

NeoGov PAF Approval

Updated 02/13/2019

After final approval, the PAF is automatically routed back to Human Resources for processing.

REPLACE PREVIOUS EMPLOYEE (No change in position.)	Approval 1- Site/Dept. Administrator	Approval 2- Supplemental & Concentration (If Applicable) Approval 3- Budget/Fiscal Services	Final Approval 4- Position Control
CREATE NEW OR RENEWAL OF POSITION	Approval 1- Site/Dept. Administrator	Approval 2- Supplemental & Concentration (If Applicable) Approval 3- Site/Dept. Administrator's Immediate Supervisor Approval 4- Budget/Fiscal Services	Final Approval 5- Position Control
INCREASE/DECREASE HOURS OR FTE	Approval 1- Site/Dept. Administrator	Approval 2- Supplemental & Concentration (If Applicable) Approval 3- Site/Dept. Administrator's Immediate Supervisor Approval 4- Budget/Fiscal Services	Final Approval 5- Position Control
ABOLISHMENT OF POSITION	Approval 1- Site/Dept. Administrator	Approval 2- Supplemental & Concentration (If Applicable) Approval 3- Site/Dept. Administrator's Immediate Supervisor Approval 4- Budget/Fiscal Services	Final Approval 5- Position Control
PLEASE CONTACT HUMAN RESOURCES FOR ABOLISHMENT PROCESS			
POSITION LOCATION CHANGE	Approval 1- Site/Dept. Administrator	Approval 2- Budget/Fiscal Services	Final Approval 3- Position Control
ADULT EDUCATION	Approval 1- Site/Dept. Administrator	Approval 2- Assistant Superintendent, Educational Services Approval 3- Budget/Fiscal Services	Final Approval 4- Position Control (Only for FTE Based Positions)
EXTRA HOURS/OVERTIME	Approval 1- Site/Dept. Administrator	Approval 2- Supplemental & Concentration (If Applicable) Approval 3- Budget/Fiscal Services	Final Approval 4- Human Resources Certificated - Aurora Sweet/Jia Liu Classified - Jackie Young/Debbie Ou
OUT OF CLASS	Approval 1- Site/Dept. Administrator	Approval 2- Supplemental & Concentration (If Applicable) Approval 3- Budget/Fiscal Services	Final Approval 4- Human Resources Certificated - Aurora Sweet Classified - Jackie Young/Debbie Ou
AUTHORIZATION TO BEGIN WORK UPON RECEIPT OF NEOGOV "REQUISITION APPROVED" EMAIL			
REQUEST TO HIRE SUBSTITUTES/LIMITED-TERM & NON-CLASSIFIED POSITIONS: NOON SUPERVISORS/TESTERS/ STUDENT WORKERS/CHILDCARE WORKERS/TUTORS	Approval 1- Site/Dept. Administrator	Approval 2- Budget/Fiscal Services	Final Approval 3- Human Resources** Classified - Jackie Young/Debbie Ou
ACTUAL CLEARANCE TO WORK ONLY UPON HR NOTIFICATION			

This is not an exhaustive list. For questions concerning other personnel actions not listed above, please contact Human Resources:

Certificated - Jia Liu x.72691

Classified - Jackie Young x.72529, Debbie Ou x.72566