

## Electronic Personnel Action Form (PAF) Instructions

Fayette County Public Schools uses Workflow Gen to capture New Positions, Vacancy Separations, and to request changes to Employment Records.

Below you will find what information has to be completed and how to complete the Electronic Personnel Action Form.

Schools and Departments will basically have 4 Steps that must be completed

1. Separation or Separation Vacancy
2. Confirm Position
3. Add Interviewed Applicants
4. Hiring Recommendation

Log into Workflow Gen – <https://workflow.fcps.net/wfgen/>

You may also access the system using the Launch Action Link on any emails that you receive from FCPS Workflow.

You should be on the Home Page and you should see the following.



### New request

Select a new request to launch



### My requests in progress: 76

Browse the list of requests you have launched



### My actions to do: 9

Browse your list of actions to do

Select one of the actions above depending on what action you want to complete

**New Request** - If you would like to complete a Separation or a Separation Vacancy

**My Request in Progress** – If you would like to see the status of a Personnel Action that you created

**My Actions to Do** – This means there is an item that requires your approval before the process can continue.

## STEP 1

### NEW REQUEST



#### New request

Select a new request to launch

Personnel Actions

 Separation and/or Vacancy (v1) 

You have two options

Separation Report Only *or* Separation and Vacancy

*Decide which one of the two actions you will need to complete. Do not complete both.*

A separation must be completed on everyone that leaves your building/department.

#### Start Process

Initiator Name: Piper Lewis

Date: 2/8/2018 8:31 AM

Reason:  Separation Report Only - Do Not Fill (Position Will Not Be Filled)  
 Separation and Vacancy - Fill position  
 New position (Budget and staffing only)

*Reminder: New Positions must be added by the Budget Office, please contact the Budget Office for assistance.*

Cancel Request

#### **Separation Report Only – Do Not Fill (Position Will Not Be Filled)**

*Anytime an employee leaves your building/department and you are NOT going to fill the position you will need to complete this section. If they are resigning from the district you will need to indicate they have resigned and also submit their resignation letter. If they are leaving your building you need to complete the form and indicate "Transfer".*

If you are not filling the position, then select "Separation Report Only".

Fill in the next screen answering all questions, everything in Red is required.

“Submit”

You will only Complete Step 1.

*Tip: When you enter an Employee #, or Last Name you can select the “Find Employee” box and the system will find the employee you are looking for.*

### Start Process

Initiator Name: Piper Lewis

Date: 2/8/2018 8:31 AM

- Reason:
- Separation Report Only - Do Not Fill (Position Will Not Be Filled)
  - Separation and Vacancy - Fill position
  - New position (Budget and staffing only)

*Reminder: New Positions must be added by the Budget Office, please contact the Budget Office for assistance.*

Cancel Request

### Position Information

Staff Name: Piper Lewis

Processing Date: 2/8/2018 8:31 AM

Reason for Separation:  Resignation  Retirement  Transfer  Termination  Non Renew  Other

Effective Date:

Other documentation:

Search by entering ID # or Last Name below. Leave both blank to see all employees for your location.

Employee #:

Employee Last name:

Employee First name:

Employee Position Title:

Employee FTE:

Employee Location:

Comments:

You have just completed the only Step that is required when filling out a Separation Only. No other action is required.

## Separation and Vacancy – Fill Position

When an employee resigns or leaves your building/department and you want to fill the position you will need to complete this section.

Select “Separation and Vacancy – Fill Position”

Fill in the next screen answering all questions, everything in Red is required.

“Submit”

*Tip: When you enter an Employee #, or Last Name, then you can search by clicking on “Find Employee” box and the program will find the employee you are looking for.*

*Tip: When entering the position you want to fill, enter all or part of a title and the system will search for that title. For Elementary type Elem, Middle Schools type Mid and High Schools type HS and positions will show up that you can select from. Example: If you want to fill a Math position just type Math and you will be given a list of Positions that have the word Math in the title.*

Start Process

Initiator Name: Piper Lewis

Date: 2/8/2018 8:31 AM

Reason:  Separation Report Only - Do Not Fill (Position Will Not Be Filled)  
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 New position (Budget and staffing only)

*Reminder: New Positions must be added by the Budget Office, please contact the Budget Office for assistance.*

Cancel Request

Submit

Save as draft

## Position Information

Staff Name: Piper Lewis

Processing Date: 2/8/2018 8:31 AM

Reason for Separation:  Resignation  Retirement  Transfer  Termination  Non Renew  Other

Effective Date:  

Other documentation:

Search by entering ID # or Last Name below. Leave both blank to see all employees for your location.

Employee #:  Employee Last name:

Employee First name:

Employee Position Title:  

Employee FTE:  

Employee Location:

Comments:

## Position To Be Filled Information

Location:  

Category:  

Type:  

Post Position:  Yes  No  Wait to Post

Position To Fill Title:  

Position To Fill FTE:  

Position To Fill Comments:

If you select "Wait to Post" please remember that you must return to this action and post before you will be able to fill the position.

If you select "No" do not post you should indicate why in the comments. Example: already posted, rehire, etc.

## STEP 2

### Confirming Position

#### My actions to do

Select the action to launch

Description
 <a href="#">11-Confirm Position</a> 

There will be a delay between Steps 1 & 2. After Step 1 has been completed by the school/department, the form is routed to several different areas for actions or approval. Once all the actions are completed schools/departments will be notified by email that you have an action to complete. You may now complete Step 2, confirming the position.

Confirming Position – Once the position has been approved the school/department will be asked to Confirm Position.

*Do not confirm position until you are 100% certain that you are filling the exact position listed. Example: If you have a 1.0 position and you have not interviewed and there is a chance you will split this position into two .5 positions, do not confirm.*

If you would like to see more information about the position you are confirming, you can click on the Budget and Staffing Section and expand the section and you will see additional information.

To Confirm the position, select “Accept” out from Decision. Select “Submit”.  
Once you have confirmed the position you will be able to Add Applicants.

If you do not want to confirm this position but would like to make changes to the position you may select “Revision Needed”. You must then add comments in “Changes to make”

If you would like to cancel the position, out from Cancel Position, select “Yes” then submit

**Hiring Mgr. Confirm Position**

  

Staff Name:	Piper Lewis
Processing Date:	2/8/2018 8:51 AM
Position To Fill Title:	STAFFING AND BUDGET SPECIALIST - 8182
FTE:	The F.T.E. total: 1.0
Work Location:	C894 - BUDGET & STAFFING SERVICES
Decision	<input type="radio"/> Accept <input type="radio"/> Revision Needed (state changes)
Changes to make:	<input type="text"/>
Cancel Position:	<input type="checkbox"/> Yes

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## **STEP 3**

### **Adding Interviewed Applicants**

#### **My actions to do**

Select the action to launch

Description
 <a href="#">12-Applicants Interviews</a> 

After the position has been confirmed you will be able to add the Applicants interviewed information.

Complete the information in the Interviewed Section and “Enter”. If you do not select enter it will not save your information. After you select “Enter” a new line will appear and allow you to enter another name.

*Under the heading Hire, you do not have to select anyone. This information is for schools/departments that have multiple Administrators conducting the interview process.*

Revise Position - If you would like to change/revise the position you will need to select Revise Position and add comments. The form will re-route to HR and to Budget to make changes.

Cancel Position – If you have decided not to fill the position you will select “Cancel Position” and add Reason in the Cancel Position Reason box.

Save as Draft – You can save the information as draft. This allows you to save the information you have entered and allows you to add or edit entries before you Submit for the Hiring Recommendation.

Submit – This will move the form to the next section, Hiring Recommendation.

## Applicants Interviewed

Hiring Manager/Interviewer Name: Piper Lewis

Date: 2/8/2018 8:53 AM

Position To Fill Title: STAFFING AND BUDGET SPECIALIST - 8182

Work Location: C894 - BUDGET & STAFFING SERVICES

Interviewed:	First Name	Last Name	Gender	Race	Date Interviewed	Hire?
	<input type="text"/>	<input type="text"/>	Select ▼	Select... ▼	mm/dd/yyyy	Select ▼ <input type="button" value="Enter"/>

Declined/No Show:	First Name	Last Name	Gender	Race	Date	Reason
	<input type="text"/>	<input type="text"/>	Select ▼	Select... ▼	mm/dd/yyyy	Select ▼ <input type="button" value="Enter"/>

Revise Position:

Revise Reason:

Cancel Position

Cancel Position Reason:

If the hiring Manager selects another candidate the following box will appear in the Applicants Interview Section. Use the information in the Comments box to fill in other applicants that were interviewed or selected.

## Applicants Interviewed

**Select another candidate was chosen at "Hiring Recommendation" action.**

**"Select..." comments:**

## Step 4

### Hiring Recommendation

#### My actions to do

Select the action to launch

Description
 <a href="#">13-Hiring Recommendation</a> 

Fill in all the information requested and then Submit.

Select Another Candidate/Interview more Candidate options: Only select “Yes” if you would like to Add/Edit/Delete names in the applicant interviewed section.

If a candidate was marked “Yes” in the Applicants Interviewed Section as the person to hire and you would like to hire a different person, then select “Yes”. You will be asked to add comments and then submit. This form will route back to Applicants Interviewed and your comments will allow those changes to be made.

If this request requires additional approvals it will be routed to the appropriate director. Otherwise the form will route to Budget and then to Human Resources.

## Hiring Recommendation

Recommend by Piper Lewis

Processing Date: 2/8/2018 8:31 AM

Select Another Candidate/Interview more candidates:  Yes  No

Current FCPS Employee?  Yes  No

Last Name:

First Name:

Last 4 digits SSN:

Current Phone

Email address

Applicant applied for position in AppliTrack:  Yes  No

References checked:  Yes  No

Date checked:  

Subject Grade Level or Specialization:

Requested Effective Date:  

Comments:

- How did you hear about this candidate? Check all that apply.
- Colleague
  - Job Fair
  - Certified Mass Interview
  - Student Teacher/Internship
  - Substitute
  - Transfer/Rehire/Retiree
  - Walk-in/Email/Phone Call
  - AppliTrack
  - Other (enter below)

Other source:

Site Based Decision Making consultation date:  

Cancel Request

Submit

Save as draft

## Directors

Some positions will need to be approved by a Director. If this action requires your approval you will receive an email and the action will also be directed to you under your actions to do. At the "Approved" area you will be asked to approve the candidate recommended. Either Select Yes, No or you may cancel the request. If you select No, the request redirects back to the "Applicants interviewed" section. If you select Cancel Request please add comments and then Submit.

### My actions to do

Select the action to launch

Description

 14-PROGRAM/DEPT DIR APPROVE 

Hiring Recommendation Approval by Program Director

Name: Piper Lewis

Date: 2/8/2018

Approved:  Yes  No  Cancel Request

Comment:

Submit

Save as draft

## Q & A

**How do I get to the program?** <https://workflow.fcps.net/wfgen/>

**How do I know if I have something that I need to complete?**

*Once you log into the program, at the Home Screen you will see on the left hand side “My Actions To Do”. A number beside Actions to do indicates the number of actions you have to complete. If no number is listed then you have nothing that needs your attention.*

**When do I need to submit a separation?**

*Anytime someone leaves your building or department. If they are leaving and you are not filling the position you will only fill out a Separation. If you are going to fill the position you will need to complete the Separation Vacancy Request.*

**How can I add more applicants interviewed once I am at the Hiring Recommendation Section?**

*In the Hiring Recommendation section there is a line that says “Select Another Candidate” If you select “Yes” and a comments box will appear and you can enter the additional information or leave blank and then “Submit”. The form will be redirected back to the Applicants Interviewed section and you can enter another name.*

**How do I change an FTE of 1.0 into two .5 positions?**

*When you fill out the separation vacancy you will be able to fill out the form for one of the positions. Just indicate that you want to fill a .5. In the comments section indicate what you would like to do with the other .5. Budget and Staffing will issue a request for the other .5 and send that to you.*

**How do I convert a position?**

*Fill out a Separation Only and in the comments you will add that you want to convert the position.*

**How do I add a New Position?**

*Call or Email your Budget and Staffing contact. You will need to provide them with the title of the position, FTE of the position and what funds you are using to pay for the position. Budget and Staffing will enter the New Position and a vacancy request will be sent to you.*

**How do I track the progress of a request that I made?**

*At the Home Screen on the left side you will have a line that says “My Requests in Process”. Once you select that option it will bring up all of your request. Find the request you are looking for and open the request and you will see what step the request is in.*

*You can also find the request by entering the request # in the Search field located at the top of the page.*

**How do I Change a Position after it has been confirmed or after the Applicants Interviewed has been Submitted?**

*You will have the option to cancel or revise at the Applicant's Interviews Section. You will have the option to cancel at the Hiring Recommendation Section.*

**How do I track a request that was initiated by someone else?**

*You will need the request number and then you can select "Search" at the top and enter the request number. If you are a school, the request number will be on your workbook beside the position for which you are hiring.*

**What do I do if Human Resources terminates or moves someone from my building/department? What if Special Ed moves someone from my building?**

*You will still need to complete a separation or separation vacancy, depending on if you are going to fill this position.*

**What if I want the employee to teach more than one subject? Example: Math and Science.**

*At the position to be filled area you will select Multi position. For Middle school it is listed as Mid Multi Position and for High School it is listed as High Multi Position.*