How to Complete a PAF Remotely
(Personnel Action Form)

EVERETT PUBLIC SCHOOLS

PAF for a school/department vacancy:

Step 1: Open fillable PAF by clicking here

Step 2: Type in the necessary fields of PAF

EVERETT PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT

PERSONNEL ACTION FORM

Fiscal year: _____

#: _____

Section 1 — New/Vacant Position Information

Position Type:
- ☐ Administrative
- ☐ Certificated
- ☐ Classified
- ☐ Regular ☐ Temporary ☐ Long-Term Substitute ☐ Non-Continuing Contract
  - From: _____ To: _____
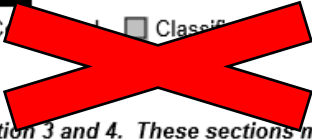
Position Title: _____
Location: _____
Assignment: _____
Grade Level/Subject Area: _____
Additional Information: _____

Go to Section 3 and 4. These sections must be completed.

Section 2 — Change in Current Employee Status

Employee Name: _____ ☐ C_____ ☐ Classif_____
Current Position/Assignment: _____
Location: _____
Additional Information: _____

Go to Section 3 and 4. These sections must be completed.

Section 3 — Action Requested

- ☐ FTE _____
- ☐ Hours Per Day _____ (Class)
- ☐ Days Per Year _____ (Class)
- ☐ Position/Assignment _____
- ☐ Effective Date From _____ To _____
- ☐ New Position
- ☐ Rehire
- ☐ Resignation of (name) _____
- ☐ Retirement of (name) _____
- ☐ Leave of (name) _____
- ☐ Transfer of (name) _____
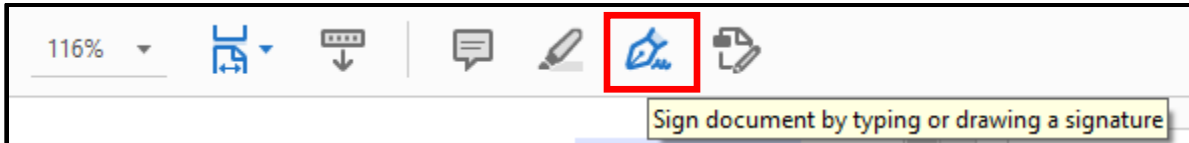 - From: _____ To: _____
- Additional Information: _____

☐ Account Codes
_____-_____
_____-_____

Section 4 — Approval

Requested By: _____
(Administrator with Budget Authority)

Date: _____

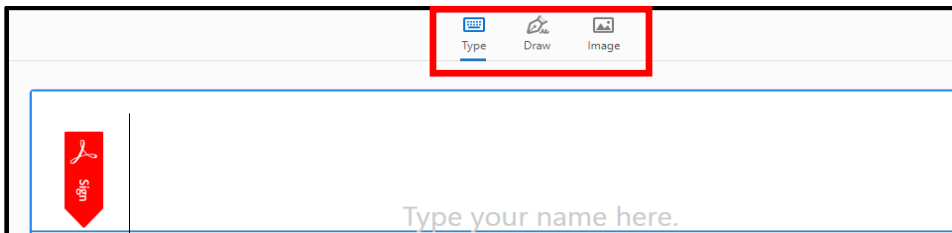March 2020

Step 3: Create an electronic signature

- Click on the **Sign Document** icon

- Click **Add Signature**
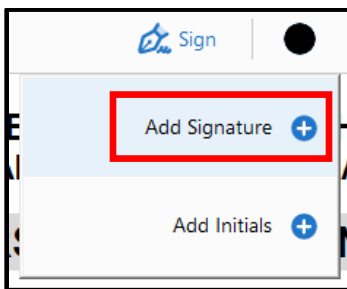
- Click **Type** or **Draw** or **Image** (you can type your name or draw with your mouse, or select a saved signature)
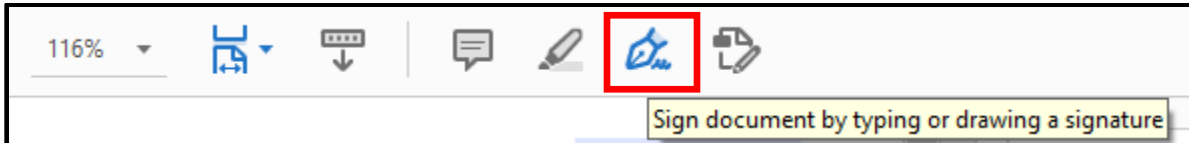

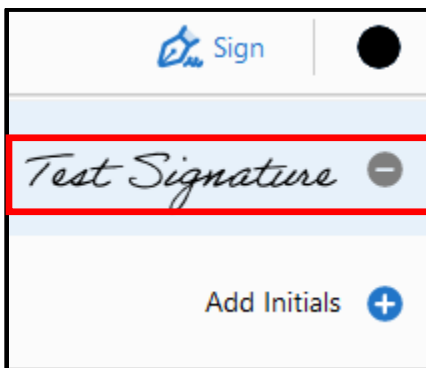- Once you have made your signature – make sure you check the box **Save Signature** and then click **Apply**
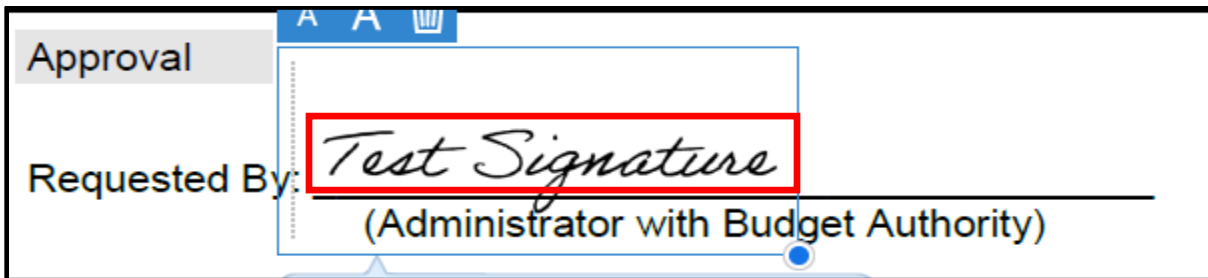
March 2020

Step 4: Use electronic signature

- Click on the **sign document** icon

- Your saved signature will display – select

- Drag signature on signature line and then **save** document

Step 5: Send the PAF to the Director of Certificated Staff via email

Personnel Action Forms will be posted each Tuesday. PAFs received after 12:00 p.m. on Tuesday will post the following Tuesday.

March 2020