

The approval below done by the PAF Approver is replacing the paper PAF approval process. The PAF Approver in the center will receive an email in which they can directly approve the request. The PAF approver can do this via phone or computer as needed. through their emails.

INSTRUCTIONS

1. PAF Approver will receive an email with a workflow link.
2. Click on [Workflow Link](#) as shown below:

Action Required 130: NSU Careers Hire for Center 57 Enrollment and Student Services- [REDACTED] 11/28/2022

Workflow <noreply-workflow@nova.edu> [REDACTED] Mon 11/21/2022 12:19 PM

To: [REDACTED]

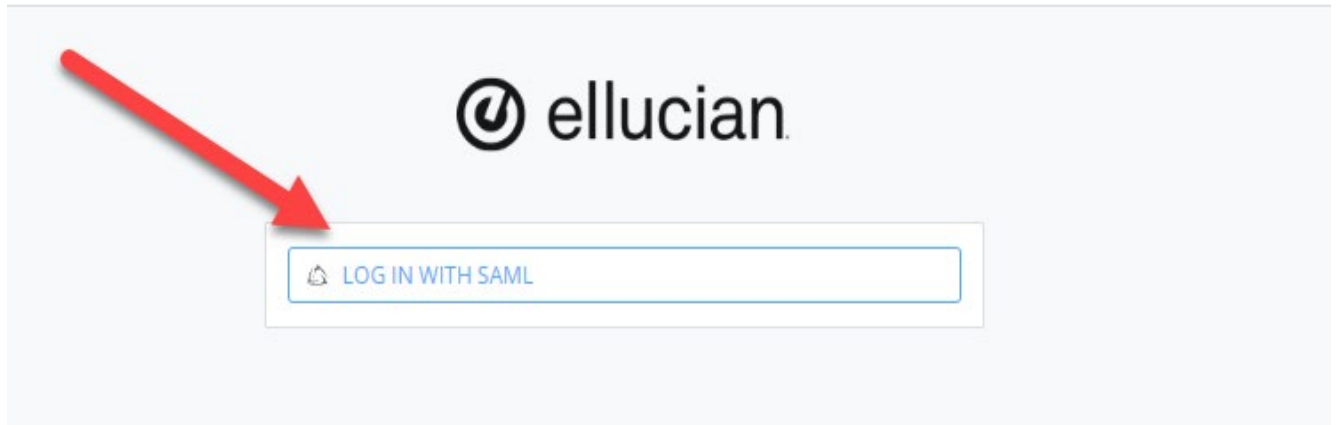
Dear PAF Approver,

You have a new task that awaits your action. Please review the summary and click on the link below to Approve/Deny this request:

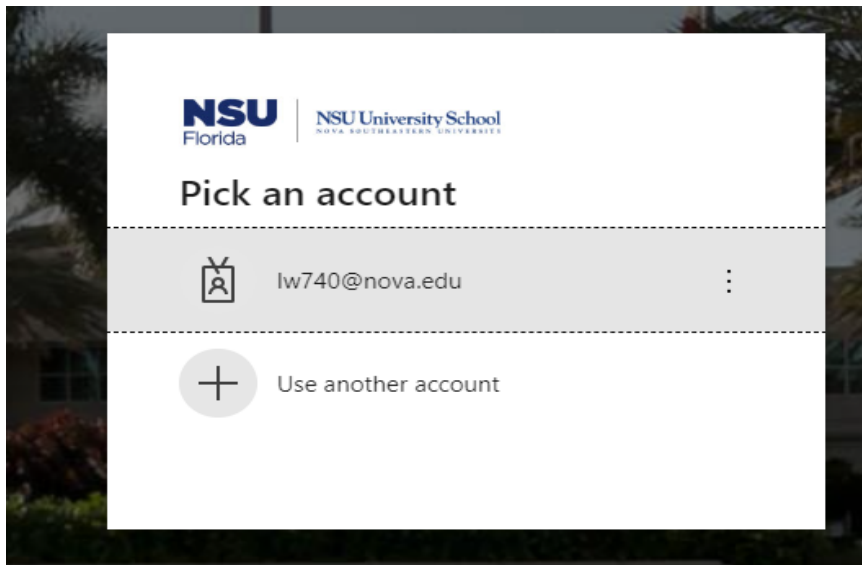
[Workflow Link](#)

Employee Name	[REDACTED]
Employee NSU ID	[REDACTED]
Employee Title	Admission Services Rep I - HPD
Center/Division Name	57 Enrollment and Student Services
Department	Enrollment and Student Services
Paid Hourly or Salaried	Hourly
Employee Class	40-Clerical/Teacher Aide (12 Mo)
Employee Benefit Category	Benefits Eligible (28+ Hrs/Wk)
Originator Email Address	hr4u@nova.edu
HR Contact Email Address	hris@nova.edu
Employee Email Address	[REDACTED]

3. The below log in screen will appear, click on LOG IN WITH SAML.



4. You will enter your AD credentials.



5. The form below will appear, review, and scroll down to approve and submit.

Supervisor Information

Pay Information

Hours Per Pay

Rate

Assigned Salary

Annual Salary

Pays

New Effective Date

Labor Distribution

Org Code	Account	Program	Activity	Location
123930	1012	TE	72	

Comment for Originator:

Comment for Payroll:

Comment from PAF Approver:

PAF Approver Rep Initials

Approve or Deny

Approve

Deny

SUBMIT

1



2

3

6. You are now complete; the process below will follow:

PAF Approver approves



Notification email goes out to originator, HR Contact with the employee setup information as well as email information.

Notification email goes out to employee with their setup information as well as email information 24hrs after hire.

IF employee is a Faculty, workflow task goes out to the Strategic Business Partners

IF employee is a grant funded position, notification goes out to CGA@nova.edu



Workflow Task goes out to Payroll for audit