

Initiating a Personnel Action Form (PAF)

Created: 01/30/2017

Revised: N/A

Version: 1.1



The purpose of this document is to provide a guide on beginning a Personnel Action Form (PAF) submission using the online Laserfiche process.

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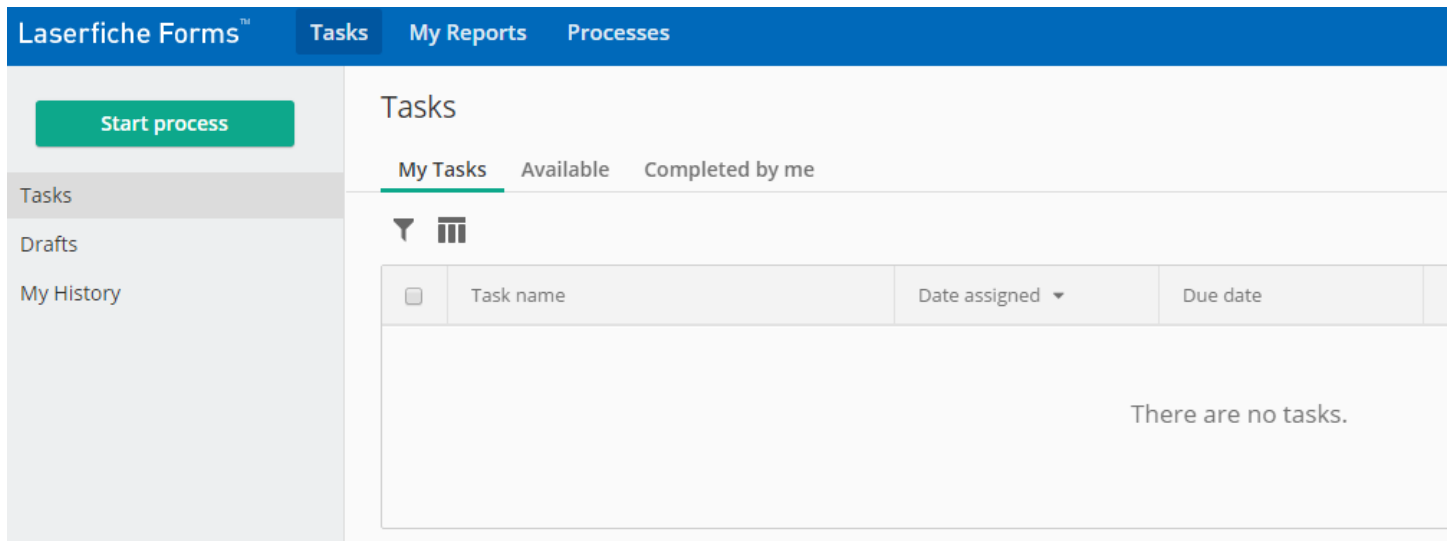
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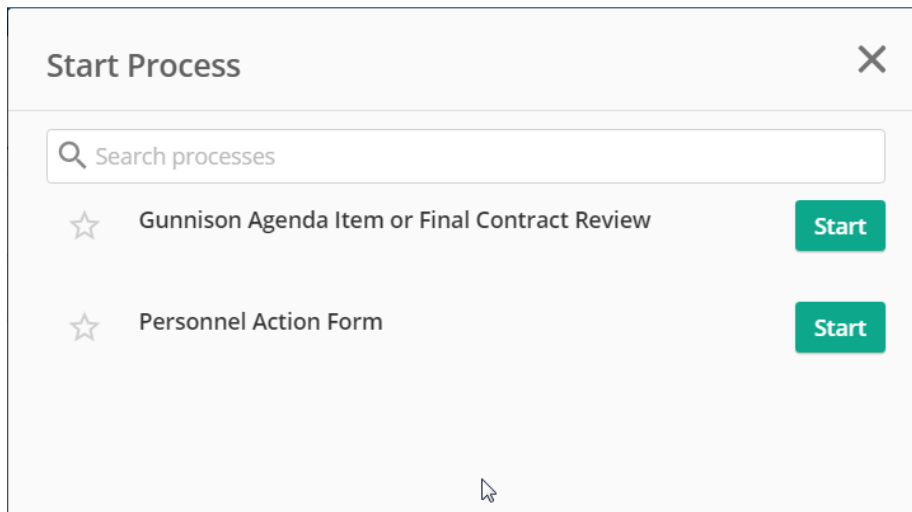


Submitting a Personnel Action Form (PAF)

01. Begin by accessing the Laserfiche web page located at the link below and logging in using your County username and password (same as logging into your computer)
 - a. <http://dms.gunnisoncounty.org/Forms/account/login>
02. Once logged in you will see the screen similar to below



03. Click on the 'Start Process' button in the upper left to open the below dialog window and click on 'Start' for the Personnel Action Form



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04. Once you click on 'Start' you will be brought to the PA Form and it will have your name inserted as the 'Submitter'

05. To complete select your department for the employee being reviewed and then complete **all** sections of the form

- a. **NOTE:** All asterisked (*) sections are required, if they are not filled in you will get an error

06. Make sure to fill in any comments if needed and attach any supporting documentation using the 'Upload' button and click 'Submit' when completed

07. After clicking submit you will get a notification that it has been Submitted Successfully

- a. If you need to submit another form refer to the link in Step 1
 - b. If you get a submission error contact Cheryl Seling (x7962) or IT (x1410) or send an email with a screenshot to support@gunnisoncounty.org

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Updates

02.01.2017	Minor corrections, added information, cleared up instructions
01.30.2017	Initial document creation