

Electronic process for PAF (Personnel Action Forms) via DocuSign

1. The process is originated at the Department level. A responsible representative of the Department will email a completed fillable PAF (PDF format) found [HERE](#) to humanresources@louisiana.edu.
 - a. Any necessary attachments such as Resume/CV, Cover letters, unofficial transcripts etc. should be scanned as one document or as a secondary document and emailed along with the PAF as a separate attachment.
 - b. Departments can submit more than one PAF per email; you can only submit one PAF per PDF file. There is no need to obtain any signatures before submitting.

Note: (Effective 4/12/21): PAFs will no longer be submitted for **NEW Fulltime Unclassified Staff hires ONLY**. These actions will be approved within the Cornerstone system by all required University Administrators before being submitted electronically as an Offer Letter to the candidate for acceptance, completing the hiring process. (see **New Staff Hiring via Cornerstone** guide for more details.)

2. PAF's that are NOT submitted in the current fillable/editable version of our form will not be accepted. This includes scanned paper forms or older versions of our PAF. Our current PAF Document can be found at the link above. Additionally, Social Security Numbers should not be indicated on the PAF or in the body of your email message for data security during transmission. A Human Resources team member will coordinate adding this information post-transmission.
3. Upon completion/review by our office, documents will be uploaded by HR into DocuSign, setting up the appropriate routing queue for approvals. (The PAF document will be in a locked view/only status once routing begins).
4. The document will first route back to the submitting party for approval of the final version of the PAF, before entering the routing queue, and will then proceed for remaining approvals.
5. Upon receipt of all required approvals, all parties involved will be notified of the completed transaction, and will be able to retrieve a fully-approved copy of the electronically-signed PAF. Human Resources will no longer be distributing physical copies.

Graduate Assistants and Student Workers:

Human Resources is not an approver/reviewer for Student Worker or Graduate Assistant PAFs, as our office only processes these transactions after they are fully approved by Student Financial Aid and the Graduate School. These transactions will not be processed through HR DocuSign procedures at this time.

Students and GA transactions will continue to follow the normal PAF approval chain via email (Dept.- Budget-Student Financial Aid-Graduate School etc.). Questions on this process should be directed to the Graduate School or Student Financial Aid.