

Quick Reference Guide: PAF Review Process

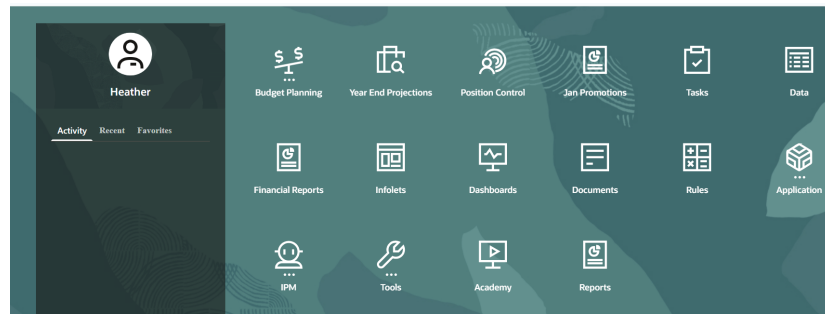


Purpose:

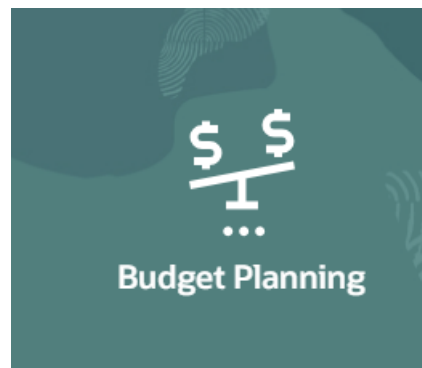
The PAF Confirmation process is used to verify that the proposed salary for each employee is correct. This is needed for auditing purposes because this is the only time salary changes bypass the normal approval workflow.

Step-by-Step:

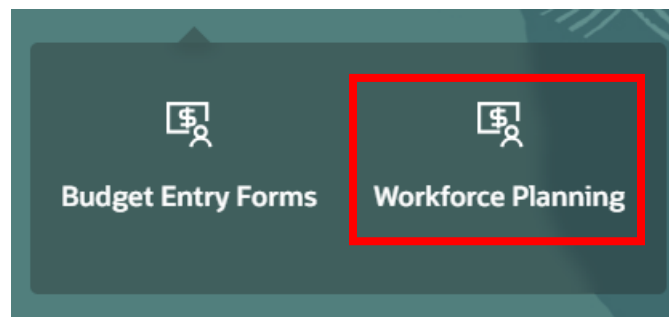
Start on EPM Home Page.



Navigate to Budget Planning.



Navigate to Workforce Planning.



Navigate to PAF Overview.



Verify that you are on the PAF Confirmation tab.



The tab is at the bottom of the screen
This tab is where salary sign off occurs

PAF Confirmation

Cost Center	Employee	WFP Salary	WFP Approved Salary	Approved?	Department Head Name	Approval Date	Comments
811100-BON TEM	111222-John, Dr.	197,200	197,200	Yes	hmarinar@tulane.edu	4/6/26	
	112225-Riley, Herlin	139,000	139,000	Yes	hmarinar@tulane.edu	4/6/26	I want to include a comment
	111244-Booker, James	204,500		No	hmarinar@tulane.edu		James Booker's merit should have been 10,000. Please
	112226-Domino, Fes	169,300					
	112227-Jackson, Mahalia	31,972.59					
	112228-Neville, Charmaine	33,280					
	112229-Thomas, Irma	35,150					
	222333-Hall, Tony	36,855					
	222335-Porter Jr, George	46,350					
	223336-Toussaint, Allen	55,000.00					
	223337-Dorsey, Lee	137,350					
	813111-Director of Fun	46,740					

WFP stands for Workforce Planning and is the salary to approve or not approve for July 1

Review the Cost Center's employees to ensure that all are included.

PAF Confirmation		
Years	Version	DDVP CostCenter
FY27	PAF	811100-BON TEMP
Cost Center	Employee	
811100-BON TEM	111222-John, Dr.	
	112225-Riley, Herlin	
	111244-Booker, James	
	112226-Domino, Fats	
	112227-Jackson, Mahalia	
	112228-Neville, Charmaine	
	112229-Thomas, Irma	
	222333-Hall, Tony	
	222335-Porter Jr., George	
	223336-Toussaint, Allen	
	223337-Dorsey, Lee	
	813111-Director of Fun	

If someone is missing, email CentralBudgetOffice@tulane.edu

Confirm the employee's salary.

Employee	WFP Salary
111222-John, Dr.	197,200
112225-Riley, Herlin	139,000
111244-Booker, James	204,500
112226-Domino, Fats	169,300

If correct, enter yes in the approved column.

Employee	WFP Salary	WFP Approved Salary	Approved?
111222-John, Dr.	197,200	197,200	Yes
112225-Riley, Herlin	139,000	139,000	Yes
111244-Booker, James	204,500		No
112226-Domino, Fats	169,300		

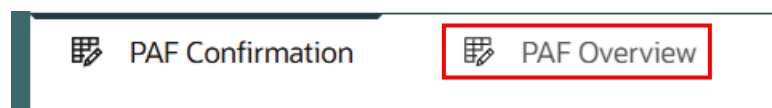
The WFP Approved salary, approver's email, and date will automatically fill in

If you need to include comments, you **MUST** navigate to the PAF Overview page and include comments there before completing the sign off on the Confirmation page

Click Save.



If the salary is not correct, Navigate to the PAF Overview tab.



Enter a comment about what is incorrect with the salary.

PAF Overview

Years	Version	DDVP CostCenter	Department Head Name	Approval Date	Comments
FY27	PAF	811100-BON TEMP			
Cost Center	Position	Employee			
811100-BON TEM	811102-Assistant Professor	111222-John, Dr.	u	4/6/26	
	811103-Postdoc Fellow	112225-Riley, Herlin	u	4/6/26	I want to include a comment
	811104-Associate Professor	111244-Booker, James	u	4/6/26	James Booker's merit should have been 10,000. Please
	811105-Clinical Research Coordinator	112226-Domino, Fats			

Include any offsetting entry info to correct the salary

The scroll bar starts at the WFP column under the last employee shown

Click Save.

Return to the PAF Confirmation tab.

Ensure that the comment displays.

PAF Confirmation

Years	Version	DDVP CostCenter	WFP Salary	WFP Approved Salary	Approved?	Department Head Name	Approval Date	Comments
FY27	PAF	811100-BON TEMP						
Cost Center	Employee							
811100-BON TEMP	111222-John, Dr.		197,200	197,200	Yes	hmannan@tulane.edu	4/6/26	
	112225-Riley, Herlin		139,000	139,000	Yes	hmannan@tulane.edu	4/6/26	I want to include a comment
	111244-Booker, James		204,500		No	hmannan@tulane.edu	4/6/26	James Booker's merit should have been 10,000. Please

Enter No in the Approved Column.

Employee	WFP Salary	WFP Approved Salary	Approved?
111222-John, Dr.	197,200	197,200	Yes
112225-Riley, Herlin	139,000	139,000	Yes
111244-Booker, James	204,500		No
112226-Domino, Fats	169,300		

Click Save.

The Budget Office will review the No entries and determine if a correction can be made before the export to payroll. If not, that salary line will be excluded from the export and action will be needed by the department and HR to make the change outside of the EPM system

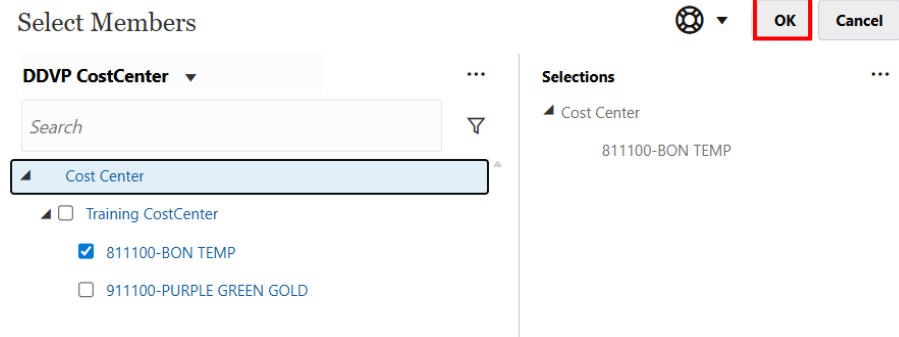
Click on DDVP CostCenter to change to a different cost center (if applicable)

DDVP CostCenter
811100-BON TEMP



Choose the new Cost Center.

Click Ok.



- An employee cannot sign off on their own record and should ensure that their supervisor signs off on their record. If your supervisor does not have access to Anaplan, the supervisor should email CentralBudgetOffice@tulane.edu to complete the sign off confirmation with the Budget Office.
- If there were changes to an employee's salary made after you completed budgeting or during the cutover, then these details will not be captured correctly on the PAF form. If the WFP salary is no longer accurate because of this, the Approved column should be 'No' and comments should detail the situation.
- We look forward to supporting you during the sign off process. Please reach out to CentralBudgetOffice@tulane.edu with questions.

