




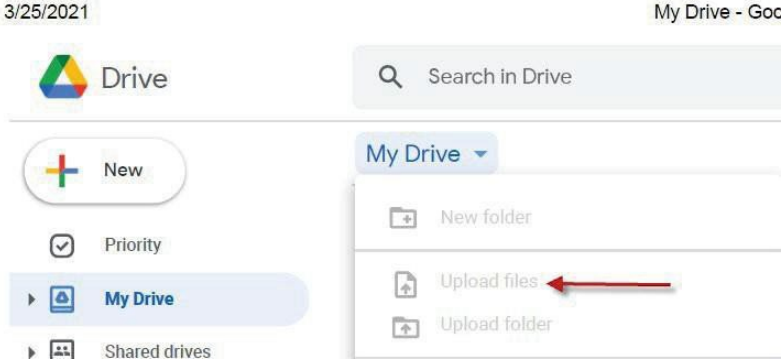
# Human Resources

Teachers College, Columbia University

## PAF via Google Drive link

To comply with TCIT policy and keep sensitive employee information secure, effective April 1<sup>st</sup> 2021, HRIS will no longer accept PAF as an email attachment **except for expense reimbursements > 90 days**. Instead, the PAF should be saved in Google Drive and the Google Drive link be provided to the approvers for email approvals.

**Note:** For Late Expense Reimbursements, please follow the instructions [here](#).

What you need to do	What you will see
<p><b>PAF Originator:</b></p> <p><b>Step1:</b> Download the Personnel Action Form by clicking on this link: <a href="#">PAF Form</a></p> <p><b>Step2:</b> Complete the downloaded PAF form and save to PDF.</p>	 <p>Personnel Action Form (PAF)</p> <p>Owner: Human Resources</p> <p>Download PAF ←</p>
<p><b>Step3:</b> Upload PAF into Google Drive.</p>	 <p>3/25/2021 My Drive - Goc</p> <p>Drive</p> <p>Search in Drive</p> <p>New</p> <p>Priority</p> <p>My Drive</p> <p>Shared drives</p> <p>New folder</p> <p>Upload files ←</p> <p>Upload folder</p>



# Human Resources

Teachers College, Columbia University

**Step4:** Share PAF with the **Required** mandatory approvers (**viewer access ONLY**)

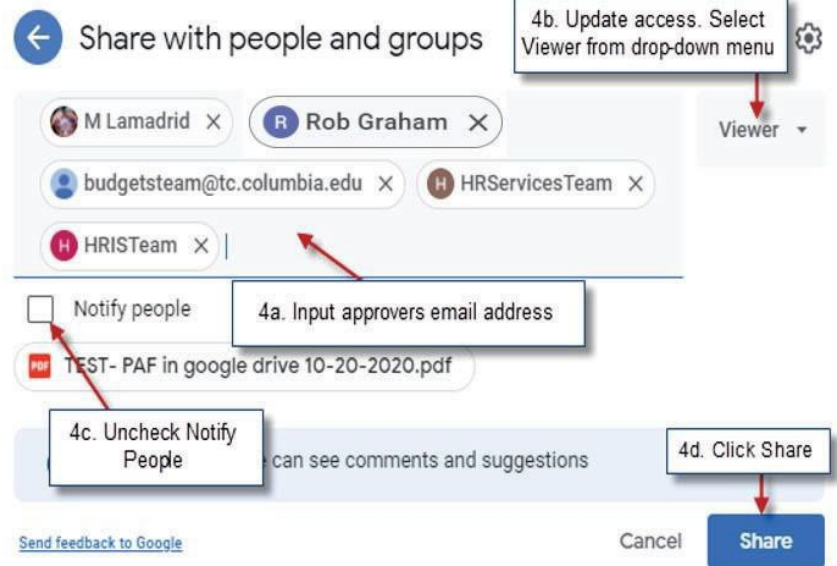
a. Input approvers email address

- Rob Graham in the Provost office if required ([rwg2106@tc.columbia.edu](mailto:rwg2106@tc.columbia.edu))
- Depending on the funding source, include
  - Budget office ([budgetsteam@tc.columbia.edu](mailto: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](mailto:JLH2172@tc.columbia.edu))
  - Include both Budget & Grants office for split funded PAF
- Christian Ramirez in the Financial Aid office for Graduate Research/Teaching Assistant, Doctoral Research Fellow and College Work Study ([cxr2001@tc.columbia.edu](mailto:cxr2001@tc.columbia.edu))
- HR Services ([hrrservicesteam@tc.columbia.edu](mailto:hrrservicesteam@tc.columbia.edu))
- HRIS ([hristeam@tc.columbia.edu](mailto: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





# Human Resources

Teachers College, Columbia University

**Step5:** Click on Copy PAF link from Google Drive

Share with people and groups

Add people and groups

Saeedullah Jan (you) sj2704@tc.columbia.edu	Owner
Budgets Team budgetsteam@tc.columbia.edu	Viewer ▾
HRISTeam HRISTeam@tc.columbia.edu	Viewer ▾
HRServicesTeam HRServicesTeam@tc.columbia.edu	Viewer ▾
M Lamadrid maria.lamadrid@tc.columbia.edu	Viewer ▾
Rob Graham rwg2106@tc.columbia.edu	Viewer ▾

[Send feedback to Google](#) Done

Get link

Restricted Only people added can open with this link  
[Share with Tc.columbia.edu](#)

Click on the Copy link Copy link



## Human Resources

Teachers College, Columbia University

**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:** In general, the PAF needs to be approved by the Department Head, Budget and/or Grants depending on the index, HR Services and HRIS.

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

The email will continuously be forwarded to the next level approver (with the note "Approved") until it reaches HRIS for processing.

PAF for John Smith

Lamadrid, Maria (tc.columbia.edu)

PAF for John Smith

Hi Dept. Head,

This is a test PAF for John Smith|

[https://drive.google.com/file/d/1U9J0ah0Nlwyn8IMK\\_2PPc08uC59mX9m5/view?usp=sharing](https://drive.google.com/file/d/1U9J0ah0Nlwyn8IMK_2PPc08uC59mX9m5/view?usp=sharing)



**Human Resources**  
Teachers College, Columbia University