

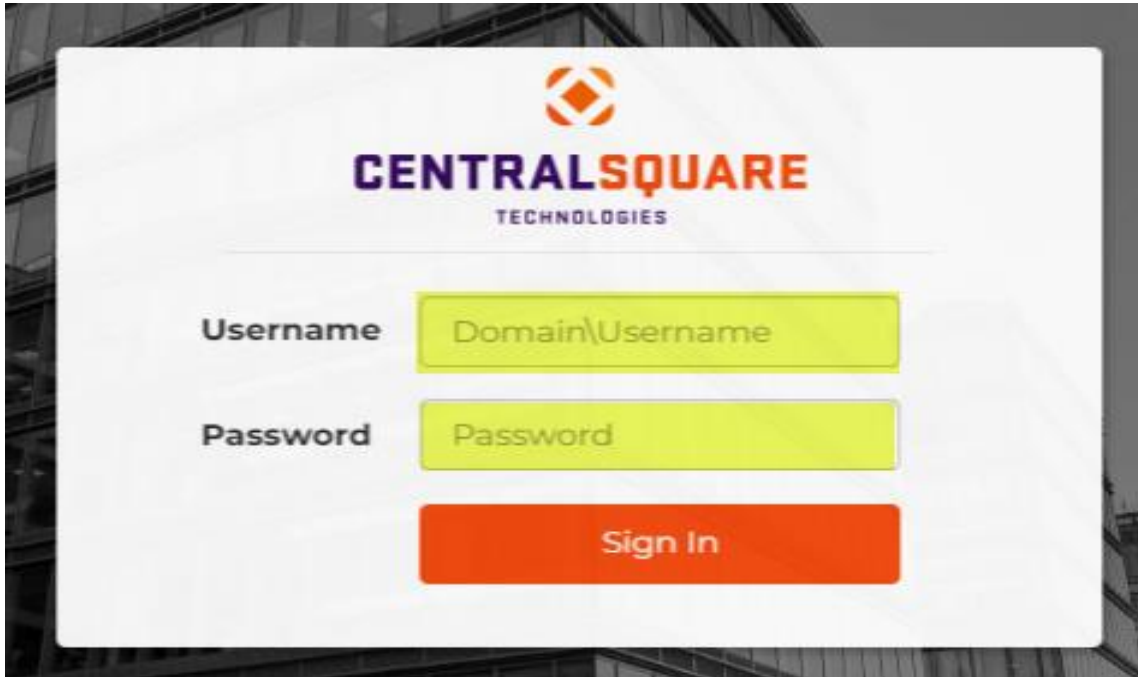


CENTRAL**SQUARE**

TECHNOLOGIES

Creating New PAF

How to Login into CentralSquare



The image shows a login form for CentralSquare Technologies. At the top, there is a logo consisting of an orange diamond shape with a white 'C' inside, followed by the text 'CENTRAL SQUARE' in bold, with 'CENTRAL' in purple and 'SQUARE' in orange, and 'TECHNOLOGIES' in smaller purple letters below it. Below the logo, there are two input fields: 'Username' with a yellow box containing the text 'Domain\Username' and 'Password' with a yellow box containing the text 'Password'. Below these fields is an orange 'Sign In' button.

Log into CentralSquare

- Key in your username impclد*****
- 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:

impclد

How to access the Personnel Action Forms

Accessing the Personal Action Forms:

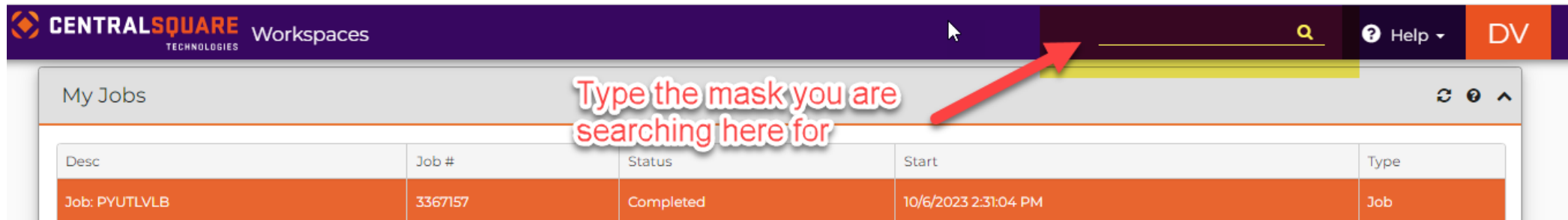
Go to Search Bar on the top right-hand corner and key in one of the following mask depending on what you are entering:

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.



The screenshot shows the CentralSquare Workspaces interface. At the top, there is a navigation bar with the CentralSquare logo and 'Workspaces' text. To the right of the logo is a search bar with a magnifying glass icon. Further right are 'Help' and 'DV' buttons. Below the navigation bar is a 'My Jobs' section with a table. A red arrow points to the search bar, and a red text box with a white border says 'Type the mask you are searching here for'.

Desc	Job #	Status	Start	Type
Job: PYUTLVLB	3367157	Completed	10/6/2023 2:31:04 PM	Job

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

The screenshot displays the Central Square Workspaces interface. On the left is a navigation menu with 'Human Resources' expanded to show 'PAF' (Personnel Action Forms) as a sub-menu. The main content area is divided into three panels:

- My Jobs:** A table with columns 'Desc', 'Job #', 'Status', 'Start', and 'Type'. It displays 'No records were found for user.' and 'No items to display'.
- Personnel Action Forms:** A highlighted panel containing three links:
 - HR Personnel Actions New Hire
 - HR Personnel Actions Position Change
 - HR Personnel Actions Separation
- PAF Approval:** A panel containing three links:
 - HR Personnel Actions Approval New Hire
 - HR Personnel Actions Approval Position Change
 - HR Personnel Actions Approval Separation

Additional panels include 'My Tasks' with a table header (Description, Model, Select) and a 'Go to Task List' link, and a 'Task List' panel.

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.

The screenshot shows the CentralSquare Workspaces interface. The top navigation bar includes the CentralSquare Technologies logo, the word 'Workspaces', a search bar containing 'hrpanh', a 'Help' dropdown, and a 'DV' button. On the left, a sidebar menu lists 'Menu', 'A Standard User', 'Reports', 'Purchasing', 'Archived Reports', and 'Task List'. The main content area displays a search result for 'hrpanh' with a dropdown menu open, showing 'HR Personnel Actions New Hire (HRPANH)' as the selected item. Below the search bar, a table with columns 'Desc', 'Job #', and 'Status' is shown, containing the message 'No records were found for user.' and 'No items to display'. A refresh button and a timestamp 'Refreshed at Mon Oct 09 2023 13:57:20 GMT-0700 (Pacific Daylight Time)' are also visible. A 'Go to Task List' button is located at the bottom of the search results area.

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.

CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions New Hire (HRPANH)

Search

Apply Search

All Tasks

Clear Criteria

Filters:

Status is RQ

+

Request ID:

Effective Date:

Comments:

Click here to generate a new PAF

CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions New Hire (HRPANH)

Request ID
231

Switch to Added Records

New Hire Position/Salary Supplemental Pay

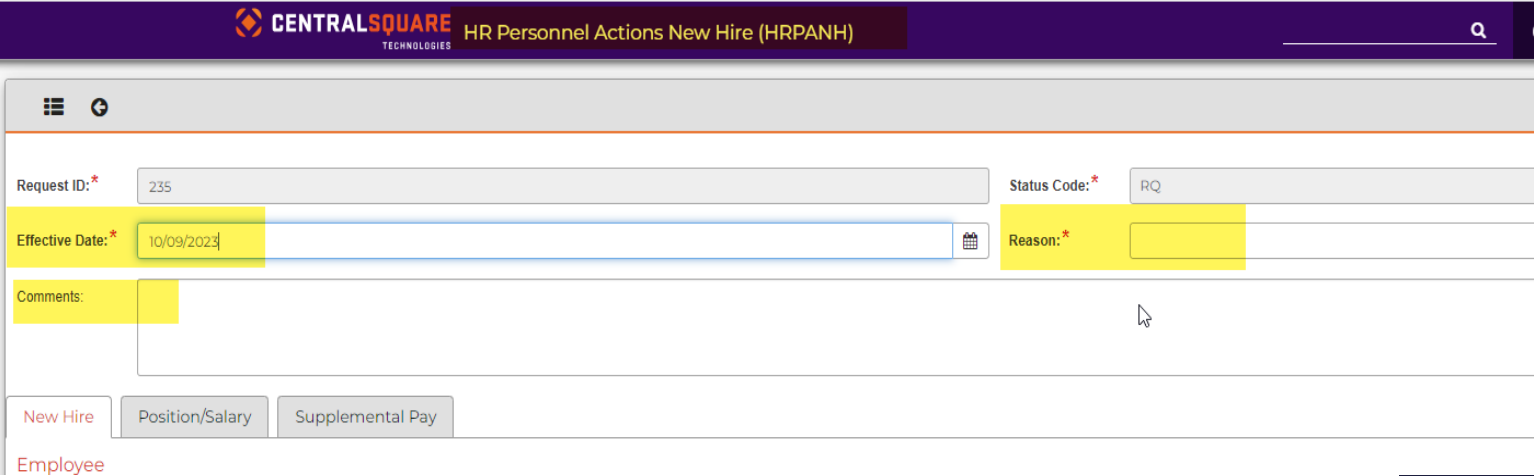
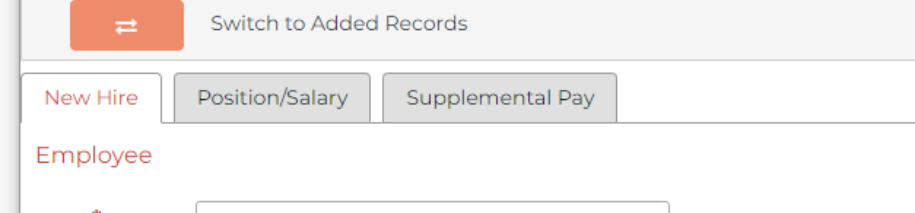
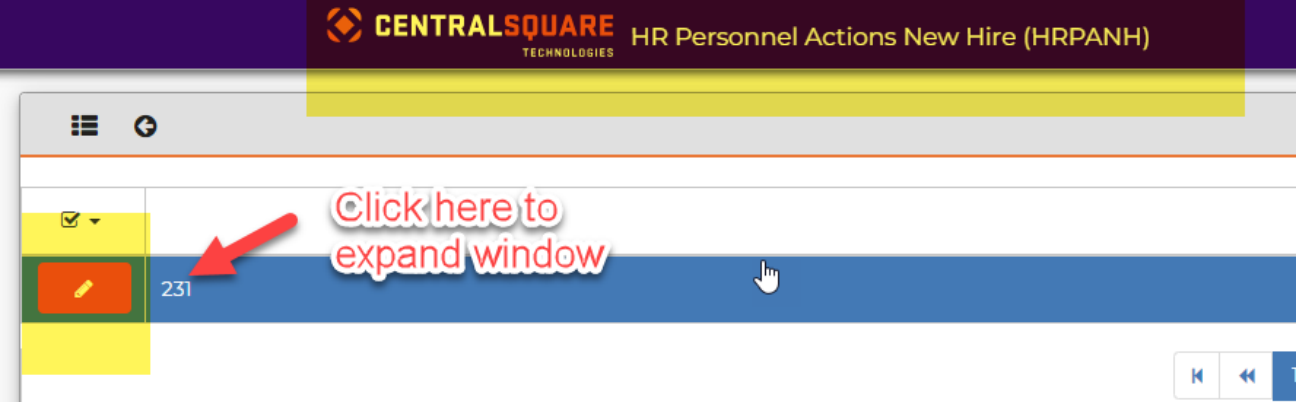
Employee

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.

CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions New Hire (HRPANH) Help DV

Effective Date: 10/09/2023 Reason: NH

Comments: New Hire

New Hire Position/Salary Supplemental Pay

Employee

Entity:* ROOT IMPERIAL COUNTY SSN:*

First Name:* Middle Name:

Last Name:* Type:* REG REGULAR

EEO

Date of Birth:* Gender:* F FEMALE

Race:* HH

Address

Address 1: Address 2:

City: State: CA

Zip: 92243 Zip Ext: ex. 0

Payroll Information

Bargaining Unit:* F TECHNICAL(CSEA) Calendar:* STANDARD STANDARD CALENDAR

Department: Division:

Check Dist:* 109 AUDITORS OFFICE Pay Cycle:* 01 BIWEEKLY

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.

The screenshot displays the 'HR Personnel Actions New Hire (HRPANH)' interface. At the top, there is a purple header with the 'CENTRAL SQUARE TECHNOLOGIES' logo and the title 'HR Personnel Actions New Hire (HRPANH)'. Navigation options include a search icon, 'Help', and 'DV'. Below the header, there are three tabs: 'New Hire', 'Position/Salary' (which is highlighted in yellow), and 'Supplemental Pay'. The 'Position/Salary' tab contains several input fields:

- Request ID:*** 231
- Status Code:*** RQ
- Effective Date:*** 10/09/2023
- Reason:*** NH
- Comments:** New Hire

Below the tabs, there are two sections:

- Pay Assignment:** Includes fields for **PCN:***, **Location:**, **Assignment:**, **FTE:*** (with example 'ex. 0.00000'), **Position:***, **Job Code:**, and **Assignment Status:***.
- New Salary Information:** Includes fields for **Schedule/Range/Step:***, **Amount:*** (with example 'ex. 0.00000'), and **Ratio Factor:*** (with example 'ex. 0.00000').

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.

CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions New Hire (HRPANH)

Request ID: 231 Status
Effective Date: 10/09/2023 Reason:
Comments: New Hire

New Hire Position/Salary Supplemental Pay

Pay Assignment

PCN: * **PCN Button**

Location:
Assignment:
FTE: * ex. 0.00000

New Salary Information

Schedule/Range /Step: *
Amount: * ex. 0.00000
Ratio Factor: * ex. 0.00000

PCN Lookup

PCN	Short Description	Location	Job Code	Assignment #
1				
100382XH	STDNT ASS - CLRL	100	382	XH
100383XH	STDNT ASST- CNR	100	383	XH
100A66RG			A66	RG
100B01RG			B01	RG
100B03RG	ASST CEO	100	B03	RG
100B08AP	CNTY EXEC OFFCR	100	B08	AP
100B08CT	CNTY EXEC OFFCR	100	B08	CT
100B43RG	D CEO-SPEC PROJ	100	B43	RG

The look-up gives you different options to search for position

1 - 50 of 2476 items

Ok Close

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.

The screenshot shows the 'PCN Lookup' dialog box with a table of positions. A search filter dropdown menu is open over the 'Short Description' column, with the 'Contains' option selected. A green arrow points to the search button in the top right of the dialog, and a red arrow points to the dropdown menu. The text 'Search button highlighted green' is written in green, and 'Drop down to filter search' is written in red.

PCN	Short Description	Location	Job Code	Assignment #
100382XH	STDNT ASST-CLR		382	XH
100383XH	STDNT ASST-GEN		383	XH
100A66RG	INTRGOV REL DII		A66	RG
100B01RG	FACT OFF/DCE		B01	RG
100B03RG	SST CEO	100	B03	RG
100B08AP	CNTY EXEC OFFCR	100	B08	AP
100B08CT	CNTY EXEC OFFCR	100		CT
100B43RG	D CEO-SPEC PROJ	100		RG

1 - 50 of 2476 items

Ok Close

The screenshot shows the 'PCN Lookup' dialog box with a table of positions. The 'Short Description' column is highlighted in yellow, and the 'ACCOUNTANT-CONF' row is highlighted in orange. A red arrow points to the search button in the top right of the dialog, and another red arrow points to the 'ACCOUNTANT-CONF' row. The text 'Search Button' is written in red, and 'Once selection has been made click OK or press enter' is written in red.

PCN	Short Description	Location	Job Code	Assignment #
100C01RG	ACCOUNTANT-CONF	100	C01	RG
109E02RG	ACCOUNTANT-AUD	109	E02	RG
109E02XH	ACCOUNTANT-AUD	109	E02	XH
110E01RG	ACCOUNTANT	110		RG
110E01XH	ACCOUNTANT	110	E01	XH
110E02RG	ACCOUNTANT-AUD	110	E02	RG
143E01LM	ACCOUNTANT	143	E01	LM
143E01LT	ACCOUNTANT	143	E01	LT

1 - 32 of 32 items

Ok Close

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.

Request ID: 231 Status Code: RQ
Effective Date: 10/09/2023 Reason: NH
Comments: New Hire

New Hire Position/Salary Supplemental Pay

Pay Assignment

PCN: 109H03RG ACCNT CLRK III

Location:

Assignment:

FTE: ex. 0.00000

Position: ACCNT CLRK III

Job Code:

Assignment Status:

Position Button

Position	Long Description	Location	Job Code	Assignment #
109H03RG	ACCOUNT CLERK III	109	H03	RG

1 - 1 of 1 items

Ok Close

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

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

CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions New Hire (HRPANH)

Request ID: 231 Status Code: RQ
Effective Date: 10/09/2023 Reason: NH
Comments: New Hire

New Hire Position/Salary Supplemental Pay

Pay Assignment

PCN: 109H03RG **Enter "1.0" here**
Location: 109 AUDITORS
Assignment: RG REGULAR
FTE: ex. 0.00000
Position: 109H03RG ACCOU
Job Code: H03 ACCOU
Assignment Status: Not Sel

New Salary Information

Schedule/Range/Step: HCLC/175/A THREE PERCENT
Amount: 15.44809
Ratio Factor: ex. 0.00000

Code	Description
NA	NOT APPLICABLE
PT	PART TIME
RG	REGULAR
SB	SUBSTITUTE
SE	SEASONAL
TP	TEMPORARY PROM
UN	UNDER LIE

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"

Request ID: 235 Status Code: RQ
Effective Date: 10/09/2023 Reason:
Comments:
New Hire Position/Salary Supplemental Pay
Pay Assignment
PCN: ACCNT CLERK II Position: 109HO
Location: AUDITORS Job Code: H02
Assignment: REGULAR Assignment Status:
FTE:
New Salary In
Schedule/Range/Step: CLERICAL(CSEA)
Amount: 13.69676
Ratio Factor: ex. 0.00000

Code	Description
HCLC/153/A	CLERICAL(CSEA)
HCLC/153/B	CLERICAL(CSEA)
HCLC/153/C	CLERICAL(CSEA)
HCLC/153/D	CLERICAL(CSEA)
HCLC/153/E	CLERICAL(CSEA)
HCLC/153/F	CLERICAL(CSEA)
HCLC/153/A	CLERICAL(CSEA)

Click here to make selection

Request ID: 231
Effective Date: 10/09/2023
Comments: New Hire
New Hire Position/Salary Supplemental Pay
Pay Assignment
PCN: ACCNT CLERK III
Location: AUDITORS
Assignment:
FTE:
New Salary In
Schedule/Range/Step:
Amount: ENTER VALUE IN AMOUNT FIELD
Ratio Factor: 1.00000

Code	Description
1	1.00000 for PCN: 109H03RG and Position: 109H03RG
2	
3	
4	
5	ENTER VALUE IN AMOUNT FIELD

Select this one

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.**

The screenshot displays the 'CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions New Hire (HRPANH)' interface. The header includes a search icon, 'Help', and 'DV'. The main form area contains two rows of input fields. The first row is labeled 'Status Code:*' and contains the value 'IP'. The second row is labeled 'Reason:*' and contains the value 'NH'. To the right of these fields, there is a 'Record Reloaded of 1' notification and a green 'Successfully Submitted' banner. At the bottom right, a yellow box highlights the 'Submit' and 'Cancel' buttons, with a red arrow pointing to the 'Submit' button.

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.

The screenshot displays the CentralSquare Technologies Workspaces interface. The top navigation bar includes the logo, 'Workspaces', a search icon, a 'Help' dropdown, and a 'DV' button. A 'Menu' dropdown is open, showing a list of options: 'A Standard User' (with a dropdown arrow), 'Accounts Payable', 'Accounts Receivable', 'Budgeting', 'Fixed Assets', 'HR/PY TRAINING', 'Human Resources' (highlighted), 'Payroll', and 'Procurement'. Below this are sections for 'Reports', 'Purchasing', 'Archived Reports', 'Task List', and 'Main Menu'. A red arrow points to the dropdown arrow next to 'A Standard User'. A callout box with a red border and text says 'Click on this Triangle to expand'. The main content area shows a table with columns 'Desc', 'Job #', and 'Status', and a message 'No records were found for user.' Below the table is a 'Monthly Reports' section with a list of reports: 'A Comparison of Actual Rev ar', 'Daily Cash Balance Report', 'GL Detail Transaction Report (S', and 'DN: GL Sum. Trans. Report (Sta'. A 'My Tasks' panel is also visible on the right, showing a table with columns 'Description', 'Model', and 'Select', and a 'Go to Task List' button.

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”

The screenshot displays the CentralSquare Workspaces interface. The top navigation bar includes the CentralSquare logo, a search bar, a Help icon, and a user profile icon labeled 'DV'. A left-hand menu is visible with categories like Human Resources, PAF, Applicant Tracking, Talent Management, Benefits, and Employee Data. The main content area is divided into several panels: 'My Jobs' (empty), 'Personnel Action Forms' (listing New Hire, Position Change, and Separation), and 'My Tasks' (with a 'Go to Task List' button). A 'PAF Approval' panel is highlighted in yellow, containing three items: 'HR Personnel Actions Approval New Hire', 'HR Personnel Actions Approval Position Change', and 'HR Personnel Actions Approval Separation'. The first item is highlighted with an orange background.

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.

Search

Apply Search

All Tasks

Clear Criteria

Filters:

Status is IP

Search Criteria:

Request ID: Status Code:

Effective Date: Reason:

Comments:

New Hire Position/Salary Supplemental Pay

Employee

Entity: SSN:

First Name: Middle Name:

Last Name: Type:

EEO

Date of Birth: Gender:

Request ID *

231

Click here to expand window

Switch to Added Records

New Hire Position/Salary Supplemental Pay

Employee

Entity:* ROOT IMPERIAL COUNTY SSN:*

First Name:* ANA SOPHIA Middle Name:

Last Name:* RODRIGUEZ Type:*

EEO

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**”

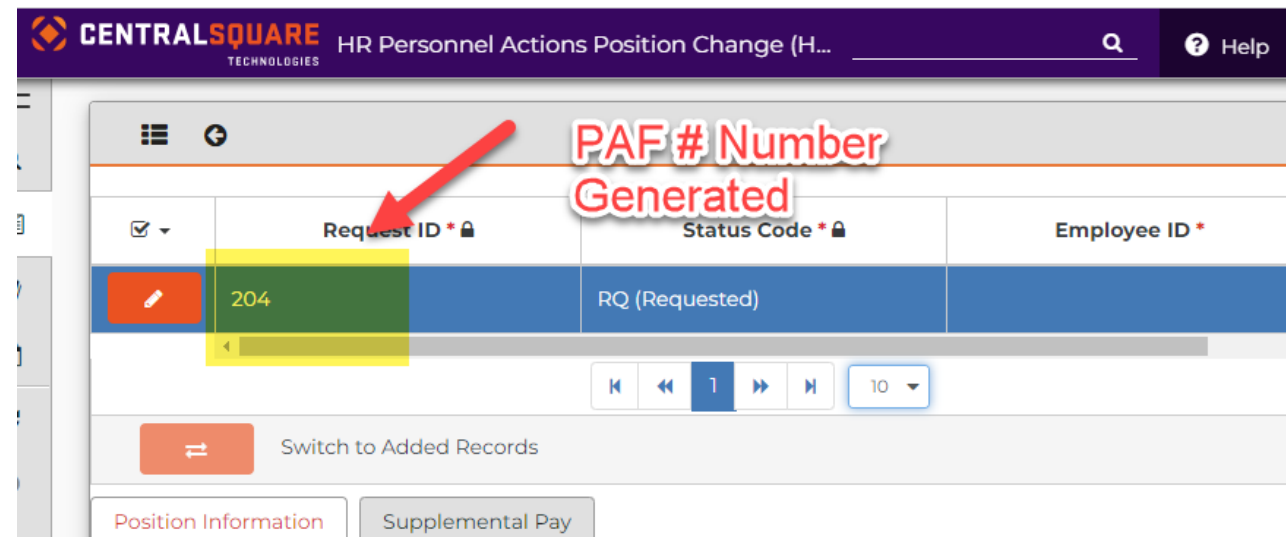
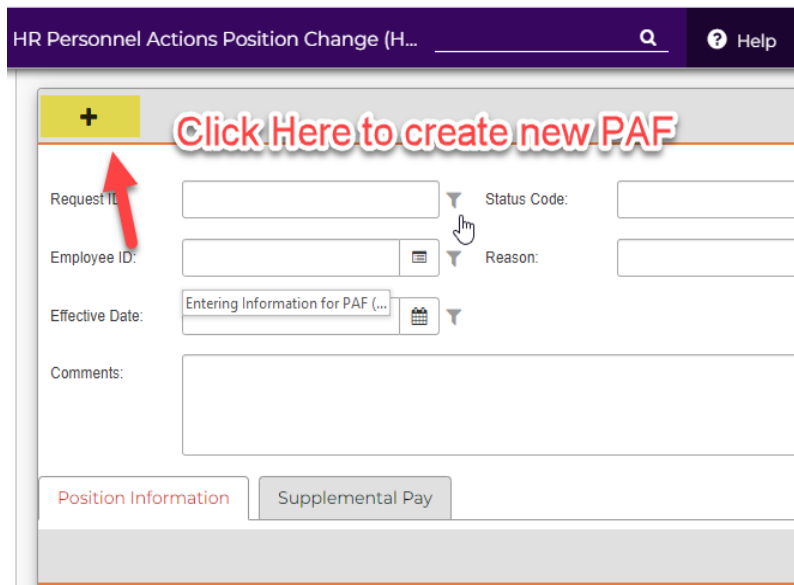
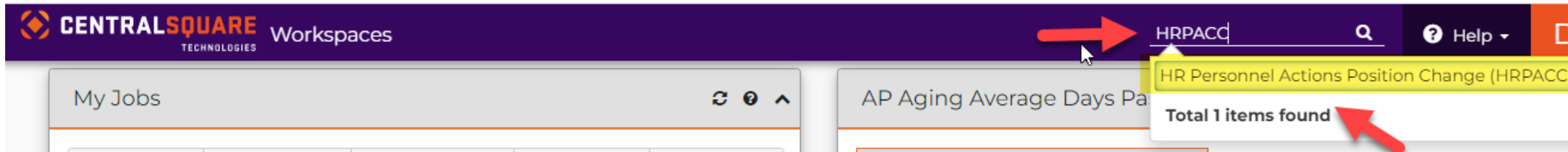
The screenshot displays the CentralSquare HRPAAPNH interface. The header includes the logo and title 'CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions Approval New Hire (HRPAAPNH)'. The main form contains the following fields:

- Request ID: 231
- Effective Date: 10/09/2023
- Status Code: IP
- Reason: NH
- Comments: New Hire

At the bottom right of the form, there are two buttons: 'Approve' and 'Reject'. A red arrow points from the text 'Click here to accept' to the 'Approve' button. Another red arrow points from the text 'Click here to reject' to the 'Reject' button. Below the form, there are tabs for 'New Hire', 'Position/Salary', and 'Supplemental Pay', and a label 'Employee'.

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

The screenshot displays the CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions Position Change (H...) interface. The table below shows a single record with a pencil icon in the first column, indicating that the record can be edited.

Request ID *	Status Code *	Employee ID *
204	RQ (Requested)	

Navigation controls include a 'Switch to Added Records' button and a pagination control showing page 1 of 10.

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:

- Employee ID number
- Effective Date
- Reason (Click on reason and drop down will open)
- 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: [Redacted]

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

Current:

Calendar: STANDARD

Type: REG REGULAR

Bargaining Unit: N

Department: 1006001

Press Enter once information has been entered

Proposed:

Calendar: STANDARD

Type: REG REGULAR

Bargaining Unit: N

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**

The screenshot displays the HR Personnel Actions Position Change (HRPACC) web application. The interface is divided into several sections:

- Request Information:** This section contains fields for Request ID, Employee ID, Effective Date, Status Code, Reason, and Comments. The Request ID field is currently selected.
- Position Information:** This section is split into two columns: "Current" and "Proposed". The "Proposed" column is highlighted in yellow and contains fields for Calendar, Type, Bargaining Unit, and Department. A mouse cursor is pointing at the top of this section.

| Q

Code	Description
H	CLERICAL (CSEA)
I	SHERIFF'S ASSOC
J	PUB SFTY MNGT
K	PUB SFTY SUPVR
L	PROBATION & COR
M	PROF LEGAL
N	SUPVR BARG UNIT

N

Calendar:

Type:

Bargaining Unit:

Department:

1006001

Click on Triangle of drop box



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.

Record(s) Accepted f 1

Request ID:* 215 Status Code:* RQ
Employee ID:* Reason:* PR
Effective Date:* 09/22/2023
Comments: Promotion
Submit Cancel

Position Information Supplemental Pay

Current: Proposed:

Calendar: STANDARD Calendar: STANDARD
Type: REG REGULAR Type: REG REGULAR
Bargaining Unit: H Bargaining Unit: N
Department: 1006 Department: 1006001

Click on Pencil Icon

	Amount	Amount	Record Type	PCN	Position
	19.55	19.55	PM	109H70RG	109H70RG

1 10

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.

The screenshot displays a software interface for entering employee information. At the top, there are tabs for 'Position Information' and 'Supplemental Pay', and a green status bar indicating 'Record(s) Accepted'. The main area is divided into two columns: 'Current' and 'Proposed'. The 'Proposed' section is highlighted in yellow.

Field	Current Value	Proposed Value
Calendar	STANDARD	STANDARD
Type	REG (REGULAR)	REG (REGULAR)
Bargaining Unit	N	N
Department	1006001	1006001
Record Type	PM	PM
PCN	109N73RG (PAYROLL COORD)	109N73RG (PAYROLL COORD)
Position	109N73RG (PAYROLL COORDINATOR)	109N73RG (PAYROLL COORDINATOR)
Assign Status	RG	RG
PCN FTE	1.00000	1.00000
Sched/Range/Step	NSU3/256/D	NSU3/256/D

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.

Proposed:

Record Type: PM

PCN: 109N73RG **PCN Button** PAYROLL COORD

Position: 109N73RG PAYROLL COORDINATOR

Assign Status: RG

PCN FTE: 1.00000

Sched/Range/Step: NSU3/256/D

PCN Lookup

PCN	Short Description	Location	Job Code	Assignment #
100382XH	STDNT ASS-CLRL	100	382	XH
100383XH	STDNT ASST-CENR	100	383	XH
100A66RG			A66	RG
100B01RG			B01	RG
100B03RG	ASSY CEO	100	B03	RG
100B08AP	CNTY EXEC OFFCR	100	B08	AP
100B08CT	CNTY EXEC OFFCR	100	B08	CT
100B43RG	D CEO-SPEC PROJ	100	B43	RG

1 - 50 of 2476 items

Ok Close

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.

PCN Lookup

PCN	Short Description	Location	Job Code	Assignment #
100382XH	STDNT ASST-CLR	100	382	XH
100383XH	STDNT ASST-GEN	100	383	XH
100A66RG	INTRGOV REL DII	100	A66	RG
100B01RG	AF ACT OFF/DCE	100	B01	RG
100B03RG	CNTY EXEC OFFCR	100	B03	RG
100B08RG	CNTY EXEC OFFCR	100	B08	RG
100B08CT	CNTY EXEC OFFCR	100	B08	CT
100B43RG	D CEO-SPEC PROJ	100	B43	RG

1 - 50 of 2476 items

Ok Close

PCN Lookup

PCN	Short Description	Location	Job Code	Assignment #
100C01RG	ACCOUNTANT-CONF	100	C01	RG
109E02RG	ACCOUNTANT-AUD	109	E02	RG
109E02XH	ACCOUNTANT-AUD	109	E02	XH
110E01RG	ACCOUNTANT	110	E01	RG
110E01XH	ACCOUNTANT	110	E01	XH
110E02RG	ACCOUNTANT-AUD	110	E02	RG
143E01LM	ACCOUNTANT	143	E01	LM
143E01LT	ACCOUNTANT	143	E01	LT

1 - 32 of 32 items

Ok Close


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.

Proposed:

Record Type: PM

PCN: 109E02RC ACCOUNTANT-AUD

Position: 

Assign Status: RG

PCN FTE: 1.00000

Sched/Range/Step:

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

HR Personnel Actions New Hire (HRPANH)

Position Lookup

Position	Long Description	Location	Job Code	Assignment #
109H03RG	ACCOUNT CLERK III	109	H03	RG

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

1 - 1 of 1 items

Ok Close

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.

Proposed:


Record Type: PM

PCN: 109E02RG ACCOUNTANT-AUD

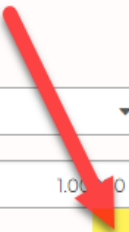
Position: 109E02RG ACCOUNTANT-AUDITOR

Assign Status: RG

PCN FTE: 1.0000

Sched/Range/Step: 

Click on this triangle for the drop box



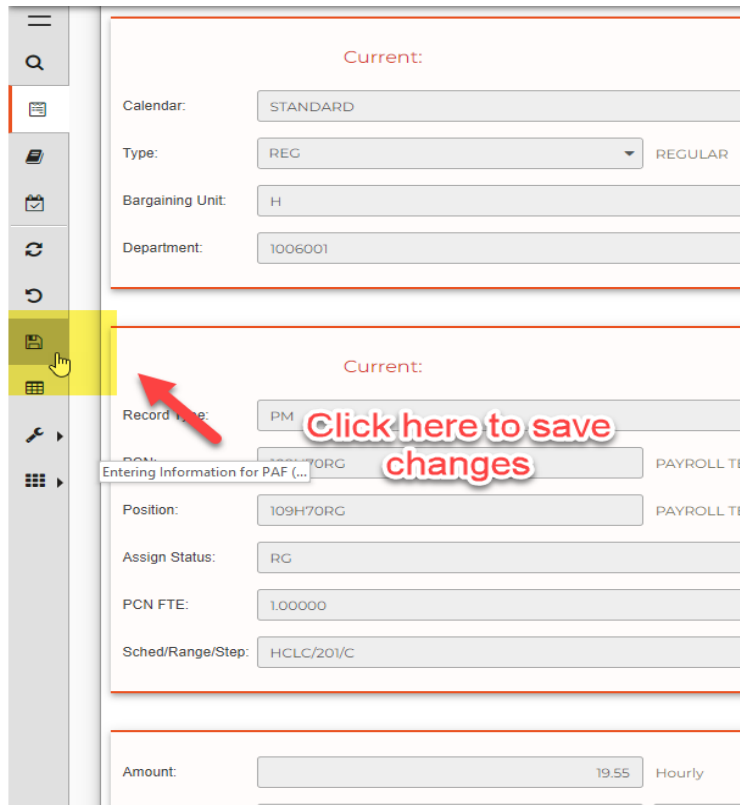
Make your selection here

Code	Description
EPEG/268.0/A	ONE PERCENT
EPEG/268.0/B	ONE PERCENT
EPEG/268.0/C	ONE PERCENT
EPEG/268.0/D	ONE PERCENT
EPEG/268.0/E	ONE PERCENT
EPEG/268.0/F	ONE PERCENT

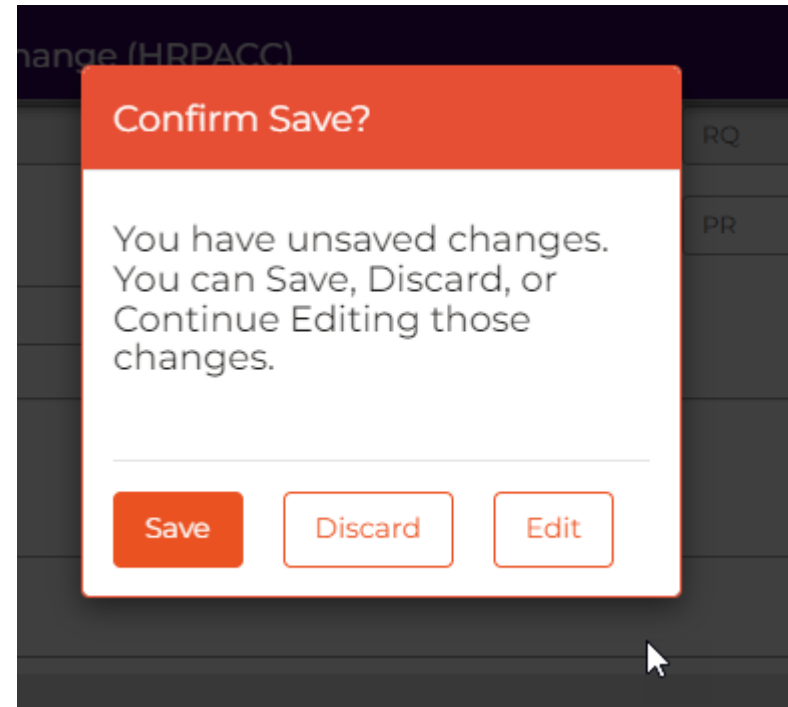
Sched/Range/Step:

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.

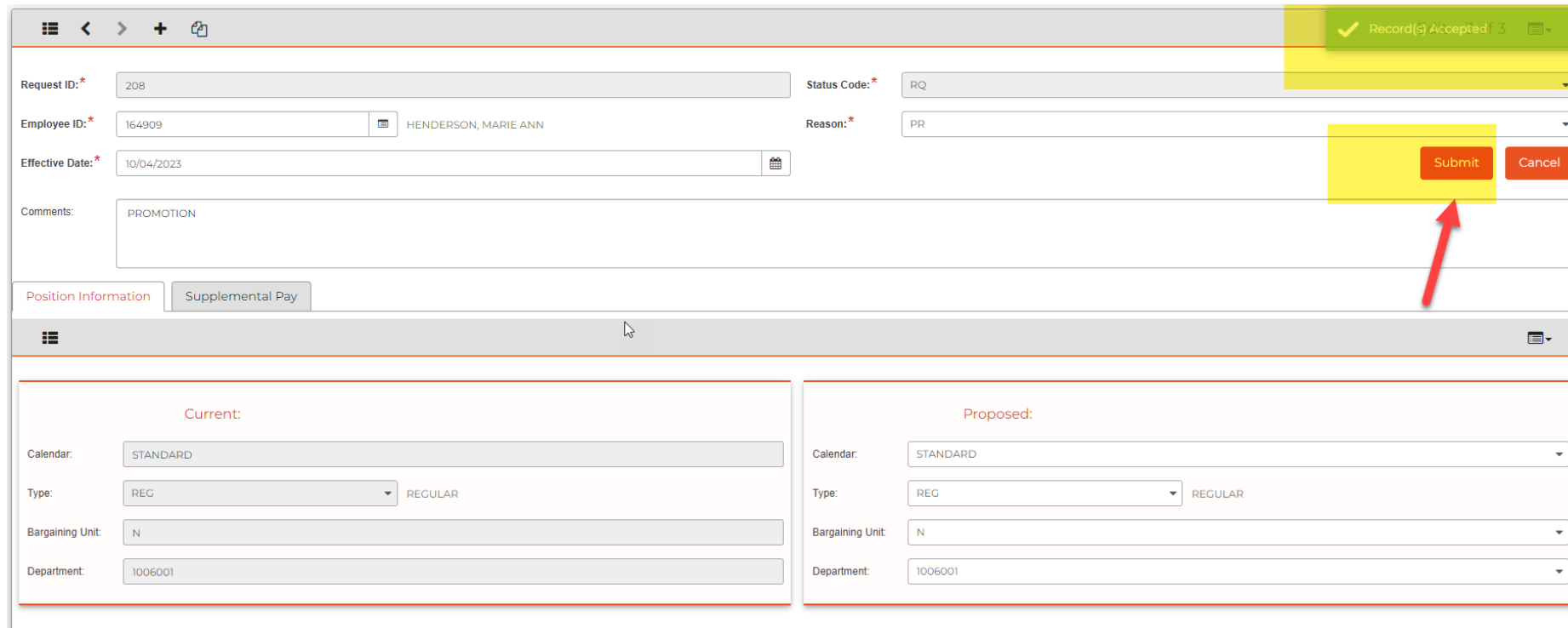


The screenshot shows a web application interface for entering PAF information. On the left is a vertical sidebar with several icons. The floppy disc icon is highlighted with a yellow background and a mouse cursor. A red arrow points from this icon to a text box that says "Click here to save changes". The main content area is divided into sections, each starting with "Current:". The first section contains fields for Calendar (STANDARD), Type (REG), Bargaining Unit (H), and Department (1006001). The second section contains fields for Record Type (PM), Position (109H70RG), Assign Status (RG), PCN FTE (1.00000), and Sched/Range/Step (HCLC/201/C). The third section contains an Amount field with the value 19.55 and the unit Hourly.



Entering Information for PAF (Promotions/Merits)

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



The screenshot shows a web-based form for entering PAF information. The form is divided into several sections. At the top, there is a navigation bar with a menu icon, back/forward arrows, a plus sign, and a share icon. A green notification banner at the top right indicates "Record(s) Accepted | 3". The main form area contains the following fields:

- Request ID:** 208
- Status Code:** RQ
- Employee ID:** 164909 (with a dropdown arrow) and HENDERSON, MARIE ANN
- Reason:** PR
- Effective Date:** 10/04/2023 (with a calendar icon)
- Comments:** PROMOTION

Below these fields are two tabs: "Position Information" (selected) and "Supplemental Pay". A red arrow points to the "Submit" button, which is highlighted in yellow. A "Cancel" button is also visible to the right of the "Submit" button.

The bottom section of the form is divided into two columns: "Current:" and "Proposed:". Both columns have identical fields:

- Calendar:** STANDARD
- Type:** REG (dropdown menu) REGULAR
- Bargaining Unit:** N
- Department:** 1006001

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.

The screenshot displays the Central Square Workspaces interface. On the left, a 'Menu' dropdown is open, showing a list of options including 'A Standard User', 'Accounts Payable', 'Accounts Receivable', 'Budgeting', 'Fixed Assets', 'HR/PY TRAINING', 'Human Resources', 'Payroll', and 'Procurement'. A red arrow points to a small downward-pointing triangle next to 'A Standard User'. A red callout box with the text 'Click on this triangle to expand' is positioned over this triangle. The main content area shows a table with columns 'Desc', 'Job #', 'Status', 'Start', and 'Type'. The table contains three rows of job data. Below the table is a pagination control showing '1 - 3 of 3 items' and a refresh button. To the right of the table is a 'My Tasks' section with a 'Go to Task List' link. Below the table is a 'Monthly Reports' section with a list of reports including 'A Comparison of Actual Rev and Exp to Budget V.3', 'Daily Cash Balance Report', 'GL Detail Transaction Report (Stand Alone)', and 'DN: GL Sum. Trans. Report (Stand Alone)'.

Desc	Job #	Status	Start	Type
Job: PYREEL 3367143	3367143	Completed	10/6/2023 9:08:55 AM	Job
Job: PYREEL 3367144	3367144	Completed	10/5/2023 3:57:03 PM	Job
Job: PYREEL 3367143	3367143	Failed	10/5/2023 3:54:48 PM	Job

Refreshed at Fri Oct 06 2023 11:35:35 GMT-0700 (Pacific Daylight Time)

Monthly Reports

- \$ A Comparison of Actual Rev and Exp to Budget V.3
- \$ Daily Cash Balance Report
- \$ GL Detail Transaction Report (Stand Alone)
- \$ DN: GL Sum. Trans. Report (Stand Alone)

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**”

The screenshot shows the Central Square Workspaces interface. On the left is a navigation menu with 'Human Resources' selected. The main area contains several panels: 'My Jobs' with a table of job entries, 'Personnel Action Forms' with a list of actions, and 'My Tasks' with a 'Go to Task List' button. The 'Personnel Action Forms' panel is highlighted in yellow.

Desc	Job #	Status	Start	Type
Job: PYREML	3367145	Completed	10/6/2023 9:08:55 AM	Job
Job: PYREEL	3367144	Completed	10/5/2023 3:57:03 PM	Job
Job: PYREEL	3367143	Failed	10/5/2023 3:54:48 PM	Job

Personnel Action Forms

- HR Personnel Actions New Hire
- HR Personnel Actions Position Change
- HR Personnel Actions Separation

This is a close-up of the 'PAF Approval' panel. It contains a list of three items, each preceded by a red dollar sign icon. The middle item, 'HR Personnel Actions Approval Position Change', is highlighted with a yellow background.

PAF Approval

- HR Personnel Actions Approval New Hire
- HR Personnel Actions Approval Position Change
- HR Personnel Actions Approval Separation

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.

CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions Approval Position Change (HRPAAPCC)

Search

Apply Search

All Tasks

Clear Criteria

Filters:

Status is IP

Search Criteria:

Request ID: [Yellow Highlighted Box]

Employee ID: [Red Arrow Points Here]

Effective Date: [Calendar Icon]

Comments: Enter PAF number here

Position Information Supplemental Pay

CENTRAL SQUARE TECHNOLOGIES HR Personnel Actions Approval Position Change (HRPAAPCC)

<input checked="" type="checkbox"/>	Request ID *	Status Code *	Employee ID *	
	217	IP (In Progress)		10/06/2023

Switch to Added Records

Position Information Supplemental Pay

Click here to expand PAF

Current: Propc

Approving PAF (Promotions/Merits)

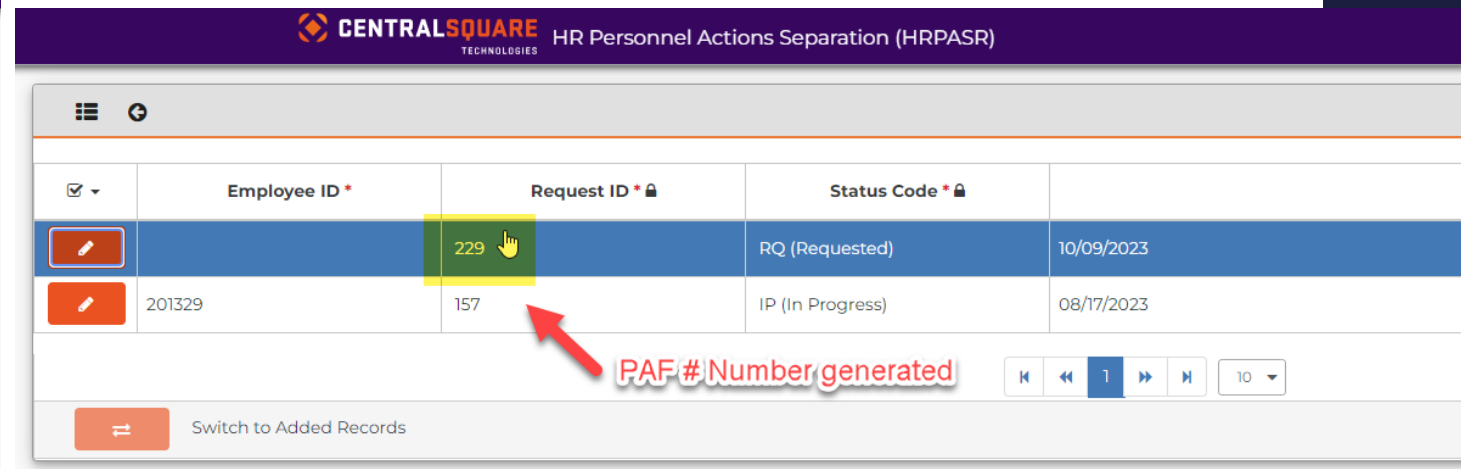
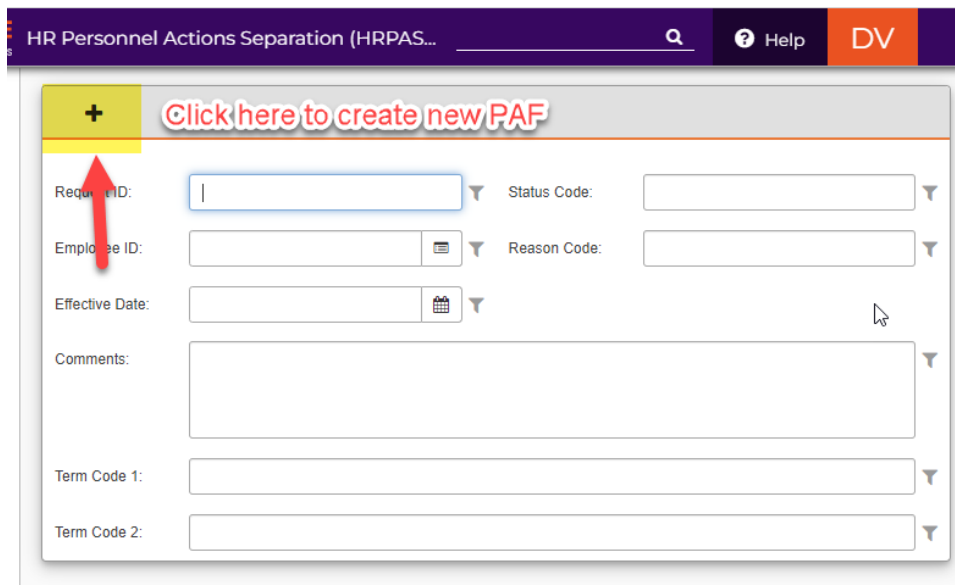
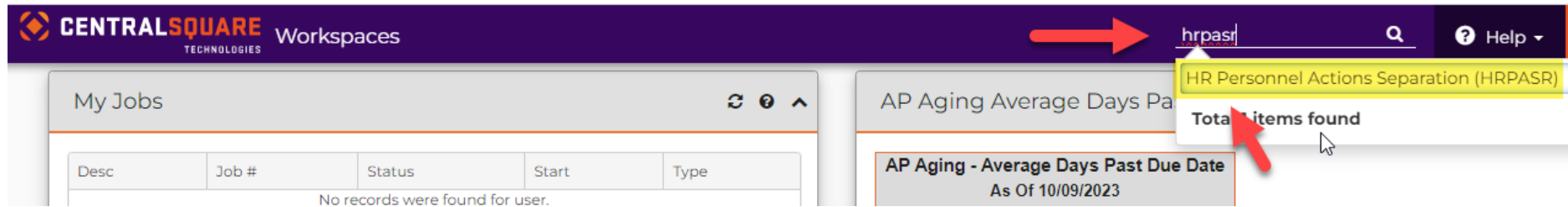
6. The PAF will then expand. This will allow you to verify the information. Then you can **“Approve”** or **“Reject”** the PAF that was submitted. If you approve the PAF, you should get a green banner saying, **“Successfully Approved”** If you reject the PAF, you should get a green banner saying, **“Successfully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

The screenshot shows the 'HR Personnel Actions Approval Position Change (HRPAAPCC)' interface. The top navigation bar includes the 'CENTRAL SQUARE TECHNOLOGIES' logo, a search icon, a 'Help' icon, and a 'DV' tab. Below the navigation bar, there are several input fields: 'Request ID:' (217), 'Status Code:' (CL), 'Employee ID:', 'Reason:' (PR), and 'Effective Date:' (10/06/2023). A 'Comments' field contains the text 'promotion'. At the bottom left, there are tabs for 'Position Information' and 'Supplemental Pay'. On the right side, there are two buttons: 'Approve' and 'Reject'. A red arrow points to the 'Approve' button with the text 'Click here to Approve.' Another red arrow points to the 'Reject' button with the text 'Click here to Reject'. A green banner at the top right of the form area displays a checkmark and the text 'Successfully Approved'.

This is a close-up screenshot of the HRPAAPCC interface. It shows a green banner at the top right of the form area with a checkmark and the text 'Successfully Rejected'. Below the banner, there are two buttons: 'Approve' and 'Reject'. The 'Approve' button is highlighted with a yellow background.

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

The screenshot displays the HRPASR interface. At the top, the logo for CENTRAL SQUARE TECHNOLOGIES is visible, along with the title 'HR Personnel Actions Separation (HRPASR)'. Below the header, there is a table with the following columns: Employee ID, Request ID, Status Code, and Date. The first row is highlighted in blue and contains the following data: Employee ID (201329), Request ID (229), Status Code (RQ (Requested)), and Date (10/09/2023). A red arrow points to a pencil icon in the first row, with a callout box saying 'Click here to expand window'. The second row contains the following data: Employee ID (201329), Request ID (157), Status Code (IP (In Progress)), and Date (08/17/2023). At the bottom of the interface, there is a button labeled 'Switch to Added Records' and a pagination control showing '1' of 10 records.

Employee ID *	Request ID * 🔒	Status Code * 🔒	
201329	229	RQ (Requested)	10/09/2023
201329	157	IP (In Progress)	08/17/2023



Add

Request ID:* 229

Status Code:* RQ

Employee ID:*

Reason Code:* SE

Effective Date:* 10/09/2023

Comments: Resignation

Term Code 1:* VDIS

VOLUNTARY QUIT

Term Code 2:

Highlighted information is all the information required for the PAF

Press Enter once information has been entered.

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.

The screenshot displays a web interface with a purple header bar containing a search icon, a "Help" button, and a "DV" button. Below the header, a blue notification banner reads "Record Reloaded of 1". A green banner with a checkmark and the text "Successfully Submitted" is overlaid on the form. The form includes two input fields: "IP" (marked with a red asterisk) and "SE" (marked with a red asterisk and a red exclamation mark). A yellow box highlights the "Submit" and "Cancel" buttons. The "Submit" button is orange, and the "Cancel" button is red.

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.

The screenshot displays the CentralSquare Workspaces interface. The top navigation bar includes the CentralSquare logo, the word "Workspaces", a search icon, a "Help" dropdown, and a "DV" button. On the left, a "Menu" sidebar is open, showing a list of options: "A Standard User" (highlighted with a red arrow and a dropdown arrow), "Accounts Payable", "Accounts Receivable", "Budgeting", "Fixed Assets", "HR/PY TRAINING", "Human Resources" (highlighted in green), "Payroll", and "Procurement". Below this are sections for "Reports", "Purchasing", and "Archived Reports", followed by "Task List" and "Main Menu".

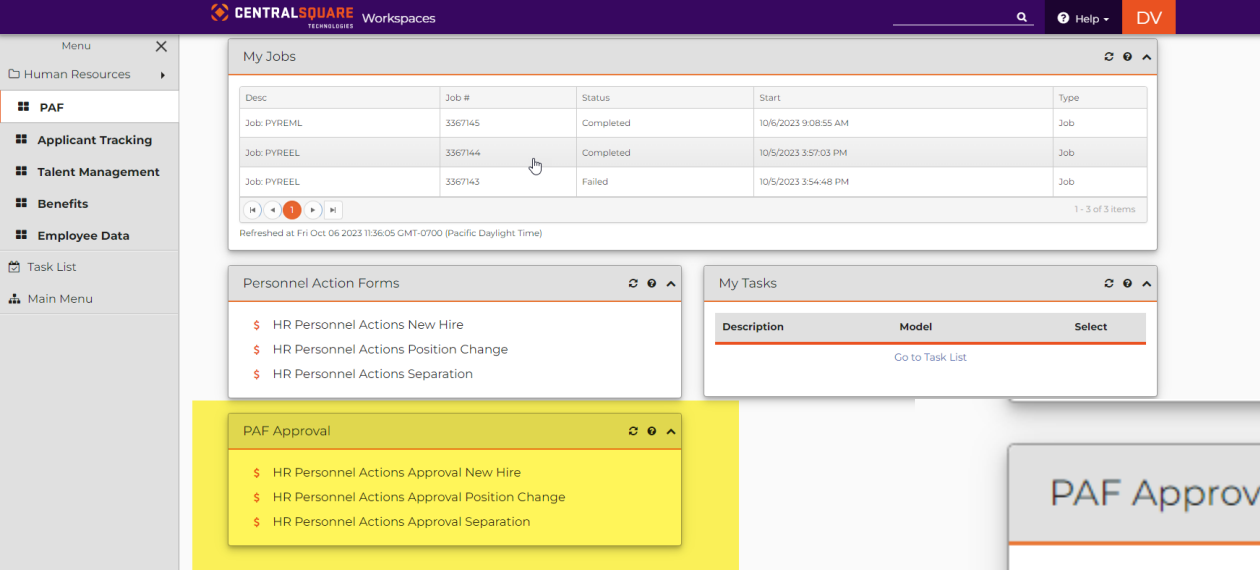
The main content area is divided into three panels. The top panel, titled "My Tasks", shows a table with columns "Description", "Model", and "Select". Below the table is a "Go to Task List" link. The middle panel, titled "Monthly Reports", shows a list of reports with a red dollar sign icon next to each item:

- \$ A Comparison of Actual Rev ar
- \$ Daily Cash Balance Report
- \$ GL Detail Transaction Report (S
- \$ DN: GL Sum. Trans. Report (Sta

A red arrow points to the dropdown arrow next to "A Standard User" in the menu, with a red text box that says "Click on this triangle to expand".

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”**



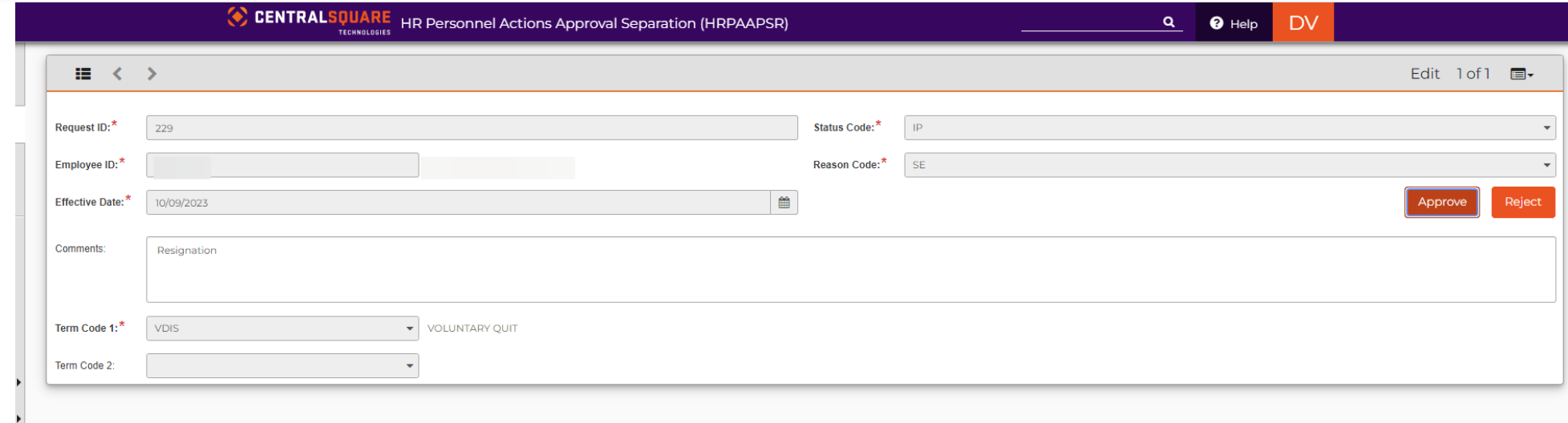
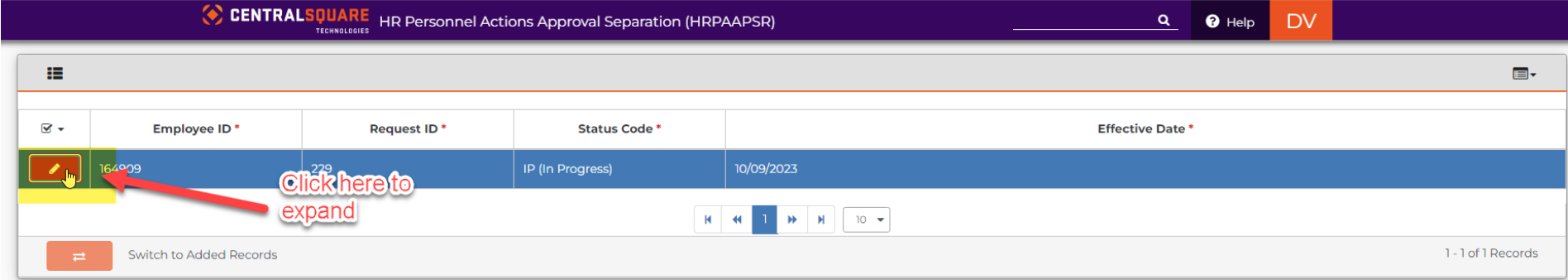
Approving PAF (Terminations/ Resignations)

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.

The screenshot displays the 'HR Personnel Actions Approval Separation (HRPAAPSR)' web application. The interface includes a search bar on the left with buttons for 'Apply Search', 'All Tasks', and 'Clear Criteria'. Below the search bar are filter options, including 'Status is IP'. The main form area contains several input fields: 'Request ID' (highlighted in yellow), 'Employee ID', 'Effective Date', 'Comments', 'Term Code 1', and 'Term Code 2'. There are also dropdown menus for 'Status Code' and 'Reason Code'. A red arrow points to the 'Request ID' field, and a red text box with the instruction 'Enter PAF here and then press enter' is overlaid on the form.

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”**

The screenshot displays the HR Personnel Actions Approval Separation (HRPAAPSR) interface. The top navigation bar includes the Central Square Technologies logo, the system name, a search bar, a Help icon, and a DV button. The main form area contains the following fields:

- Request ID: 229
- Employee ID: 1
- Effective Date: 10/09/2023
- Comments: Resignation
- Term Code 1: VDIS (VOLUNTAR)
- Term Code 2: (empty)

On the right side of the form, there are two buttons: "Approve" and "Reject". A red arrow points to the "Approve" button with the text "Click here to approve". Another red arrow points to the "Reject" button with the text "Click here to reject".

Two green banners are visible on the right side of the interface, both displaying a checkmark and the text "Successfully Approved".