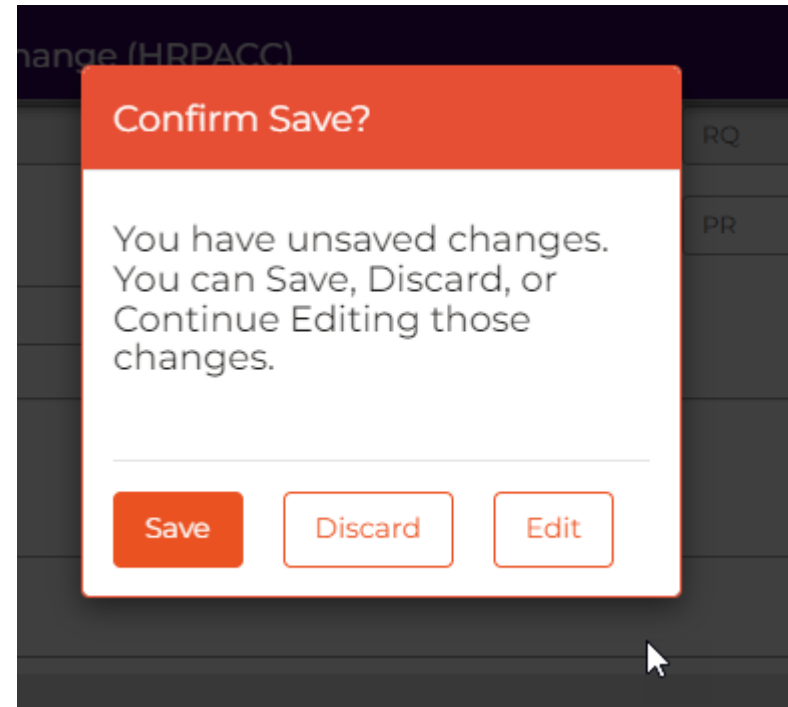
Entering Information for PAF (Promotions/Merits)

13. You will then go to the sidebar and click on the small "**Floppy Disc Icon**". You will then get a pop up that will ask if you want to save. Click save.
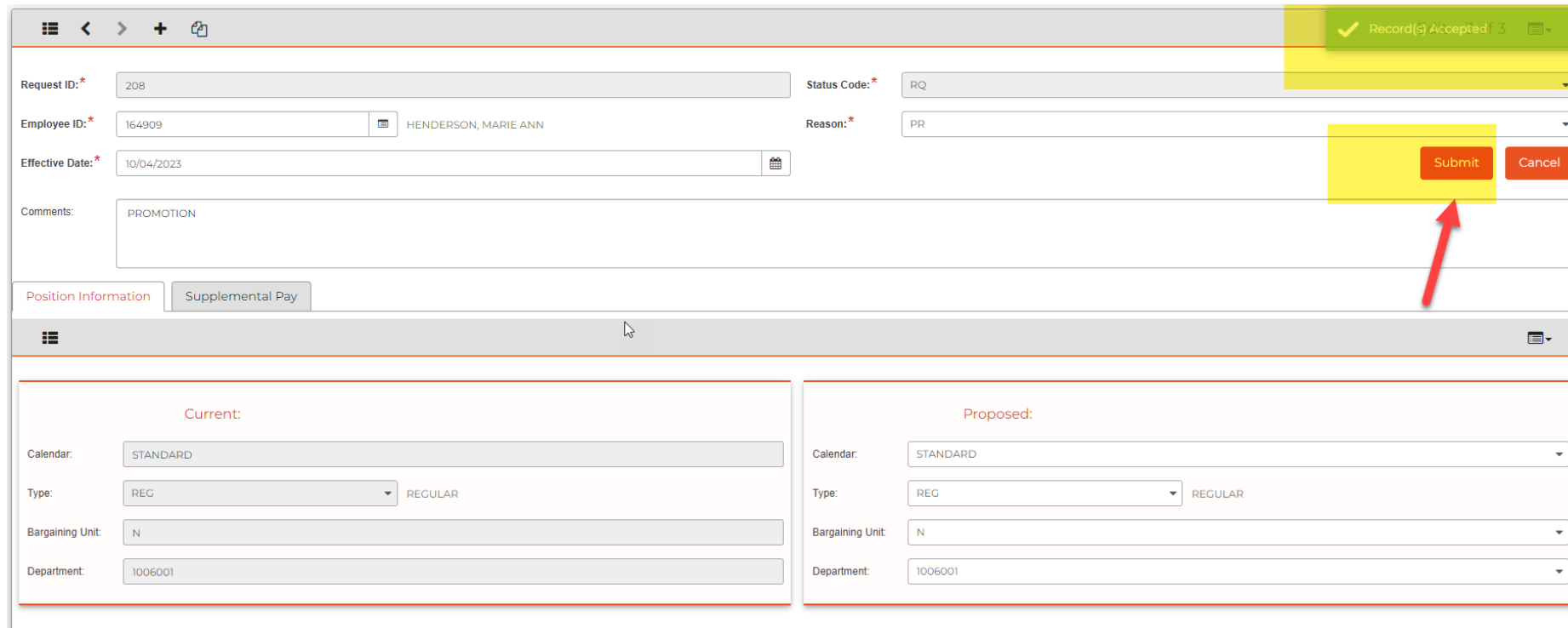

Click here to save changes

Confirm Save?

You have unsaved changes. You can Save, Discard, or Continue Editing those changes.

Save   Discard   Edit

Entering Information for PAF (Promotions/Merits)

14. Once everything has been saved, you can then submit the PAF.

Approving PAF (Promotions/Merits)

1. Return to the main Central Square page. On the right-hand side there will be a bar titled "Menu". Under "Menu", it will say "**Standard User**" or **"Accounts Payable"(**depending on which workspace you're in). Click on the "**triangle"**. This will give you a drop box with different options. Click on the **Human Resources** option.

Approving PAF (Promotions/Merits)

2. Once you have clicked on Human Resources, this will bring you to a new workspace. Look for the box that says PAF Approval.

3. Click on "**HR Personnel Actions Approval Position Change**"

Approving PAF (Promotions/Merits)

4. The "**HR Personnel Actions Approval Position Change"** will open in a new tab. You will enter the PAF number that was created, in the **Request ID box.** Then, press Enter.

5. Then, you will click on the pencil icon to expand the PAF.

Approving PAF (Promotions/Merits)

6. The PAF will then expand. This will allow you to verify the information. Then you can **"Approve" or "Reject"** the PAF that was submited. If you approve the PAF, you should get a green banner saying, " **Successfully Approved**" If you reject the PAF, you should get a green banner saying, " **Successfully Rejected**"

Entering Information for PAF (Terminations/Resignations)

1. Locate the search bar on the top right corner of the Central Square page.

2. Enter Mask: **"HRPASR"** or "**HR Personnel Actions Separation".** This will open a new window

3. Once the window has opened, you will be able to create a new PAF. When you are creating the PAF, you will click on the **"+"** sign and it will generate a new PAF number.
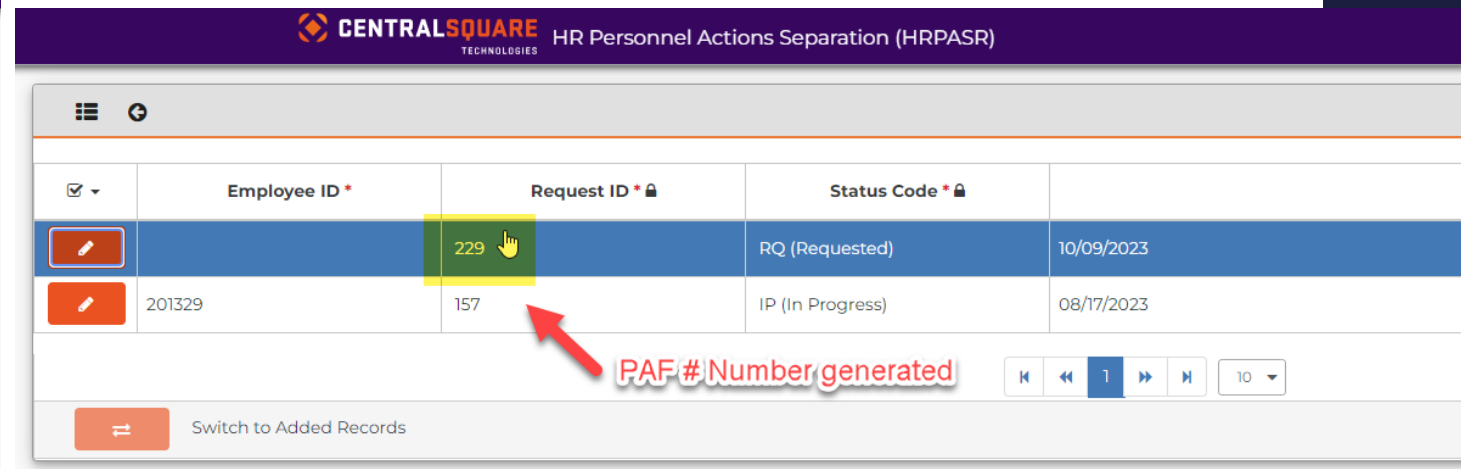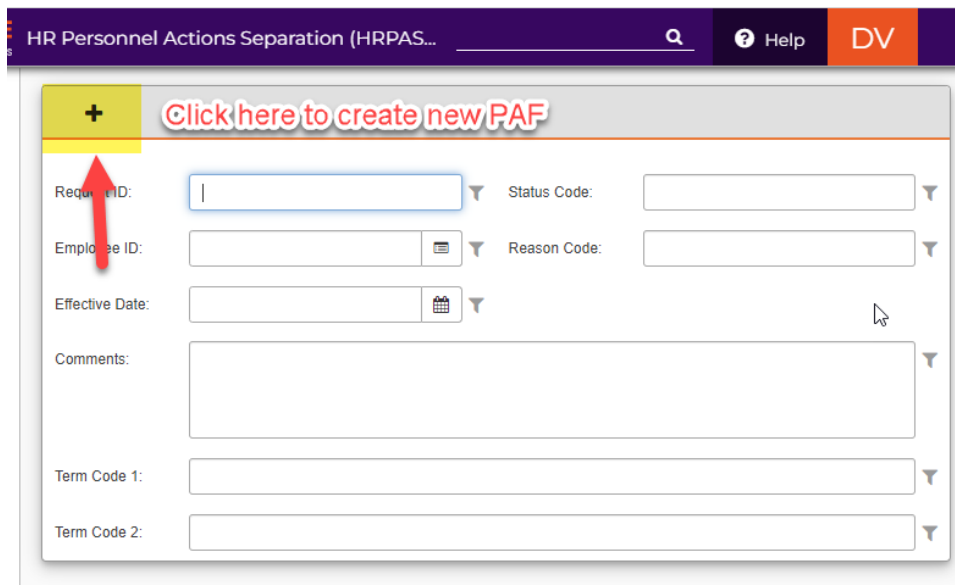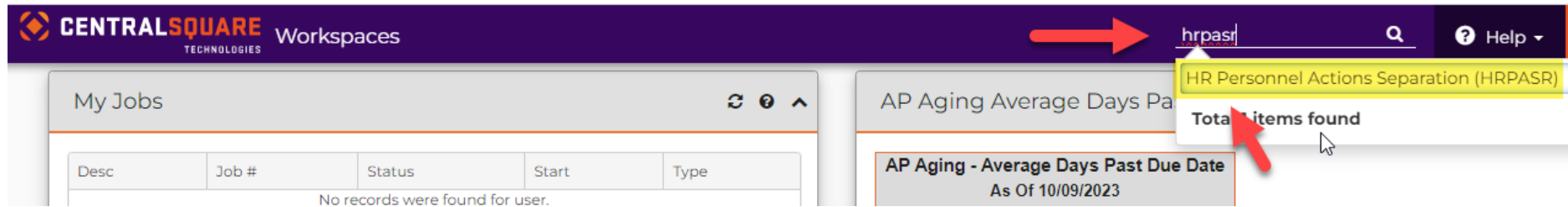
Entering Information for PAF (Terminations/Resignations)

4. Then you will click on the "**Pencil Icon**" to enter the employee's information

5. The page will then expand allowing you to enter the employee's information. You will then add the following information:

- Employee ID number
- Effective Date
- Reason (Click on Reason and drop down will open)
- Comment
- Term Code 1 (Click on Term Code 1 and drop down will open)

Please see next slide for example for Step 5

Entering Information for PAF (Terminations/Resignations)

6. After you press enter, the submit button will appear. Once information has been verified, click "**Submit**" and a green banner will appear.

Approving PAF (Terminations/ Resignations)

1. Return to the main CentralSquare page. On the right-hand side there will be a bar titled **"Menu".** Under **"Menu"**, it will say **"Standard User"** or **"Accounts Payable"** (it depends on which workspace you are in) click on the triangle. This will give you a drop box with different options. Click on the "**Human Resources"** option.

Approving PAF (Terminations/ Resignations)

2. Once you have clicked on **Human Resources**, this will bring you to a new workspace. Look for the box that says **PAF Approval**.
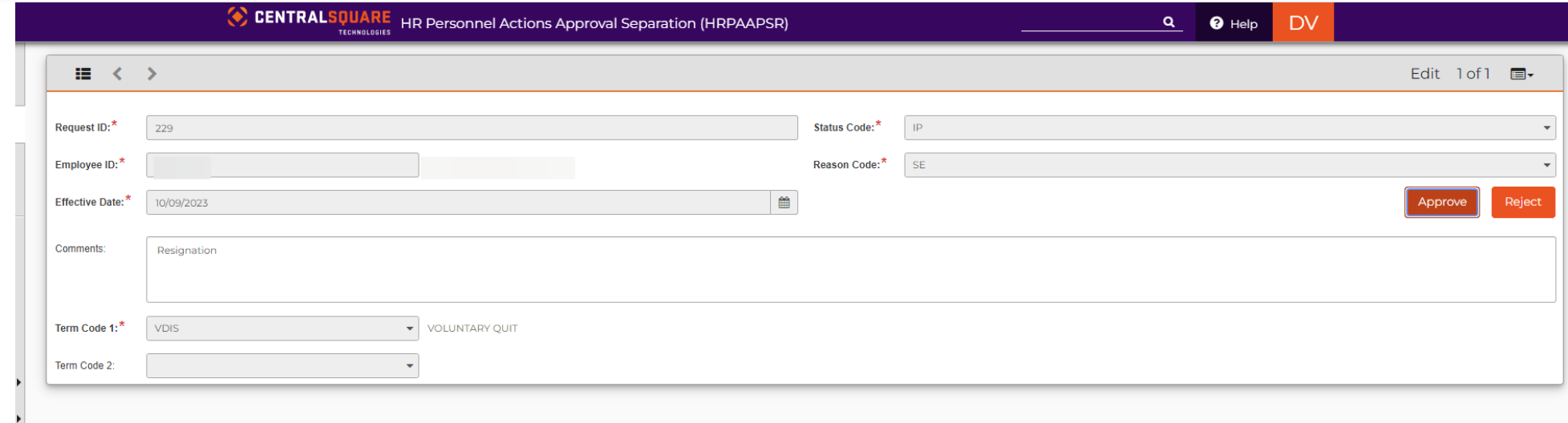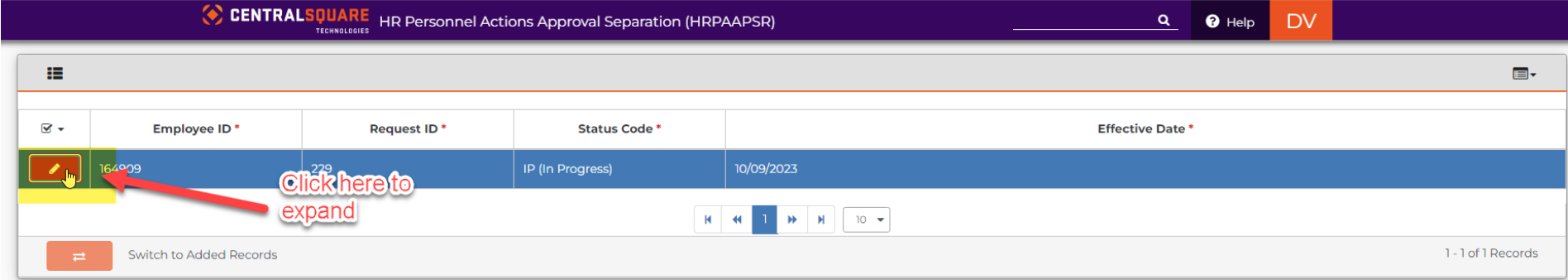
3. Click on "**HR Personnel Actions Approval Separation**"
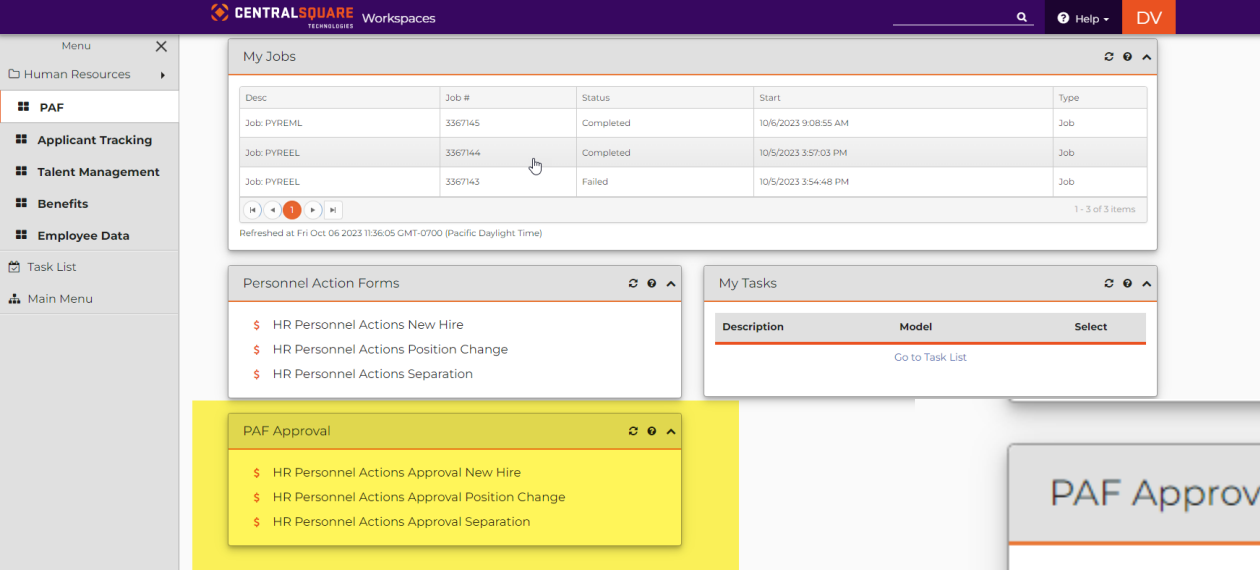
Approving PAF (Terminations/ Resignations)

4. The "**HR Personnel Actions Approval Position Change**" will open in a new tab. You will enter the PAF number, that was created, in the **Request ID bar .** Then, press Enter.

Approving PAF (Terminations/ Resignations)

5. Then, you will click on the pencil icon to expand the PAF.

Approving PAF (Terminations/ Resignations)

6. The PAF will then expand. This will allow you to verify the information. Then you can **"Approve" or "Reject"** the PAF that was submitted. If you approve the PAF you should get a green banner saying, "**Successfully Approved**" If you reject the PAF, you should get a green banner saying, "**Successfully Rejected**"