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	Title: PERSONAL ACTION FORM PROCESS	

OVERVIEW:

We are pleased to announce that the Personnel Action Form process is streamlined and improved. Instead of using DocuSign to process changes to personnel, post vacancies, fill positions, etc., we have created three online forms that are much easier to use and with fewer approvals. See below for more info

There are three different forms now that serve three distinct purposes:

- Personnel Action Form (PAF) - Post a Job/Fill Vacancy
- Personnel Action Form (PAF) - for Current Employee Changes
- Employee Separation Notice (for People and Culture use only)

There are different instructions for each, listed below
- Instructions for Submitters (Vacancy/Job Posting)
- Instructions for Submitters (Current Employee)
- Instructions for Approvers

At the bottom of this document, you will find Frequently Asked Questions (FAQs). For additional questions, please email peopleandculture@unicefusa.org

STEP-BY-STEP HOW-TO GUIDE:

- **STEP 1: Job Posting Personal Action Form (PAF) - Submitter Instructions**

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- ○ Personnel Action Form Request- Job Posting
  - ▪ Use this form for posting a job whether a new headcount, repurpose of position, or to fill a vacancy. Even if there are internal candidates, the PAF must be completed and the position must be posted, at least internally. The Personnel Action Form can be found here. Managers should submit all PAF requests using this form which is routed automatically for approval.
  - ▪ Each PAF request requires 3 levels of approval
    - • Leadership Team Member (as selected by the PAF form submitter)
    - • Finance
    - • Chief People Office
- ○ Filling out a PAF Request
  - ▪ Before submitting the form please ensure that it is clear and understood among every member of your reporting line to your Leadership team member the level and budget implications of the role you are looking to post.
    - • Follow the link above
    - • Select the appropriate position type (New Headcount, Fill Vacancy, Repurpose Headcount)
      - ○ New Headcount is budget approved and allocated as a brand-new position
      - ○ Fill Vacancy is for when someone resigns and the manager desires to replace the staff person at the same level'

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- ○ Repurpose Headcount is for using a pre-existing vacancy and upgrading it, downgrading it, or repurposing it and requires budget authorization
- Review the instructions at the top of the form and enter the information being requested. Any field that is required will have an asterisk. You will not be able to submit the form unless all the required fields have information.
- You must indicate if the position has supervisory responsibilities or not.
- At the end of the form you will need to enter in the email address of your division's leadership team member. As you begin to type you should see their email address appear in a dropdown below the field. Select their email address.
- ○ What happens after I submit the form?
  - ▪ You (the submitter) will receive an email confirmation of your submission with a request ID #.
  - ▪ At each step of the approval process, the submitter will receive an email notification that the form has reached the next step in the workflow.
  - ▪ If the form is approved, the submitter will receive an email notification with a PDF attachment of the request and its approvals.
  - ▪ If the request is rejected, the submitter will receive an email notification with a PDF attachment of the request, including any approvals received, the rejection and the reason for the rejection.

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- If you have any concerns about the amount of time the request is taking and/or are concerned that the approval may need to be reassigned due to someone being out of the office, please reach out to peopleandculture@unicefusa.org and include your request ID #.

- **STEP 2: Current Employee Changes Personal Action Form (PAF) - Submitter Instructions**
  - Personnel Action Form Request - Current Employee Changes
    - Use this form for changes to existing staff such as title changes, reporting lines, departmental name changes, etc. .The Personnel Action Form can be found here
    - Managers should submit all PAF requests using this form which is routed automatically for approval. For changes affecting more than 5 staff, please reach out to PeopleandCulture@unicefusa.org to agree on process.
    - Each PAF request required 3 levels of approval
      - Leadership team member
      - Finance
      - Chief People Officer
  - Filling out a PAF Request
    - Before submitting the form please ensure that it is clear and understood among every member of your reporting line to your Leadership team member the level and budget implications of the change you are requesting.
    - Follow the link above

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- Review the instructions at the top of the form and enter the name of the employee for whom the changes are being requested (You, not the manager's name)
- Select the appropriate action (Promotion, salary change, bonus, job title change, supervisor change, department change or status change).Please see the FY 23 Salary and Compensation Guidebook on myPolicies.
  - Promotion: A promotion is defined as an increase in an employee's responsibilities substantive enough to warrant a change in job title and, in most instances, placement in a higher salary band. This most often occurs when a higher-level position is vacant, and a more junior employee applies for and is selected to perform the higher-level job. In some cases, it may be possible that an employee demonstrates the capacity to perform responsibilities significantly beyond their current role and a new position is created for them at a higher level if the organization has a need for and can finance this new more senior-level job.
  - Salary Change: During the course of employment in a given role, an employee is expected to acquire and apply new skills, take on additional ongoing responsibilities, and demonstrate a greater capacity to perform more advanced job functions. These do not substantially alter the position's primary purpose or warrant a promotion. However, since these new skills or responsibilities may affect the internal or external value of

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the job, UUSA may recognize the employee's development with an in-grade salary adjustment beyond the regular merit increase
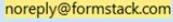
- Bonus: This field represents additional compensation as a one-time lump sum, justification is required.
- Job Title Change is for making changes in title but not salary levels or bands
- Supervisor Change is for either permanent or temporary reporting line changes
- Department Change is when a staff person is moving to a different department or division
- Status Change: Choose the appropriate category for the requested change

- Once the action is selected, the subsequent fields for that action will appear. Any field that is required will have an asterisk. You will not be able to complete and submit the form unless all the required fields have information.
- You must indicate whether the position has supervisory responsibilities or not.
- Enter the effective date: Please submit the effective date of the change
- At the end of the form you will need to enter in the email address of your division's Leadership Team member. As you begin to type you should see their email address appear in a dropdown below the field. Select their email address.
- Once submitted, you will see a confirmation.
  - What happens after I submit the form?

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- At each step of the approval process, the submitter will receive an email notification that the form has reached the
next step in the workflow.
- If the form is approved, the submitter will receive an email notification with a PDF attachment of the request and
its approvals.
- If the request is rejected, the submitter will receive an email notification with a PDF attachment of the request,
including any approvals received, the rejection and the reason for the rejection.
- If you have any concerns about the amount of time the request is taking and/or are concerned that the approval
may need to be reassigned due to someone being out of the office, please reach out to peopleandculture@unicefusa.org and include your request ID #.

- **STEP 3: Approving a Personal Action Form (PAF)- Approver Instructions**
  - Summary
    - PAF requests are forms submitted by managers and routed automatically by email to approvers.
    - PAF requests are used by managers to:
      - Request a Job Posting/ New Hire
      - Request changes for current employees, such as promotion, salary, bonus, supervisor, department, or status
  - Approval Workflow for PAF Requests
    - A PAF request requires 3 levels of approvals

- Leadership Team Member
- Finance
- Chief People Officer
  ○ Acting on a PAF Request Email
    ▪ The approver will receive an email from noreply@formstack.com with the subject line: "Your action is required on a PAF request: <Approver>
    ▪

> noreply@formstack.com   Your action is required on a PAF request: Leadership Team Member   Mon 8/29/2022 1:40 PM   104 KB
> This email originated outside of UUSA, please exercise caution when clicking links, or downloading attachments contained within this email

      - The body of an action email sent to a Leadership Team Member:

    ▪

> **Your action is required on a PAF request: Leadership Team Member**
>
> Please review the Personnel Action Form and the proposed personnel changes for accuracy by clicking on the **Open Form** link below and select one of the following options:
> 1. To Approve the changes, click Approve.
> 2. To Reject the changes and notify the form submitter, click Reject and add a Reject Reason. The submitter will be notified by email of the approval, or rejection and reason.
>
> PAF requests are processed in ADP after all approvals are confirmed.
> Thank you.
> Open form to fill out your assigned task.

    ▪ Click Open Form to open the original PAF request for review. The top part of the PAF request includes the original request details filled out by the submitter.
    ▪ Scroll down the PAF request reviewing details of the request to the <Approver> Response.

-
  > Leadership Team Member Response*
  >
  > ● Approve
  > ○ Reject
  > Approve or Reject the above request

- Click either Approve or Reject to respond to the PAF request. If the Reject is selected, please add a rejection reason which can be viewed by the PAF request submitter.

  -
    > Leadership Team Member Response*   Reason for Rejection*
    > ○ Approve
    > ● Reject
    > Approve or Reject the above request
    > Required if response is Reject

- Click Submit at the form bottom to finish your approval action Each PAF request email can only be acted upon and submitted once. The PAF request email is not deleted.

- If there are any questions or issues with PAF requests, email peopleandculture@unicefusa.org with details of the question or issue. If the request is in process and you would like to recall the PAF request, contact the Approver.

- **STEP 4: FAQs**
  - Why are we changing?
    - The current PAF in DocuSign document requires 5 signatures. The form can allow for inconsistent data issues with fill-in fields and no drop-down pick for

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data entry. It's not easy to use, and it is easy to make mistakes. The form is used for too many different functions including:

- Request for changes to existing employee data
- Request to Post a Job/Fill Vacany
- New Hire
- Separation-for existing employees

- The current form is DocuSign can create confusion on what fields to enter given there is no logic on the form or defined required vs. Optional fields.

○ How is the new process better?

- The new forms are easy to use with drop-down choices and will ensure data standardization and fewer mistakes. Submission is streamlined for P&C and for users who may not be as familiar with the process on a regular basis. There are fewer approvals needed and an easier workflow for submission of requests and Approvals/Rejects. This form will also allow an audit trail of all requests and their workflow.

○ What are my responsibilities as a submitter?

- As a submitter, you may request a change in personnel, but first must garner all approvals before submitting the PAF. This is a change in process; in the past the Docusign version would obtain approvals, in this new format, only your Leadership Team Member, Finance and People and Culture are in the approval process, so your supervisor, and their supervisors' up to the Leadership Team member should be made aware of your intention before submitting the form.

○ What are my responsibilities as an approver?

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- Only Leadership Team members or their designee can be approvers. Approvers must be entered into Form Stack as users by a member of the Technology Division, please submit a request to IT Helpdesk if you require a Formstack user.
  - Where are the new forms and how do I use them/
    - There are three different forms now that serve three distinct purposes:
      - [Job Posting and New Hire](#)
      - [Current Employee Changes](#)
    - There are different instructions for each:
      - [Instructions for Submitters (vacancy/Job Posting)](#)
      - [Instructions for Submitters (Current Employee)](#)
      - [Instructions for Approvers](#)
  - How will I know here my form is?
    - You will receive emails at each point in the approval process. After submitting, you will receive an email with a request ID #. If you have any concerns about the amount of time the request is taking and/or are concerned that the approval may need to be reassigned due to someone being out of the office, please reach out to peopleandculture@unicefusa.org and include your request ID #.
  - Do I use the PAF to submit department structure changes or name changes?
    - No. if a department is moving to a different division, or changing names, please submit a ticket to Enterprise Technology and Data via Fresh Service: https://unicefusa.freshservice.com/support/catalog/items/65. These do not require a Personnel Action Form.

- ○ Once the PAF is approved, how long does ilt take to show up in ADP and other systems?
  - ▪ Once the PAF is approved, it will take 3 – 5 business days for all systems to be updated.
- ○ More Questions? We're here to help.
  - ▪ For all questions about the forms and the processes please contact peopleandcuture@unicefusa.org