

# PAF User Responsibility

Initiator Training for Workflow Creation

# Initiating a PAF Workflow

## Oracle Applications Home Page

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### Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

- ✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

# Initiating a PAF Workflow

Search Page

Click the Create PAF Workflow button

Type

Action

Status

Initiator

PAF Num

Pending Approver

Employee

From Date

To Date

PAF Role

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Pending	Attachments
No search conducted.										

# Initiating a PAF Workflow

## PAF Entry Form

Status: Pending  
\* Type:   
\* Action:   
Employee First Name:   
Employee Last Name:

Department:   
Citizenship:   
People Admin #:   
PAF Num: AutoGenerated

## Labor Schedule Projects

Project	Manager
No results found.	
<input type="button" value="Add Another Row"/>	

Populate the required information

## Activity History

Role	Recipient	Begin Dt	End Dt	Status	Result
No results found.					

## Workflow Approver Comments

[Home](#) [Logout](#) [Preferences](#)

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# Initiating a PAF Workflow

## PAF Entry Form

Status: Pending  
\* Type: Faculty  
\* Action: Initial  
Employee First Name: FIRST  
Employee Last Name: LAST

Department: Psychological Science  
Citizenship: US Citizen  
People Admin #:   
PAF Num: AutoGenerated

## Labor Schedule Projects

Project	Manager
110000247	Hovey, Dr Joseph D
<a href="#">Add Another Row</a>	

Click the Save button

[Save](#) [Main Page](#)

## Activity History

Role	Recipient	Begin Dt	End Dt	Status	Result
No results found.					

## Workflow Approver Comments

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# Initiating a PAF Workflow

 **Confirmation**  
Record Updated Successfully

A Confirmation message will display if successful

## PAF Entry Form

Status: Pending  
\* Type: Faculty  
\* Action: Initial  
Employee First Name: FIRST  
Employee Last Name: LAST

Department: Psychological Science  
Citizenship: US Citizen  
People Admin #:   
PAF Num: I20168439

## Labor Schedule Projects

Project	Manager
110000247	Hovey, Dr Joseph D
<a href="#">Add Another Row</a>	

Click the Main Page button

[Save](#) [Main Page](#)

## Activity History

Role	Recipient	Begin Dt	End Dt	Status	Result
No results found.					

## Workflow Approver Comments

# Initiating a PAF Workflow



## Search Page

Click the Search button

Type

Action

Status

Initiator

PAF Num

Pending Approver

Employee

From Date

To Date

PAF Role

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments
No search conducted.										

# Initiating a PAF Workflow

Search Page

Click the  
Add Attachments  
button

Type   
Action   
Status   
Initiator   
PAF Num   
Pending Approver   
Employee   
From Date    
To Date    
PAF Role

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments	Submit Approval
Smith, Ms Lisa Gonzales	Faculty	Initial	Pending	07-Oct-2015	I20168439		LAST, FIRST				<input type="button" value="Submit Approval"/>

# Initiating a PAF Workflow



## Add Attachment

Add

### Attachment Summary Information

Title

Description

Category **Miscellaneous**

### Define Attachment

Type  File

URL

Text

Click the **Browse** button

# Initiating a PAF Workflow

## Add Attachment

Add

## Attachment Summary Information

Title   
Description   
Category **Miscellaneous**

Click the **Apply** button

## Define Attachment

Type  File  URL  Text

Verify the PAF File name matches the PAF Number

# Initiating a PAF Workflow



 **Confirmation**  
I20168439.pdf attachment has been added successfully.  
[Search Page](#)

A Confirmation message will display if successful

Type   
Action   
Status   
Initiator   
PAF Num   
Pending Approver   
Employee   
From Date    
To Date    
PAF Role

Click the Submit Approval button

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments	
Smith, Ms Lisa Gonzales	Faculty	Initial	Pending	07-Oct-2015	I20168439		LAST, FIRST			   	<input type="button" value="Submit Approval"/> <input type="button" value="Cancel PAF"/>

# Initiating a PAF Workflow



## Confirmation

PAF# I20168439 has been Submitted for Approval

## Search Page

Type

Action

Status

Initiator

PAF Num

Pending Approver

Employee

From Date

To Date

PAF Role

The Action Pending will indicate the next Approver

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments	<input type="button" value="Submit Approval"/>
Smith, Ms Lisa Gonzales	Faculty	Initial	Approval	Inprocess	07-Oct-2015	I20168439	LAST, FIRST		Proj Mgr		

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# Updating a PAF Workflow

Enterprise Search    Search Results Display Preference

Oracle Applications Home Page

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- + [UTRGV Employee Self Service](#)
- + [UTRGV HR Front Desk View](#)
- + [UTRGV HRMS Academic Affairs](#)

## Worklist

From	Type	Subject	Sent	Due
	XXHR Personnel Action Form	<a href="#">PAF#: I20168439 for LAST , FIRST has been Rejected.</a>	07-Oct-2015	
	<b>TIP</b>	<a href="#">Vacation Rules</a> - Redirect or auto respond to notifications.		
	<b>TIP</b>	<a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.		

Click the Subject Line  
of the rejected PAF

# Updating a PAF Workflow

Oracle Applications Home Page >

**Information**  
This notification does not require a response.

**PAF#: I20168439 for LAST , FIRST has been Rejected.**

To **Smith, Lisa**  
Sent **07-Oct-2015 17:07:35**  
ID **51741680**

View the Comments section for information on corrective actions for the updated PAF

PAF# : I20168439 has been rejected by: [Hovey, Joseph](#)  
Comments:

CORRECT SALARY

Click the PAF Attachment link to download a copy for update

[PAF Attachment](#)

[Return to Worklist](#)

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Click the Return to Worklist link

# Updating a PAF Workflow



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  - [PAF Workflow Monitor](#)
- + [UTRGV Employee Self Service](#)
- + [UTRGV HR Front Desk View](#)
- + [UTRGV HRMS Academic Affairs](#)

### Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

- ✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Click the  
PAF Search / Create / Update Page  
link

# Updating a PAF Workflow



Search Page

Click the Search button

Type

Action

Status

Initiator

PAF Num

Pending Approver

Employee

From Date  

To Date  

PAF Role

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments
No search conducted.										

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# Updating a PAF Workflow

Search Page

Click the  
Add Attachments  
button

Type   
Action   
Status   
Initiator   
PAF Num   
Pending Approver   
Employee   
From Date    
To Date    
PAF Role

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments	Submit Approval	Cancel PAF
Smith, Ms Lisa Gonzales	Faculty	Initial	Rejected	07-Oct-2015	I20168439		LAST, FIRST	Proj Mgr			<input type="button" value="Submit Approval"/>	<input type="button" value="Cancel PAF"/>

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# Updating a PAF Workflow

## Add Attachment

Add

## Attachment Summary Information

Title   
Description   
Category **Miscellaneous**

Click the Apply button

## Define Attachment

Type  File  URL  Text

Verify the PAF File name matches the updated PAF Number

# Updating a PAF Workflow



## Confirmation

I20168439-1.pdf attachment has been added successfully.

A Confirmation message will display if successful

[Search Page](#)

Type

Action

Status

Initiator

PAF Num

Pending Approver

Employee

From Date

To Date

PAF Role

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments	
Smith, Ms Lisa Gonzales	Faculty	Initial	Rejected	07-Oct-2015	I20168439		LAST, FIRST	Proj Mgr			<input type="button" value="Submit Approval"/>

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# Updating a PAF Workflow



 **Confirmation**  
PAF# I20168439-1 has been Submitted for Approval

A Confirmation message will display if successful

[Search Page](#)

Type   
Action   
Status   
Initiator   
PAF Num   
Pending Approver   
Employee   
From Date    
To Date    
PAF Role

Initiator	Type	Action	Status	Creation Dt	PAF Num	PeopleAdmin#	Employee	Action Completed	Action Pending	Attachments	
Smith, Ms Lisa Gonzales	Faculty	Initial	Approval Inprocess	07-Oct-2015	I20168439-1		LAST, FIRST		Proj Mgr	  	<input type="button" value="Submit Approval"/>

# Updating a PAF Workflow

Enterprise Search    Search Results Display Preference

Oracle Applications Home Page

**Main Menu**

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- + [UTRGV GL Inquiry](#)
- + [UTRGV HR Academic Affairs](#)
- + [UTRGV LD Viewer](#)
- + [UTRGV PA/GMS Project Manager](#)
- + [UTRGV Payables Inquiry](#)
- + [UTRGV PO Inquiry](#)
- + [UTRGV Receivables Department User](#)
- + [XXEIS eXpress Reports User](#)

**Worklist**

From	Type	Subject	Sent	Due
	XXHR Personnel Action Form	<a href="#">PAF#: S20168437 for TEST , SEPARATION is Approved!</a>	07-Oct-2015	
	XXHR Personnel Action Form	<a href="#">PAF#: I20168432 for SMITH , LISA is Approved!</a>	07-Oct-2015	
	XXHR Personnel Action Form	<a href="#">PAF#: I20168431 for faculty , test 2 is Approved!</a>	07-Oct-2015	
	XXHR Personnel Action Form	<a href="#">PAF#: I20168423 for Test1 , ByClaudia is Approved!</a>	07-Oct-2015	

**TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Once the updated PAF has been approved at all levels, click approval notice located in the Worklist

# Updating a PAF Workflow

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## Information

This notification does not require a response.

**PAF#: I20168432 for SMITH , LISA is Approved!**

To **Dole, Claudia**  
Sent **07-Oct-2015 15:56:55**  
ID **51741635**

PAF#: I20168432 is Approved! The PAF document is attached to the notification for review.  
Comments:

Click the OK button  
Acknowledgement is not  
required, but recommended ]

## References

 [PAF Attachment](#)

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Thank you for your participation!