## How to submit PAF via AdobeSign with EVC's Workflow

Personnel Action Form (PAF) Submission via Adobe Sign.

Log in to Adobe-Sign using your <u>SSO</u>.

1. From the landing page, select "Start from library"

Send a document for signature
Request e-signatures on a new agreement, or start from your library of templates and workflows.      1.      Request e-signatures      Start from library

2. Select "Workflow" on the left and in the search bar, type in "EVC", and then select "HR-006-EVC (PAF) Personnel Action Form".

Start from library

Library	× EVC	
Library	Name	Last Modified
Recent Templates	Call Account Workflows	
Templates	4. 品 HRS-006-EVC (PAF) Personnel Action Form	02/20/2024
Workflows	品 ACT-007-EVC Budget Transfer (BT) Form	11/27/202
	品 HRS-059-EVC Board of Election (BOE)	02/15/202
		Cancel
		Revised 20

3. Fill out the data below. Employee signature is needed unless it's a GL Changed. The PAF template has already been added to the form therefore, you do not need to attached the PAF template.

\*Note only one PAF can be submitted at a time. If additional supporting documents are needed with the PAF, please add them under backup document 1 and 2.

Recipie	nts		Ø
Employ	ee (Use if only employee's signature is REQUIRED):		
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Divisior	n or Area Administrator:*		
Ċ	Enter recipient email	🖂 🗸 Email	Ø
College	President or Area Vice President*		
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