Adding the myIIT Electronic Payroll Authorization Channel

1. In the myIIT portal click on the Content/Layout link in the upper left corner of the screen

2. Select the **tab** you want the new channel to be. In the example below the channel will be placed on the **Welcome tab**.

3. Click **Add Channel**

4. Select **Administrative** and click **Go**

5. Select “**Electronic Payroll Authorization**” then click the “**Add Channel**” button

6. Click the **back to Welcome Tab** link on the upper left side of your screen
Creating and Submitting a New Personnel Action Form

1. To create a student PAF use the *Electronic Payroll Authorization* channel on the Work tab of the myIIT portal.

   ![Electronic Payroll Authorization Channel](image)

   1. Enter the student’s Banner CWID (AXXXXXXXX). The Legacy CWID will not be accepted.
   2. Select the academic year in which the PA will be active.
   3. Enter the Org code the Hiring Department’s uses for time sheet approval.
   4. Click “Go” button.

2. The Electronic PAF will open in a new browser window. The information that was entered in the *Electronic Payroll Authorization* channel will be automatically inserted into the form.

The student information section is automatically populated based on the Banner CWID entered in the *Electronic Payroll Authorization* channel. If the SEO has received the student documents and entered them into Banner there will be a check next to the document title.

**Verify that the student information is correct before moving on the Supervisor section.**
3. Enter the Supervisor’s Banner CWID or Email address. The rest of the supervisor information will be automatically filled in when the **Proceed to Confirmation Page** button at the bottom of the form is selected.

![Supervisor Information](image)

The Supervisor will be the primary timesheet approver.

For other timesheet approvers add the individual as a timesheet approval proxy.

4. Complete the Conditions of Employment section. The fields for Hiring Org and Federal Work Study (FWS) will be automatically filled in.

![Conditions of Employment](image)

5. Enter the FOAP that this position will be charged to and the percentage of the total payment that will be charged to each FOAP entered.
   a. The total percentage will be calculated at the bottom of the section. This number must equal 100.
   b. If multiple FOAPs will be charged for this position, enter the percentage that will be charged to each.

![FOAP Information](image)

6. The information for the person that prepared the PAF will be automatically added based on the myIIT account that was used to open the form.
7. Enter the Banner CWID or @iit.edu email address for Approvers 1 and 2.  
(NOTE: the Preparer can NOT be one of the Approvers)

8. When all required information has been entered click the **Proceed to Confirmation Page** button at the bottom of the form.

9. The completed PA will be available for final review before submission. To make changes select **"Edit Data"** if the information is correct select **“Submit PA”** button.

10. When the PA has been successfully submitted a confirmation webpage will appear.

11. If there is an error in the PA the system will not allow the PA to be submitted. All errors will be listed at the top of the PAF screen. Once the errors have been corrected the PA may be submitted.
Approving a Personnel Action Form

1. Approvers 1 and 2 listed in the PA will receive an email notification from donotreply@iit.edu with instructions to approve or deny the request.
   
   a. To approve the PA the approver clicks the link next to “Approve” or the link next to “Deny” to reject the PA.

2. When the PA has been approved a confirmation webpage will appear.

3. When both Approvers have approved the PA, it is submitted to the SEO for final approval.
4. When a PA is denied the approver will be prompted to comment why the PA was denied and submit their decision.

   Please enter comments associated with this decision below and click the submit button to record your decision.

   Charge to different FCPF.

   Submit

5. When comments have been submitted, a confirmation webpage will appear.

   Thank you. You have denied this item and your comments have been recorded.

   Your confirmation code is 6E79244FE4E44FF8CF361E731FD6BAB3

6. The preparer will receive an email notification that the PA has been denied.
Checking the Status of a Personnel Action Form

1. In the *Electronic Payroll Authorization* channel search for an individual student’s PA by entering their Banner CWID and clicking “Go.”

![Electronic Payroll Authorization channel](image)

2. To search PAFs by status use the dropdown boxes to select the status and academic year.

![Search PAF by status](image)

PAF’s in the status selected will be listed at the bottom of the channel.