

# Automating PeopleSoft HR Processes:

## Employee Onboarding

## Electronic Personnel Action Forms

Smart PAF™ efficiencies gained from electronic personnel action forms and approvals:

“... the most significant improvements will come from the solution’s automated workflow features as approving and tracking the electronic forms will be much easier for approvers and our HR staff.”

Wendy Rittereiser  
Director of Benefits and HRIS  
Central Washington University

“... Countywide, HR process approximately 5,400 PAF per year . . . staff estimates a 300% ROI for this project in its first full year . . .”

County of Solano

### Automate Employee Onboarding Processes

Improve your employee onboarding process with an automated and streamlined new-hire experience for employees, managers, and HR administrators—while cutting costs. Your onboarding process can include:

- PeopleSoft and non-PeopleSoft steps
- Welcome video and any other media
- I-9 (E-Verify)
- W-4
- Standard and custom forms
- Mandatory and Optional steps
- Employee badge; parking pass
- Benefits/Training

### Smart Personnel Action Forms™

The image shows two screenshots of HR software. The left screenshot is titled "Smart Employee Onboarding™" and features a navigation bar with "Welcome", "Policies", "Executive Reqrmts", and "Fill HR Forms". Below the navigation bar is a "Policies" section with a list of items: Employee Standards of Performance, Fitness for Duty, Confidentiality of Patient Information, Family Medical Leave, Creating a Smoke Free Environment, and Preventing & Addressing Discrimination. The right screenshot is titled "Personnel Action Request" and shows a form with fields for PAR ID, PAR Description, PAR Status, and PAR Type. It includes sections for Employee information (Last Name, First Name, Middle Name, Email), Job/Earning Distribution, Position Number, Department, Job Code, Supervisor ID, and Supervisor's Position #. There are several sections with checkboxes: "TYPE CHANGE" (Regular Permanent, New FTE, Temporary, etc.), "POSITION CHANGE" (Position, Extended Assignment, FTE, Reallocation, Temp Assignment, Title), "DATA CHANGE" (Department, Pay Group, Time Keep, Other), "SEPARATION" (Death, Disability, Resignation, Retirement, Termination, Other), "PROMOTION" (Normal Career Progression, Outstanding Performance, Salary Grade Advance), and "DEMOTION" (Unsatisfactory Performance). At the bottom, there is an "Earning Chartfields" table and a "Comments/Explanation:" field.

### Eliminate Paper with Electronic Personnel Action Forms

SmartERP’s pre-built configurable solution delivers incredible efficiencies by eliminating paper forms and completely automating HR transactions with features including:

- Leverages PeopleSoft business logic
- Eliminates redundant data entry
- Enhanced visibility/accountability
- Tailored forms for your organization
- Supports retroactive transactions
- Automatically updates Job Data
- Electronic workflow approvals:
  - Email/mobile approving
  - Attachments
  - Proxies
  - Ad hoc approvers
  - Built-in rules, no coding



**About SmartERP:** Comprised of former Oracle/PeopleSoft architects, analysts and executives, SmartERP provides innovative add-on solutions to automate and streamline Oracle/PeopleSoft applications.



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