• **Step 1**: The originating department will obtain all the applicable required documents (Offer Letter/Award Memorandum, Faculty Qualifications Form, Permission To Hire, Resignation Letter, etc.). Some forms may require prior signatures. These signatures must be obtained before completing the PAF/PDS.

• **Step 2**: Complete the appropriate form (PAF or PDS)

• **Step 3**: Forward the PAF/PDS for appropriate signatures.

• **Step 4**: Once all signatures are obtained, the PAF/PDS will need to be emailed to HR at PAF@usm.edu by the last signature obtained.

• **Step 5**: HR will process the form and forward to either ORA or OFPA for processing.