# Temporary Electronic Handling of Personnel Action Forms (PAFs)

During this temporary period of not being able to process paper PAFs, we have provided a PDF fillable form with electronic signature capability. Please follow the steps below.

1. Access the PDF online version of the PAF on the HR website (or under HR-Forms-Miscellaneous). Click here to access the PAF Form (you will be instructed to log into the Union College website, if not already logged in).
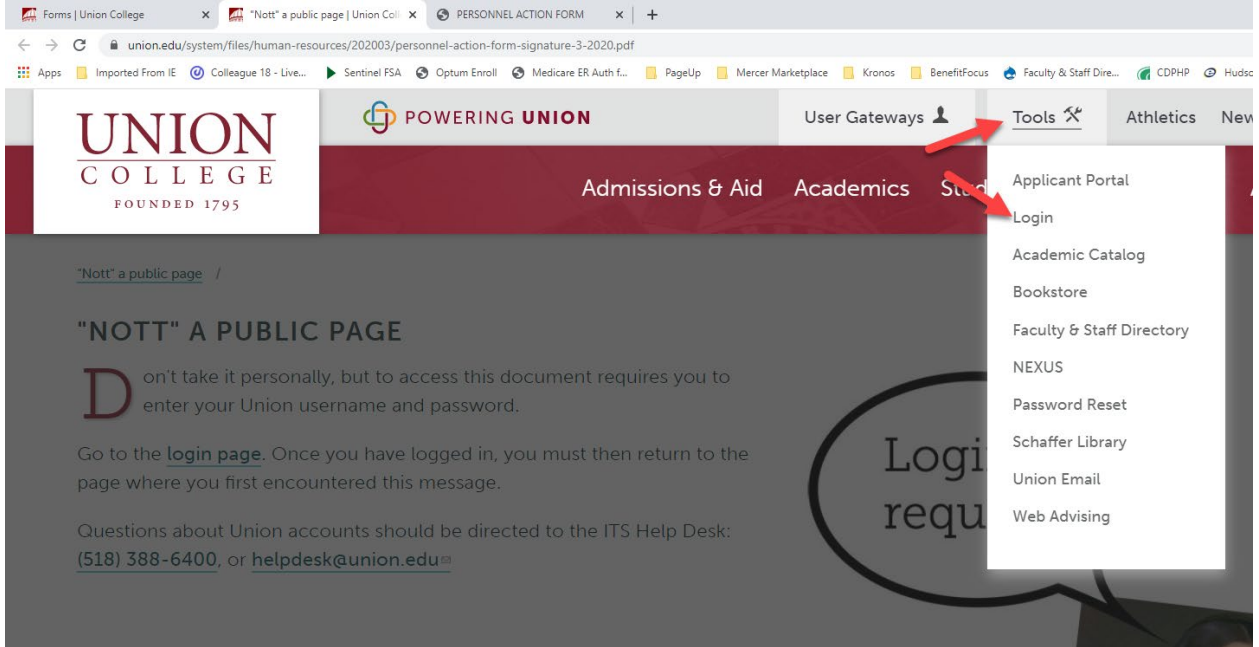
2. Download the form to your machine and rename it : PAF_LastName_Date (use employees last name and current date).
3. Complete the PDF fillable form and sign it electronically by following the instructions on the form (see full instructions on 2nd page of form). Save the completed form.
4. Email the form to the next person in the approval chain for their signature.
5. The next person in the approval chain can electronically sign (see instructions on 2nd page of form) and forward on to the next approver, etc. until all signatures have been completed.
6. Lastly, HR will sign and make any necessary adjustments before sending on to Payroll for processing.

Again, this is a temporary electronic handling of the PAF process, outside of our PageUp system, to only be used until further notice.