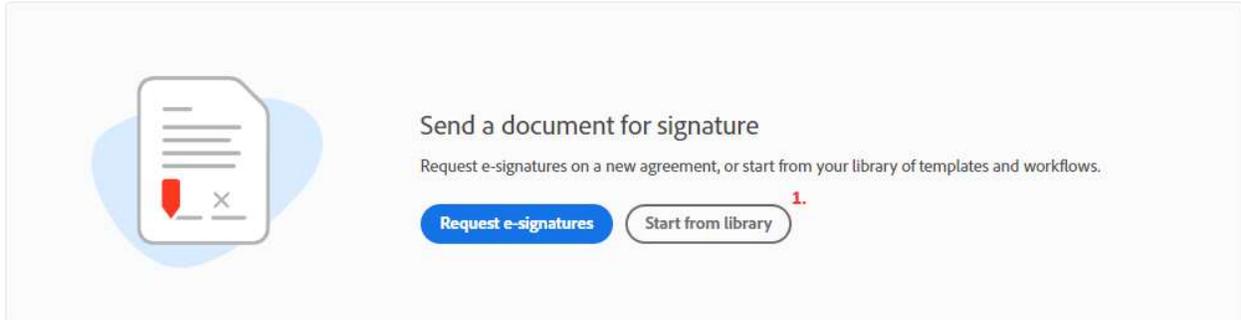


How to submit PAF via AdobeSign with EVC's Workflow

Personnel Action Form (PAF) Submission via Adobe Sign.

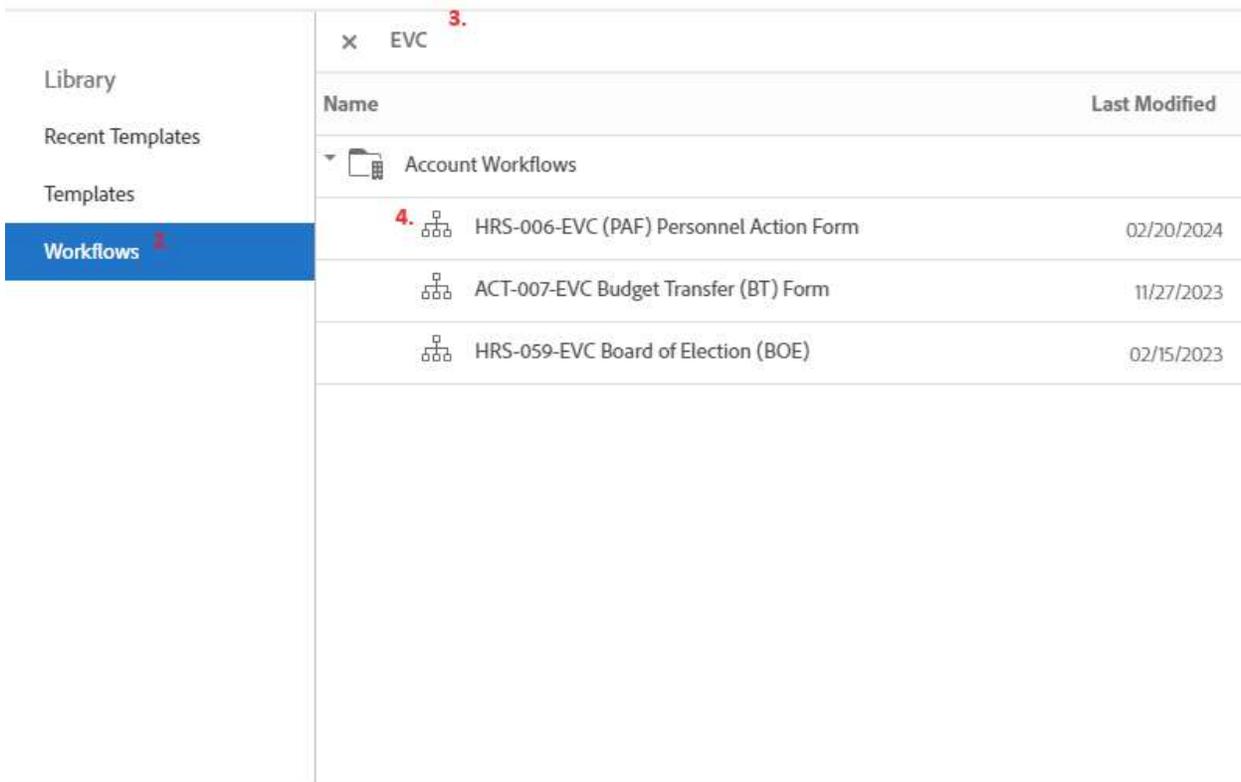
Log in to Adobe-Sign using your [SSO](#).

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".

Start from library



Name	Last Modified
Account Workflows	
4.  HRS-006-EVC (PAF) Personnel Action Form	02/20/2024
 ACT-007-EVC Budget Transfer (BT) Form	11/27/2023
 HRS-059-EVC Board of Election (BOE)	02/15/2023

Cancel Start

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.

HRS-006-EVC (PAF) Personnel Action Form

How this workflow works?

Please use this template for all personnel Action forms. This template already has the approval paths for the college.

Recipients

Employee (Use if only employee's signature is REQUIRED):

✉ Email 💬

Division or Area Administrator*:

✉ Email 💬

College President or Area Vice President*:

✉ Email 💬

College/Site Business Services*:

✉ Email 💬

Fiscal Services Approval*:

✉ Email 💬

Human Resources Approval*:

✉ Email 💬

CC | [Hide](#)

Cc

✕ ✕ ✕
 ✕

Document Name *

Message *

Subject
Personnel_Action_Form Initiated by [[Initiator_UserName]]

Files

PAF * HRS-006-EVC Personnel Action Form (PAF)
backup document [Add File](#)
backup document 2 [Add File](#)