**New Dynamic Forms PAF**

**Frequently Asked Questions**

**1. Do I need to complete an M# Creation Request Form for all new employees or for current employees whose M# I don’t know?**

 No. If you are hiring a new employee through the ATS, GA BearPAF, or Per Course BearPAF system, you do not need to complete an M# Creation Request Form. An M# will be assigned through those normal hiring processes.

 If you do not know a current employee’s M# or do not know a current university associate’s M# and cannot ask them for it, contact HRRecords@MissouriState.edu for assistance.

**2. Do I have to know the email address for each approver level on the new PAF forms? Can I enter their names in the fields instead?**

 Yes, you will need to know the email addresses for each approver for each level of approval that your personnel action requires. Names are not unique identifiers, but email addresses are.

**3. I need more than three approvers for my PAF. Can more be added to the form/approval process, or how can I capture those additional approvals for my PAF?**

 If your department requires more than three approvers, after completing the form, the form initiator can save and download a pdf draft of the PAF before submitting it. The initiator would then forward the pdf to other approvers by email. When those approvals are gathered, that email string can be saved as a file and then uploaded/attached to the saved draft of the form. The uploaded file with additional approvers will serve as record of those other approvals. The form can then finally be submitted and it will go to the first approval level entered on the form.

**4. Do I have to know the M# for the employee that I am completing a form or action for? Why can’t I enter their names in the fields instead?**

 Yes, you will need to know the M# for each employee that you are completing a form for. Names are not unique identifiers, but M#s are.

**5. What do I do if the information that pulls into the form does not appear to be correct information for the employee?**

 First, check that you have entered the correct M#. If you have the correct M# but still feel that the information is incorrect – contact HRRecords@MissouriState.edu for assistance. If you have entered the wrong M#, close the form and start a new one using the correct M#.

**6. What should I do if I am uncertain which form to use or which action to select on a form? Should I go ahead and just use the form/action which I think is closest to the form/action I need to complete for the employee, and then just include additional information or explanation in the comment section?**

 If you are uncertain which form to use, **DO NOT GUESS!** Contact HRRecords@MissouriState.edu and we will walk you through selecting the correct form and how to complete it. Otherwise, you risk having the form returned or rejected and you will have to complete a new/correct form and re-submit it, meaning it will have to go through all the approval levels and workflow again for processing.

**7. Do I have to include the FOAP information? I didn’t always have to include it before on the paper PAF. What if I don’t know it?**

 YES! You must include the FOAP information. If those fields are showing on the form – they are needed by someone in the workflow or approval process. Your form will be returned to you if the information is missing. Contact your budget officer if you are uncertain of the FOAP information.

**8. There are more fields showing than what I used to complete for certain actions on the paper PAF. Do I really need to complete all the fields or do I just complete the fields that I used to complete on the paper PAF?**

 If a field is showing, we need it completed! This is one of the great features/benefits of our new Dynamic Forms. Each form is set up to include the fields which are needed for each action. If the field is there, someone needs that information to process the PAF. If it is missing, the form will be returned for completion and will then have to be re-submitted and go through all the approver levels again for processing.

**9. Can I create my own form template if there is a form that I regularly use?**

 Unfortunately, at this time Dynamic Forms does not offer this type of functionality. The form is your template.

**10. Can I save a link to the forms that I use the most? Do I have to use the forms webpage to access the forms I regularly use?**

 We do not recommend saving direct links to any of the forms in your favorites. If a form would be updated, your link might take you to an old form instead of the latest version and then your form could be “lost” or may never actually be submitted delaying the personnel action.

**11. Can I see/track where my form is after I’ve submitted it?**

 Yes! This is another great benefit of our new Dynamic Forms PAFs! If you are an initiator, approver, or form contributor, after you’ve completed your part of the form process, the PAF will show in My Forms History in Dynamic Forms and you can watch it progress through the rest of the workflow.

**12. Can I change an approver if an original approver is out of office?**

 Yes! As an initiator, you can manage the co-signers/approver levels on your form. If you need to make a change to an approver, you can go to My Forms History and select manage co-signers and enter a new approver’s email address.

**13. Will I get an email when the form has been processed?**

 Initiators will get an email when a form has gone through the process workflow but will not get an email when it has been entered into Banner. Some actions are not entered immediately in Banner, this could be due to many things such as an I9 has not yet been received, effective dates may overlap a raise period and need to be tracked manually, etc.

**14. What is the difference between returning and rejecting a form?**

Returning a form is what you would want to do if someone has not fully completed a form or needs to change or correct something that they completed on the form; returning allows changes to the form or comments to be added, but only to the section of the form that was completed by the person who the form is being returned to. For example, an approver cannot make changes to the section completed by the initiator. An approver would have to return the form to the initiator for the correction.

 Rejecting a form ends the form completely. Once a form has been rejected, changes cannot be made to the form by anyone – it cannot be revived, it’s done. A new form would need to be completed and submitted by an initiator.

**15. Who can return a form?**

Anyone in the approval or processing workflow for a particular PAF may return a form to anyone in the approval or processing workflow that has already viewed, contributed to, or approved that form.

**16. Who can reject a form?**

* + Initial Approval Levels of a PAF
		- Dept Heads/Directors
		- Deans
		- Major Administrations
	+ HR Benefits (if PAF is in their workflow)
	+ Graduate College (if PAF is in their workflow)
	+ West Plains HR (if PAF is in their workflow)
	+ HR Records

**17. Do I always need to click “Save Progress” before clicking “Next” and submitting, approving, returning, or rejecting a form? Why?**

 **YES!! ALWAYS click “Save Progress”** after adding to or contributing to the form. This is the only way to ensure that anything that you have contributed to the form, whether it was completing a field, or entering information in a comment section, click “Save Progress” before you continue with the form to save your contribution for others to see and for the form to be processed accurately.

**18. Who are Adjunct Faculty, University Associates, and No Pay Volunteers?**

 **Adjunct Faculty**are not paid by the University but offer educational experiences to the students.

 **University Associates** are corporate affiliates and others with some relationship to a university department who do not fit the qualifications of an adjunct faculty member.

 **No Pay (Volunteers)** are people who are working for the university as a volunteer for a university department.

**19. What is the difference between a “Last Day on Campus” and “Last Day on Payroll”?**

 The last day on campus is the last day the employee reports to work, versus the last day on payroll is the last day the employee remains on payroll.

 **Example:** If an employee states their last day at work will be 5/15/23 but will use vacation until 5/31/23. 5/31/23 will be the last day on payroll.

**20. Do I really need to attach required documents for a PAF to be processed? (I didn’t attach them before…)**

 YES!! A PAF cannot be fully processed until all relevant documentation is received. These documents are REQUIRED to process a PAF in an efficient and timely manner:

* + appointment letters
	+ curricula vitae for new appointments
	+ resignation letters
	+ red-lined job descriptions with title or supervision changes
	+ reclassification memos
	+ **DO NOT ATTACH I9s to PAFs! -** They need to be delivered directly to Human Resources.

 Please refer to the help guides or contact HRRecords@MissouriState.edu if you have any questions on the new forms, selecting correct form actions, necessary documentation, or need any other help regarding our New Dynamic Forms PAFs!