How to complete a PAF

1. Go to http://intranet.olympic.edu/PAF
2. Click “Add document”.

3. Complete the form. As you complete the form, required fields will be outlined with red box or a red *. End Date: 9/9/9999 (Only used for fulltime and some part-time positions)
   End Date: For students - The end of the fiscal year or the end of the grant awarded or the end of the spring quarter.

4. ONLY FOR STUDENT POSTIONS - New Position: No. Person Replaced: Student
5. Only for VOLUNTEER – New Position: No. Person Replaced: Volunteer

6. Select the Department and the Supervisor’s field will be populated. The supervisor is the individual approving the timesheet in PTLR. When this field is completed an email will be sent to the supervisor to sign and approve the PAF.
   - An email to approve will only be sent to the individual in the “Supervisor” field.
   - The field “Alternate Supervisor” can be used if there are more than one supervisor.
   - If the budget administrator is not the main supervisor, and will be the alternate to sign the timesheet in PTLR, add that name to the “Alternate Supervisor”.
   - If the supervisor is not the budget administrator to sign the PAF, the supervisor will need to forward the email to the budget administrator.
7) Complete all required fields. They are outlined with a red box or a red *. Complete "Account Code(s)".

8) Type in budget administrator's or supervisor's name.

9) Click "Submit"

10) Supervisor or budget administrator receives an email to approve. Email will come from Olympic College Intranet opportal@oc.ctc.edu. If supervisor does not see email, please see junk mailbox.

   A new PAF form has been created that requires your attention (you were listed as the Supervisor for this PAF).

   Please review the PAF form here: PAF Link

   If you have any questions, please contact the HR department at: x7300

11) Supervisor or budget administrator approves by adding the supervisor's code next to his/her name.

12) Supervisor checks the box "Submit to HR"

13) Supervisor clicks "Save" and "Close." The PAF will move into the HR box.

   Do Not click the "Submit" button. It will create a duplicate PAF.