Things to know when completing the fillable forms:

- There are two forms:
  1. **PAF – Personnel Action Form**
     - Someone is leaving employment at USM – Complete the PAF – Termination Section.
     - Someone needs to be put on maternity leave – Complete the PAF – Leave of Absence Section.
     - Someone is having their supervisor changed – Complete the PAF – Maintenance Section.
     - Someone is getting an additional pay – Complete the PAF – Employment Section
     - Hiring a faculty member to teach over the summer – Complete the PAF – Employment Section
  2. **PDS – Personnel Data Sheet**
     - Hiring someone to teach part-time – Complete the PDS – Personnel Data Sheet

- Like always, you will fill out the form that pertains to what you are trying to accomplish.
  - There are no new areas on these forms that were not already listed on the paper versions.  
    The only section that is different is the approval sections. Now, instead of routing for signatures physically, you will need to email this form to the appropriate person for approval and they will forward to the next level.
    - Example: If you are completing a form for a GA, you must obtain all signatures required by your director and they will need to email the form to Graduate School. Graduate School will then forward this to HR for processing.

- Once all signatures are obtained, the final approver will need to email the PAF/PDS to **PAF@usm.edu**.

- This email is connected to HR employees who will then distribute the forms to be processed.
  - Once they are done, the forms will be forwards to either OFPA or ORA for their records. Once all departments are done, the form will be printed and placed in the employees file.

- This is the same process we follow now except it will all be done by email.