To view the current status of a submitted Personnel Action Form (PAF), log into ImageNow/WebNow:

- To log into ImageNow, look for the program with this icon:

- To log into WebNow, go to kuwebnow.ku.edu

- Once logged in, navigate to the Documents view:

![ImageNow/WebNow Documents View](image)

- Within the Documents view, you’ll see the “HR – PAF Form Status” lookup on the left-hand side. Click on the “+” to expand your search options:

![HR - PAF Form Status Lookup](image)
- Click on one of the three options and input the requisite information (ie, “Department #” signifies that you should input the 7-digit Department ID number)

- Once you have entered in the specific search criteria and clicked on “OK”, your search results page should display any PAF associated with the search criteria. These results will display the Workflow Queue the PAF is in (if it is in workflow), the employee ID number, the employee name, and Department #. If the PAF has been completed, it will not show under this view and you will need to navigate to HR Employee Records to view the PAF.
The following provides a brief description of what occurs in each workflow queue displayed:

- **Dean’s Office “Insert Name of School” (Dean's Office PAF Apprvl)**
  - The respective approval workflow queue of each University School. Sent to the specific School’s Dean’s Office for approval.

- **PAF 1 RGS/KUCR Review**
  - The processing workflow queue for RGS/KUCR.

- **PAF 2 Appt. Specialists Review**
  - The processing workflow queue for Appointment Specialists.

- **PAF 3 Payroll Office Review**
  - The processing workflow queue for the Payroll Office.

- **PAF 4 Benefits Review**
  - The processing workflow queue for the Benefits Office.

- **PAF RGS/KUCR Hold**
  - Workflow queue used by RGS/KUCR. Used when they have questions concerning the PAF or need additional details.

- **PAF Appt. Specialists Hold**
  - Workflow queue used by Appointment Specialists. Used when they have questions concerning the PAF or need additional details.

- **PAF Retro-Active Fund Request**
  - Workflow queue used by the Payroll Office. Used to complete a RFA request from a department.

- **PAF Retro-Active Fund Hold**
  - Workflow queue used by Appointment Specialists. Used to key RFA’s that the Payroll Office is unable to key into HR/Pay.

- **SSC LAS (PAF Funding Change Review)**
  - Workflow queue used by LAS SSC Staff. Used to key funding-only change requests submitted by departments found within CLAS.

- **ROC (PAF Corrections)**
  - Workflow queue used to return submitted PAF’s that need to be corrected and then resubmitted.

- Please note: When PAF’s for benefit eligible employees are routed by the Appointment Specialists to Payroll and Benefits, they are sent simultaneously to these departments. The workflow queue may display as <M>. Once Payroll and Benefits have completed their portion of the PAF, it will be routed to the **PAF 5 Finish** queue.