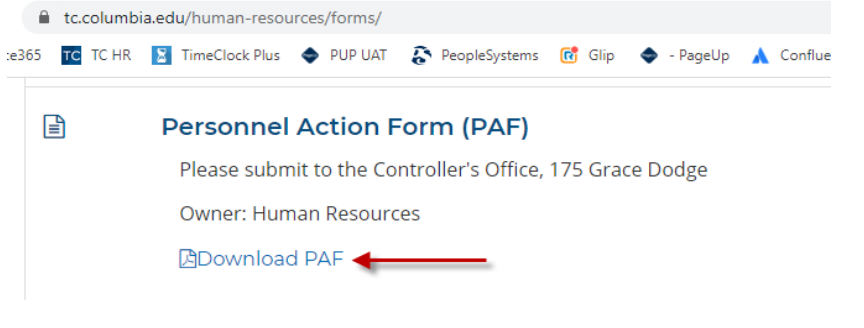
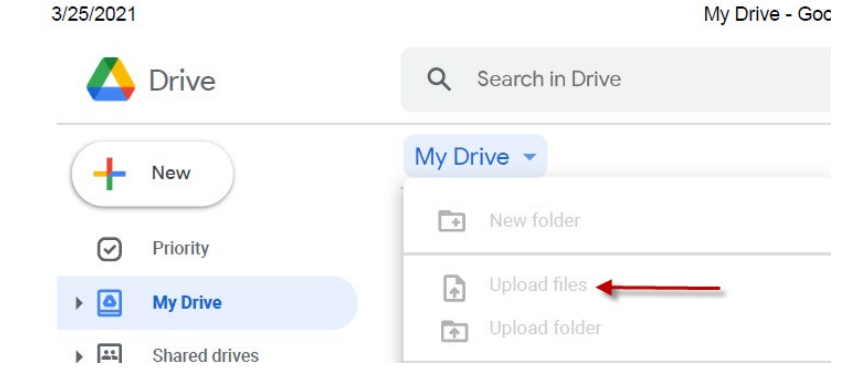
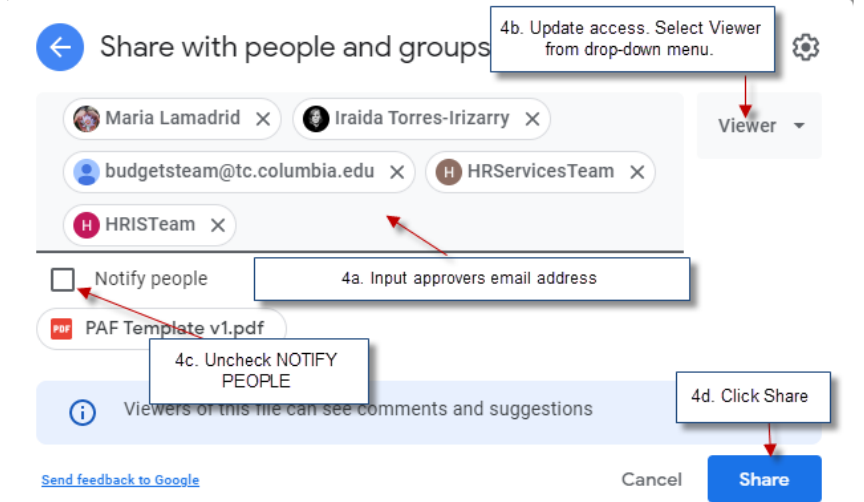


PAF via Google Drive link

To comply with TCIT policy and keep sensitive employee information secure. The PAF should be uploaded to the Google Drive and provide Google Drive link to the approvers for email approvals.

What you need to do	What you will see
<p>PAF Originator:</p> <p>Step1: Download the Personnel Action Form by clicking on this link: PAF Form</p> <p>Step2: Complete the downloaded PAF form and save to PDF.</p>	
<p>Step3: Upload PAF into Google Drive.</p>	
<p>Step4: Share PAF with the Required mandatory approvers (viewer access ONLY)</p> <p>a. Input approvers email address</p> <ul style="list-style-type: none"> ○ Iraida Torres in the Provost office if required (it2121@tc.columbia.edu) ○ Depending on the funding source, include <ul style="list-style-type: none"> ● Budget office (budgetsteam@tc.columbia.edu) **This email is used only for access to PAFs on Google Drive; do not email directly. ● John Hernandez from Grants office (JLH2172@tc.columbia.edu) ● Include both Budget & Grants office for split funded PAF ○ HR Services (hrrservicsteam@tc.columbia.edu) 	

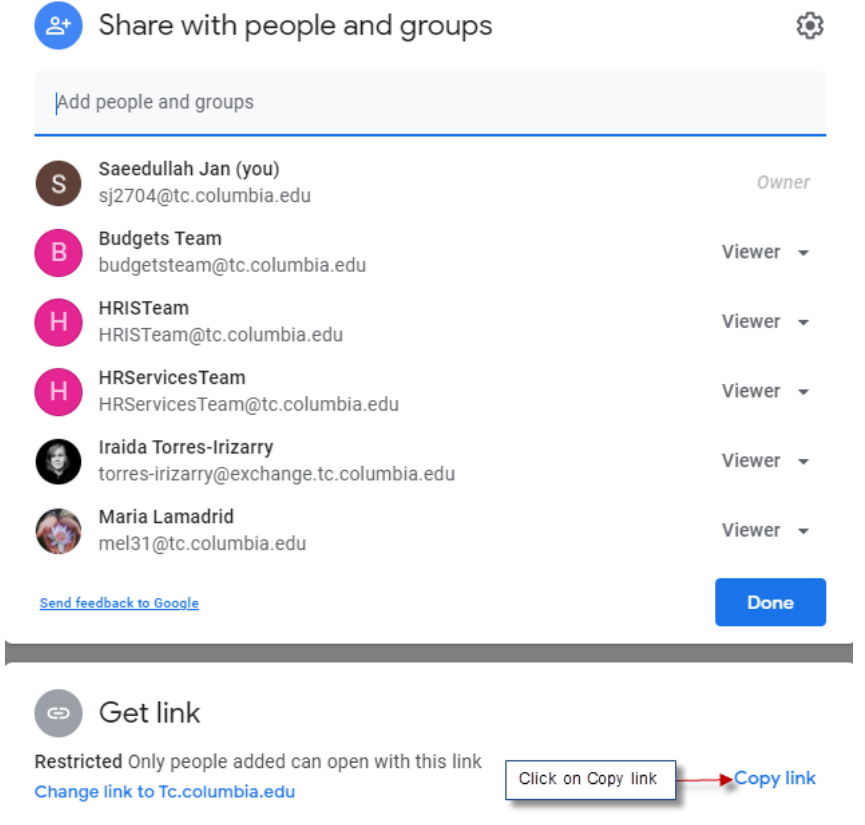
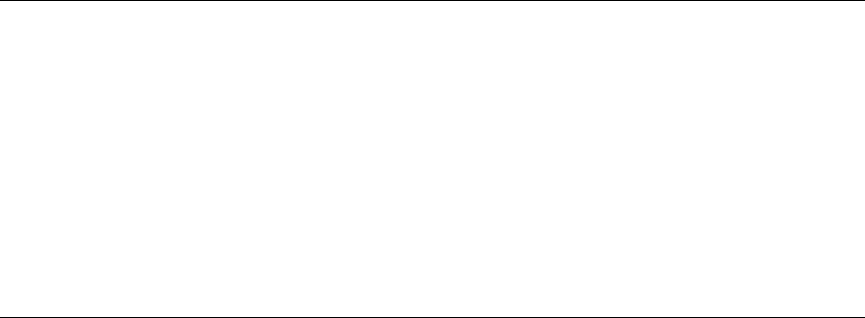
o HRIS (hristeam@tc.columbia.edu)

b. Update access. Select Viewer from drop-down menu.

c. Un-check the Notify people to avoid multiple email notification to the approver

d) Click on Share

Step5: Click on Copy PAF link from Google Drive



Step6: Create an email and paste the PAF link to the email and send it to your department head for approval.

DO NOT attach the PAF to the email



Step7:

a) The Department Head will need to forward the email (with the google drive link) to the next mandatory approver with the note "Approved".

b) The email will continuously be forwarded to the next level approver (with the note "Approved") until it reaches the Budget (budget@tc.columbia.edu) or Grants Office.