

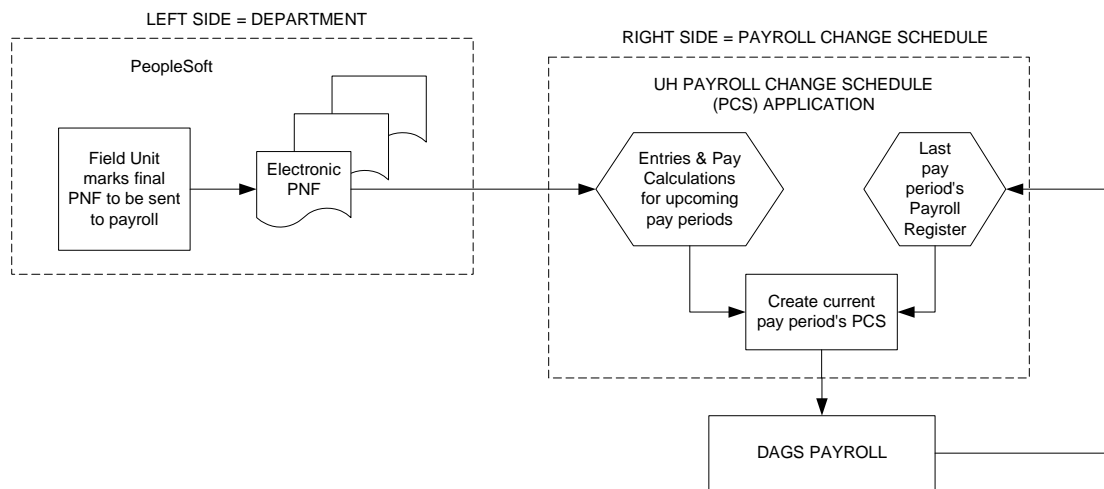
ELECTRONIC PNF TRANSMISSION (ePNF)

Overall Process

Left Side = Department generates electronic PNF which feeds the Payroll Change Schedule

Electronically feeds data to

Right Side = Payroll Office / Payroll Change Schedule



Parallel Testing

1. From August, 2009 until told otherwise
 - a. Continue to send **ALL** documents for **ALL** employees (PNF, W4, HW4, D60, etc.)
 - b. Must press appropriate action keys. Transactions are approved and suspended depending on which keys are pressed.
 - Send PNF to Payroll & Save – comp employees
 - Approve & Save – non-comp employees
 - Invalidate & Save – return PNFs not marked “Processed”
 - c. Hardcopy and ePNF both required to meet deadlines; P/R will not process until both recv'd
2. Processing same for all groups regardless of rollout schedule
 - a. Send all documents as you currently do
 - b. Ensure that proper action buttons are pressed

New Concepts

1. One PNF per effective date. The date range on the PNF maintenance screen will be eliminated
2. No draft PNFs will be created. All PNFs will be assigned a document number. Departments are free to delete PNFs that have not been marked “Processed”
3. Additional required fields in PeopleSoft due to required fields in PCS
Sex, Island, Tax Exemptions, Marital Status
4. Tax Exemption information must be transmitted via PNF with new action reason codes. The hardcopy form remains at the department. Do not send hardcopy to Payroll.
5. Pressing the “Send PNF to Payroll” button is equivalent to whomever presses the current APProve button. The date, time and userid of the person pressing the button will be attached to PNF for identification purposes.
6. Signed PNFs and Tax Forms stay at department. Do not send to Payroll.
7. The official action taken is when the “Send to Payroll” is pressed as the PNF is affixed with date, time and userid of the person that pressed the “Send PNF to Payroll button”. This is different then the current practice of date stamping when the hardcopy is received at Payroll Office
8. PNFs marked with a “Processed” status requires a call to the Payroll Office for further instructions.
9. No hardcopy PNFs will be accepted by Payroll EXCEPT:
 - a. when the department has been working the OHR/SSA in printing the PNF. OHR/SSA will notify Payroll to accept hardcopy PNFs directly from department.

- b. PNFs with termination actions while on employee is on LWOP. Continue the current process of typing the left side and account code information on the PNF.

Reason/Action Changes

1. For new actions, use Voids for hires only; all other actions should be corrections

See attached listing for new action/reasons.

Current Manual Processes Continue

1. D60 – send hardcopy
2. Name change
 - a. Send copy of SS card
 - b. Send hardcopy PNF of SSN change action
 - c. Indicate old name in comments field of the PNF
3. “Termination while on LWOP” PNF
 - a. Type left side and account code information

PeopleSoft Reminders

1. Non-compesated Position number = 000NCOMP
2. Home Base Concept
 - a. Should be compensated appointment
 - b. Should not be a terminated appointment

Change in Generate PNF panel processing

1. Enter effective date of SUS actions in From Date box (no range)
2. Press Save
3. Document Number will be generated
4. If no Doc No generated, correct errors
5. Click “PNF Maint”
6. Doc no displayed on results list as status “no action”

To determine what actions to take at any time, need to answer 2 questions:

1. Has the payroll deadline passed?

This is determined by the document "Due Dates of Documents into Payroll Office"

2. What is the current status of the PNF?

- a. Last column of the PNF maintenance panel (search results)

Search Results

View All

First ◀ 1-3 of 3 ▶ Last

EmpID	Document number	Empl Rcd Nbr	Name (Last,First M)	Last Name	PNF Status
99999999	385661	0	Sung,Sam	SUNG	No action
99999999	385631	0	Sung,Sam	SUNG	Invalid
99999999	385630	0	Sung,Sam	SUNG	Invalid



- b. the copy of the PNF obtained via the PNF maintenance panel

Uh Pnf Data 1		Uh Pnf Data 2		Uh Pnf Data 3	
Sung,Sam		EmpID: 99999999		Invalid	
SSN:	555-11-3333	Pnf date:	05/15/2009	Pnf time:	4:00:55PM
P/R:	F00	WD:	000	Birthdate:	09/15/1933
Sex:	M	Marital status:	S	Fed Exempt:	
State Exempt:		Doc no:	385630		

3. Based on the 2 answers, you can determine what to do based on the following document.

Button Review

A. Compensated Appointments
“Send PNF to Payroll” button – PNF Maintenance Panel

“Send PNF to Payroll” button will only appear if both of the following conditions are met:

1. Person is authorized on PeopleSoft Security Worksheet to approve “A” Human Resources actions
2. The PNF has not been previously sent to the Payroll Office

Action: PNF is now ready to be sent electronically to the Payroll Office In-tray.

Current PNF Location: At the department level

Current PNF Status: “No action”

After Action PNF Status: PNF status changed to “Sent”. All transactions associated with this PNF are approved. PNF is marked with date, time and UH username & name of person pressing the “Send PNF to Payroll” button.

Uh Pnf Data 1 | Uh Pnf Data 2 | Uh Pnf Data 3

Sung, Sam		EmpID: 99999999	No action	
SSN: 555-11-3333	Pnf date: 06/16/2009	Pnf time: 5:25:57PM	Doc no: 385661	
P/R: F67	WD: 000	Birthdate: 09/15/1933		
Sex: M	Marital status: S	Fed Exempt:	State Exempt:	Pay class: SM
Retfica: N	K	Is:	Visa:	Tenure:
UH Appt dt: 05/15/2009	Appointment period from:		To:	BOR Appts:
BU: 88				

P/A	Description	Eff date	Partial	Pos no
Actions in suspend Find View All First 1 of 1 Last				
HIR	009 Exempt Appointment	05/15/2009		0080518 0

Delete PNF
Send PNF to Payroll
Print PNF

Last Update 06/16/09 5:25:57PM by SYAMADA

Save Return to Search Next in List Previous in List Notify Previous tab Next tab Update/Display

[Uh Pnf Data 1](#) | [Uh Pnf Data 2](#) | [Uh Pnf Data 3](#)

Step 1: Current PNF status is “No Action”. Press “Send PNF to Payroll” button.

Step 2. Reminder message appears to press “Save” button.

This PNF will be sent to Payroll and Job actions will be approved when you click the Save button.



Step 3: “Send PNF to Payroll” button is changed to “Click Save to complete Sending” button. “Click Save to complete Sending” button is grayed out. Press “Save” button.

Actions in suspend				Find View All	First	1 of 1	Last
PAY	415	STEP MOVEMENT	01/01/2009	<input type="text"/>	0080094	0	

Click Save to complete Sending

Print PNF

Last Update 06/16/09 by SYAMADA
5:25:57PM



[Uh Pnf Data 1](#) | [Uh Pnf Data 2](#) | [Uh Pnf Data 3](#)

Step 4: After the “Save” button is pressed. The “Send PNF to Payroll” button disappears and PNF status is changed to “Sent”. Transactions associated with this PNF are approved. PNF marked with date, time and user who pressed button. The “Send PNF to Payroll” button disappears and the “Invalidate PNF” button is displayed (see Section C) if the Payroll deadline has not passed.

Uh Pnf Data 1		Uh Pnf Data 2		Uh Pnf Data 3			
Sung, Sam		EmpID: 99999999		Sent to Payroll			
SSN: 555-11-3333	Pnf date: 06/16/2009	Pnf time: 5:25:57PM	Doc no: 38566-1				
P/R: F67	WD: 000	Birthdate: 09/15/1933					
Sex: M	Marital status: S	Fed Exempt:	State Exempt:	Pay class: SM			
Ret/fica: N	K	Isl:	Visa:	Tenure:			
UH Appt dt: 05/15/2009	Appointment period from:		To:				
BU 88			BOR Appts:				
P/A	Description	Eff date	Partial	Pos no			
Actions in suspend				Find View All	First	1 of 1	Last
HIR	009	Exempt Appointment	05/15/2009	<input type="text"/>	0080518	0	

Invalidate PNF

Print PNF

B. NON-COMPENSATED APPOINTMENTS
“Approve” button – PNF Maintenance Panel

If the PNF contains personnel reason/action(s) for ONLY a non-compensated appointment, the “APPROVE” button rather than the “Send PNF to Payroll” button will be displayed as non-comp PNFs are not sent to the Payroll Office.

If the employee has multiple appointments (ie., one compensated and another non-compensated), the “APPROVE” button will be displayed only if the PNF contains only actions for the non-compensated appointment. If the PNF contains mixed actions for both compensated and non-compensated appointments, the “Send PNF to Payroll” button will be displayed and the PNF will be sent to the Payroll Office.

- Step 1: Press “APPROVE” button to electronically send PNF to Payroll Office In-tray.
- Step 2: Press “Save” button after “APPROVE” button is pressed.
- Step 3: Transactions on this PNF are approved and PNF is marked with the date, time and uh username of the person who pressed the “APPROVE” button. No PNF is sent to payroll.

C. “DELETE” button – PNF Maintenance Panel

Action:	Delete PNF from PeopleSoft. Only PNFs that have not been marked “Processed” can be deleted. Records remain in suspense as they were never approved in the first place.
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Current PNF Location:	At the department level
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Current PNF Status:	“No action”
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After Action PNF Status:	PNF is deleted from PeopleSoft and will not be listed on the PNF maintenance “Search Results” panel.
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- Step 1: Press “Delete” button if you want to delete a PNF that is still at the department level (ie., PNF not previously processed by payroll). Only PNFs not marked “Processd” can be deleted. If the PNF has been “Processed” by the Payroll Office, the PNF cannot be deleted.
- Step 2: Press “Save” button to delete the PNF from PeopleSoft.

D. “Invalidate” Button – PNF Maintenance Panel

The “Invalidate” button will appear if the following conditions are met:

1. Person is authorized on PeopleSoft Security Worksheet to approve “A” Human Resources actions
2. PNF has already electronically been sent to the Payroll Office in-tray
3. PNF is marked “Sent”
3. Payroll deadline has not passed. After the payroll deadline, the “Invalidate” button will disappear.

Action: Department wants to retrieve the PNF that was already sent to Payroll. The PNF status is “Sent” which means that the PNF is still in the Payroll Office In-tray. The “Invalidate” button will only appear if the PNF status is “Sent”. After pressing the “Invalidate” and “Save” buttons, the PNF will be marked with with a PNF status of “Invalid”.

Once the Payroll Office removes the PNF from the In-tray, the “Invalidate” PNF button will disappear and the PNF will be marked with a status of “Processed”. After this point, the PNF is being audited by payroll staff and you are required to call the Payroll Office for further instructions to retrieve the PNF.

Current PNF Location: Payroll Office In-tray

Current PNF Status: “Sent”

After Action PNF Status: PNF is returned to the Department. Associated transactions are re-suspended. PNF status is changed to “Invalid”

Uh Pnf Data 1		Uh Pnf Data 2		Uh Pnf Data 3	
Sung,Sam		EmplID: 99999999		Sent to Payroll	
SSN: 555-11-3333	Pnf date: 06/16/2009	Pnf time: 5:25:57PM	Doc no: 385661		
P/R: F67	WD: 000	Birthdate: 09/15/1933			
Sex: M	Marital status: S	Fed Exempt:	State Exempt:	Pay class: SM	
Ret/fica: N	K	Isl:	Visa:	Tenure:	
UH Appt dt: 05/15/2009	Appointment period from:			To:	
BU 88				BOR Appts:	
P/A	Description	Eff date	Partial	Pos no	
Actions in suspend			Find View All First 1 of 1 Last		
HIR	009 Exempt Appointment	05/15/2009		0080518	0

→ **Invalidate PNF**

Print PNF

Step 1: Press "Invalidate" button.

Step 2: Press "Save" button to return PNF to department.

E. Determine PNF Status – PNF Maintenance Panel

TWO ways to determine current PNF status

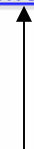
1. Search Results from PNF Maintenance

Search Results

[View All](#)

First 1-3 of 3 Last

EmplID	Document number	Empl Rcd Nbr	Name (Last,First M)	Last Name	PNF Status
99999999	385661	0	Sung,Sam	SUNG	No action
99999999	385631	0	Sung,Sam	SUNG	Invalid
99999999	385630	0	Sung,Sam	SUNG	Invalid



2. PNF document "Uf Pnf Data 1" Panel

- Uf Menu
- ▷ Inquire
 - Hire Employee
 - Get Empl ID & Print PAHR
 - Search by National ID
 - Update Personal Information
 - Identification Data
 - Emergency Contact
 - Job Data
 - Assign Additional Job
 - Generate PNF
 - PNF Maintenance
 - C/S PNF List (by date)
 - CS PNF Form
 - PNFs by Department
 - Company Property
 - UH Inquiries
 - Multiple Appointment Inquiry
 - UH Employee Roster
 - Suspenses Roster
 - Supervisors
 - PNF Print Form
 - Leave Data
 - Leave Schedule
 - Add/Update Position Info
 - PNFs to be processed
 - Payroll Change Schedule
 - PCS - History
 - PCS - List by Payroll No
 - PCS - Dates & Controls
 - Add a PCS
 - Change My Password

Uf Pnf Data 1 | Uf Pnf Data 2 | Uf Pnf Data 3

Sung,Sam	EmplID: 99999999	Invalid		
SSN: 555-11-3333	Pnf date: 06/16/2009	Pnf time: 5:25:57PM	Doc no: 385661	
P/R: F67	WD: 000	Birthdate: 09/15/1933		
Sex: M	Marital status: S	Fed Exempt:	State Exempt:	Pay class: SM
Retfica: N	K	Isl:	Visa:	Tenure:
UH Appt dt: 05/15/2009	Appointment period from:		To:	BOR Appts:
BU 88				
P/A	Description	Eff date	Partial	Pos no
Actions in suspend Find View All First 1 of 1 Last				
HIR	009 Exempt Appointment	05/15/2009		0080518 0

[Print PNF](#)

Last Update 06/16/09 6:06:27PM **by** SYAMADA / Yamada, Steve - OHR

[Save](#)
[Return to Search](#)
[Next in List](#)
[Previous in List](#)
[Notify](#)
[Previous tab](#)
[Next tab](#)
[Update/Display](#)

[Uf Pnf Data 1](#) | [Uf Pnf Data 2](#) | [Uf Pnf Data 3](#)

F. PNF Status Conditions

(Blank)	Created before PCS conversion
No action	Created after PCS conversion and PNF still at department level
Sent	Electronically sent to Payroll (sitting in Payroll In-Tray). Transactions are approved.
Invalid	Retrieved by Department from Payroll In-Tray (PNF not being audited) before Payroll deadline. Transactions are re-suspended.
Void	Was on Payroll staff desk but returned to Department (PNF was being audited). Transactions are re-suspended.
Processed	Currently on Payroll staff desk being audited or has already been processed by DAGS Payroll. Transactions have been approved.
Approved	Non-comp appointment. PNF not sent to Payroll but transactions are approved.

G. "Processed" Status

Action: Department wants to retrieve the PNF that was already sent to Payroll. The PNF Status is marked "Processed" means that the PNF is currently being audited by the Payroll Office. Call the Payroll Office with the payroll number, name and document number of the PNF that you want returned.

Current PNF Location: On Payroll Office staff desk being audited

Current PNF Status: "Processed"

After Action PNF Status: PNF is returned to the Department. Associated transactions are re-suspended. PNF status is changed to "Void".

Important Note: If an updated PNF is to be resubmitted for this pay period, call the Payroll Office with the document number of the new PNF to be submitted. The Payroll Office will not look in their In-tray after the PNF deadline has passed. They will only look after a phone call is made.

NEW CODES TO REPLACE VOID ACTION

1. To Void a Paid Leave:
Return from Leave-Correction 589 (Cancel Paid Leave)
2. To Void a Return from Paid Leave:
Paid Leave of Absence-Correction 489 (Cancel Return from Paid Leave)
3. To Void a LWOP:
Return from Leave-Correction 742 (Cancel LWOP)
4. To Void a Return from LWOP:
Leave of Absence-Correction 642 (Cancel Return from LWOP)
5. To Void a Separation:
Hire-Correction 010 (Cancel Separation)
6. To update tax exemptions:
Data Change 907 (Change in Record-Tax Exemption)

Change current practice when correcting a SSN on a new hire PNF:

Hire-Correction 009 (Exempt Appointment)
Data Change 910 (Change in Record-Soc Sec No)

Q1: PNF is submitted **ON OR BEFORE** the Payroll Deadline

Q2: What is the status of the PNF?	Electronic PNF location	Actions Available at Department	PNF Status after action taken	PNF location after Action taken
No Action	In PeopleSoft	PNF created before conversion to electronic PNF. There are no actions that can be taken on this PNF.	Remains in PeopleSoft	Remains in PeopleSoft
Blank	At Department	PNF continues to be processed and corrected or is awaiting signatures	Status remains Blank.	Still circulating at department
Blank (for both compensated and non-compensated appointments)	At Department	PNF was never sent to Payroll and is still at the Department. Press DELETE and SAVE button to delete PNF from PeopleSoft.	PNF is completely deleted from PeopleSoft. PNF not sent to payroll and will be deleted from PeopleSoft. Transactions on that PNF remain in suspense.	PNF completely deleted from PeopleSoft. Transactions for that PNF remain in suspense.
Blank (PNF has transactions for compensated appointment)	At Department	Press SEND TO PAYROLL and SAVE button to electronically send PNF to Payroll Office. Suspended records for this PNF are approved; userid of person pressing SEND TO PAYROLL is attached to the PNF.	Status changed to "Sent".	PNF awaiting processing at Payroll Office (Electronic In-tray)
Blank (PNF has transactions exclusively for non-compensated appointment)	At Department	Press APPROVE and SAVE button to approve PNF transactions for non-compensated appointment; userid of person pressing the APPROVE button is attached to the PNF.	Status changed to "Approve".	Because this PNF is for a non-compensated appointment, the PNF is stored in PeopleSoft and never sent to the Payroll Office.
Approved	In PeopleSoft	Press INVALIDATE and SAVE button to resuspend transactions for this PNF. As this PNF is for a non-comp appointment, PNF is deleted from PeopleSoft.	Status changed to "Invalid"	PNF returned to department. Transactions for this PNF are re-suspended.
Sent	Awaiting processing at Payroll Office (Electronic In-tray)	Press INVALIDATE and SAVE button to return PNF to Department from the Payroll Office in-tray. Transactions for this PNF are re-suspended.	Status changed to "Invalid"	PNF returned to department. Transactions for this PNF are re-suspended.
Processed	On Payroll Staff desk currently being audited	Call Payroll Office for further instructions. Be prepared to supply payroll number, employee name and document number if PNF is to be voided. If PNF is to be voided, PNF will be electronically returned to the department. Transactions for that PNF are re-suspended.	Status changed to "Void"	PNF returned to department. Transactions for that PNF are re-suspended. If resubmitting PNF after payroll deadline, remember to call Payroll Office for further instructions. Payroll will not look in their electronic in-tray after the payroll deadline has passed.

Q1: PNF is submitted **AFTER** the Payroll deadline

Q2: What is the status of the PNF?	Electronic PNF location	Actions Available	PNF Status after action taken	PNF location after Action taken
No Action	None	PNF created before PCS conversion.	Remains in PeopleSoft	Remains in PeopleSoft
Blank (compensated appointment)	At Department	Compensated Appointment - Call Payroll Office for further instructions. If Payroll allows the PNF to be submitted, press SEND TO PAYROLL to electronically send PNF to Payroll Office. Call Payroll Office with the document number of the late PNF. Suspended records for this PNF are approved; userid of person pressing SEND TO PAYROLL/APPROVE is attached to the PNF.	Status changed to "Sent"	PNF awaiting processing at Payroll Office (Electronic In-tray). Call payroll office of document number of late PNF so that payroll is aware of this late PNF.
Blank (non-compensated appointment only)	At Department	Non-compensated Appointment - Press APPROVE button to approve suspended records.	Status changed to "Approved"	PNF stored in PeopleSoft.
Sent	Awaiting processing at Payroll Office (Electronic In-tray)	Press INVALIDATE and SAVE button to return PNF to Department from the Payroll Office in-tray.	Status changed to "Invalid"	PNF returned to department. Transactions for this PNF are resuspended.
Approved	In PeopleSoft. PNF is for a non-compensated position.	Press INVALIDATE and SAVE button. Transactions are resuspended.	Status changed to "Invalid"	PNF returned to department. Transactions for this PNF are resuspended.
Processed	On Payroll Staff desk currently being processed and audited	Call Payroll Office for further instructions. Be prepared to supply payroll number, employee name and document number if PNF is to be voided. If PNF is to be voided, PNF will be electronically returned to the department. Transactions for that PNF are re-suspended.	Status changed to "Void"	PNF returned to department. Transactions for PNF are resuspended. If resubmitting PNF after payroll deadline, call Payroll Office with new document number. Payroll will not look in their electronic in-tray after the payroll deadline has passed.