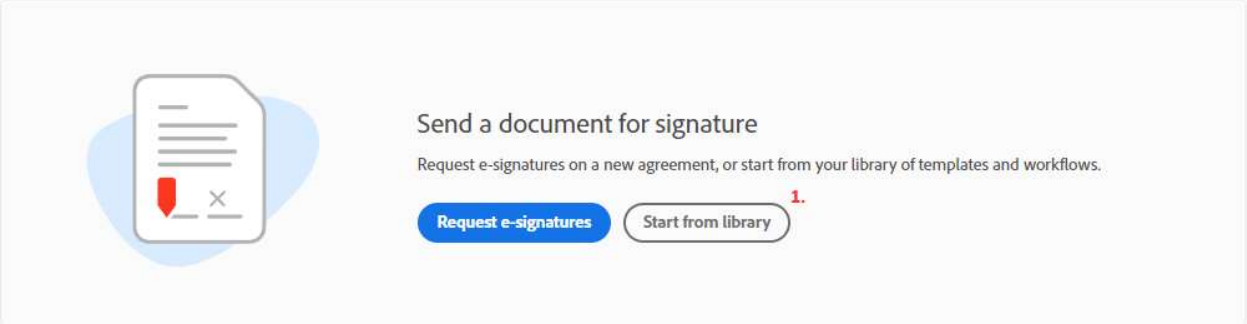
How to submit PAF via AdobeSign with EVC's Workflow

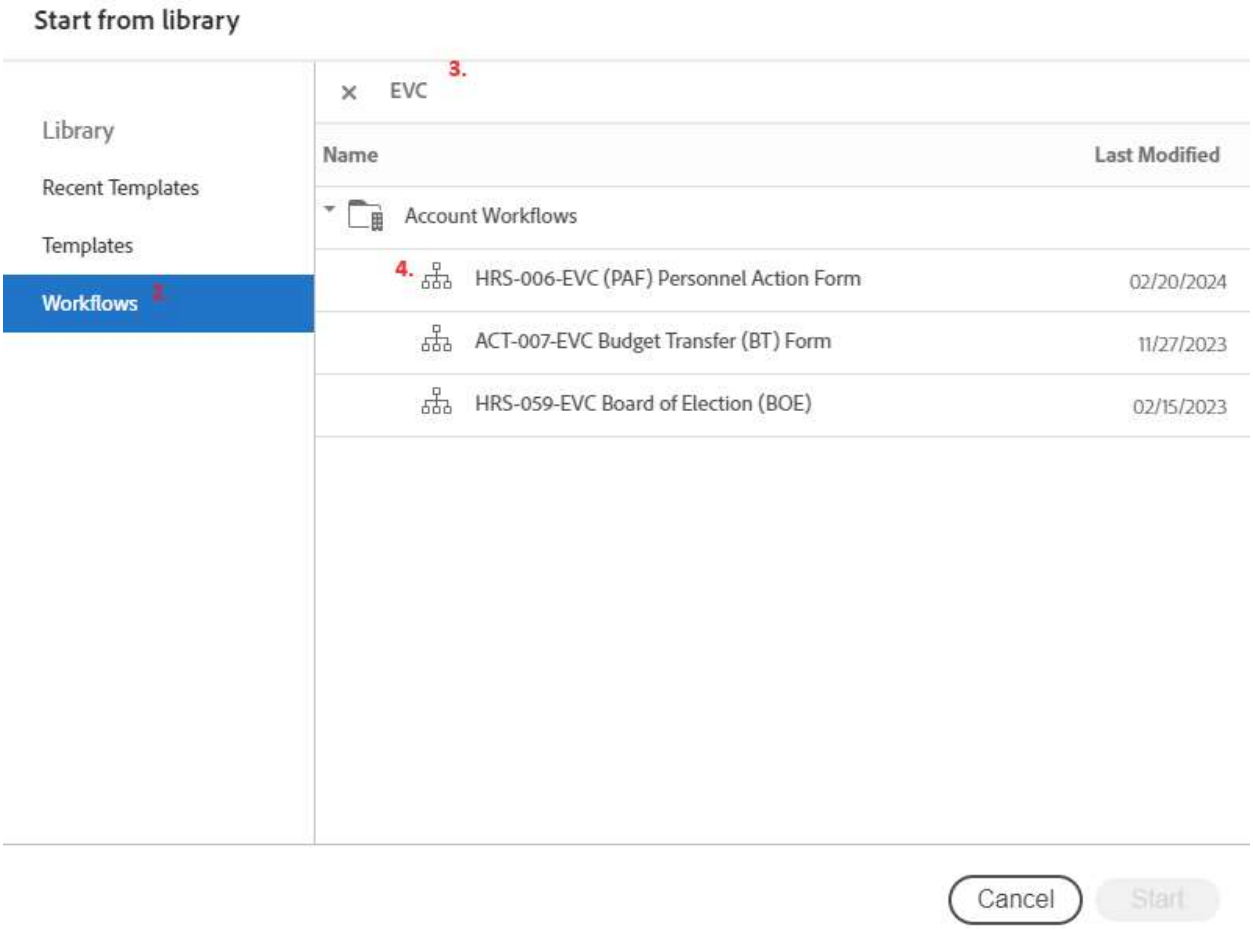
Personnel Action Form (PAF) Submission via Adobe Sign.

Log in to Adobe-Sign using your SSO.

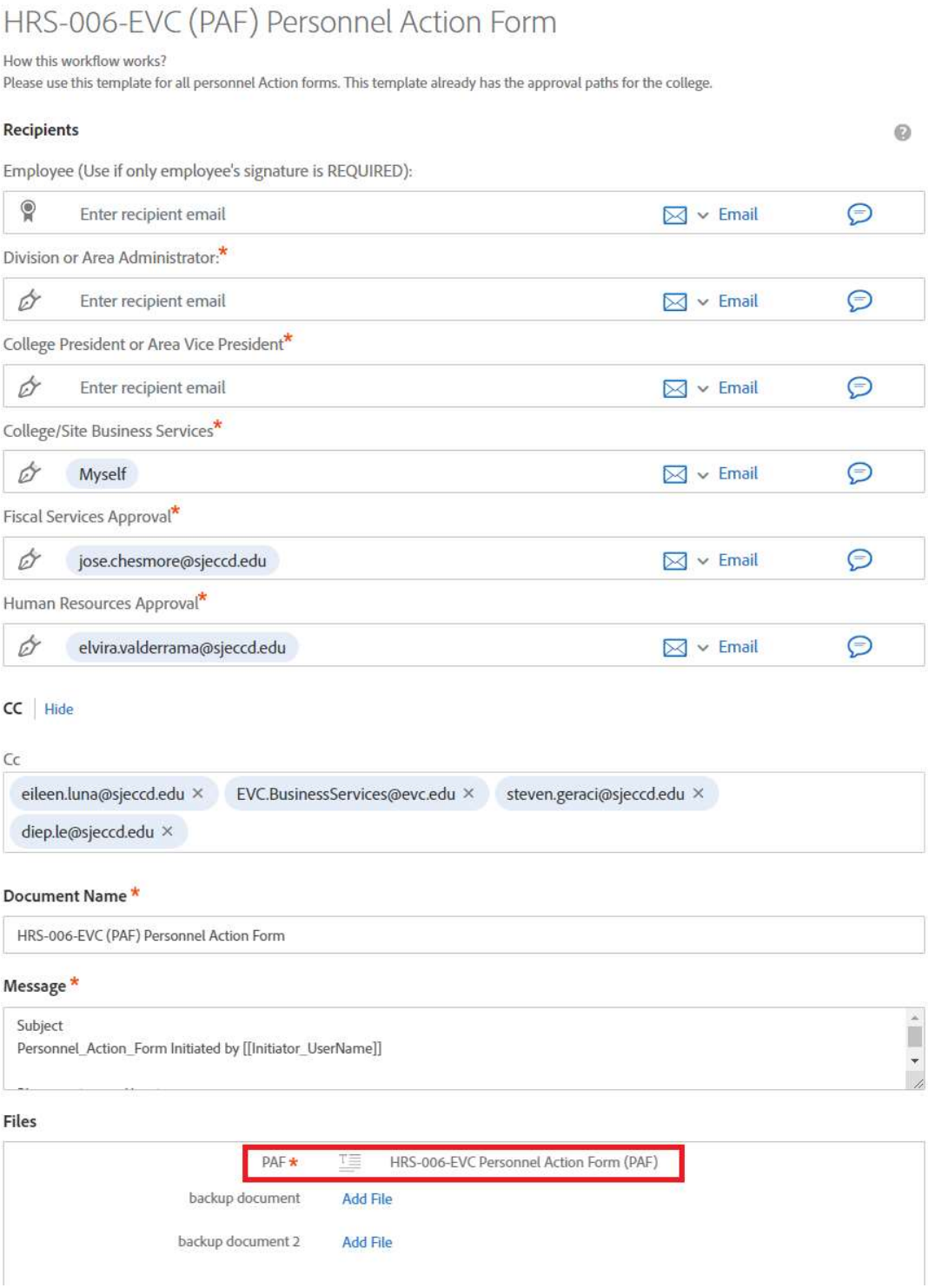
1. From the landing page, select "Start from library"



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



Revised 2024

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.