

BearPAF Facts

- At this time, the BearPAF is only for hiring of Graduate Assistants, Teaching Assistants & Research Assistants beginning the spring 2013 semester. All other actions for Graduate Assistants, Part-time staff, Per Course, full-time Faculty & Staff still need to be completed on the Paper PAF. Any deviations from established start & end dates for Graduate Assistants need to be sent on the Paper forms as well.

Terminology

- Approver – A person who has the ability to Approve, Return, or Reject a BearPAF
- Initiator – A person who has the ability to create a BearPAF
- My Work Box – This will give you access to all of your action tabs

Action Tabs

- In My Queue – These are items that you are in line to approve, but they have not arrived in your Pending tab yet.
- My Past Actions – These are items that either you as an Approver or Initiator have taken action upon.
- Pending – This is where Approvers will find BearPAF's that need to be approved & Initiators will find BearPAF's that have been returned for correction
- FYI – This is where a person who has FYI-only status, like budget officer, would locate BearPAF's that need their review.
- Proxy Access – This is where Approvers can assign someone to act as a proxy with the ability to approve BearPAF's in their absence or set up an administrative assistant to be able to see items in their workbook.

Need Help?

- There will be an open lab available in the Library Rm 205 for anyone who wishes to have one-on-one help in a computer lab with the new BearPAF system. The dates & times are as follows:
Thursday, Nov 15, 9 – 10 am
Thursday, Nov 29, 9 – 10 am
Thursday, Dec 5, 9 – 10 am
Thursday, Dec 13, 9 – 10 am
- The Office of Human Resources - Compensation & Records Offices will provide support to you as we transition to this paperless system. Please feel free to contact to us & we will try to address your questions as quickly as possible.
 - Lyn McKenzie (6-4569)
 - Michele Bogart (6-4816)
 - Julie Blacksher (6-8325)

BearPAF GUIDE FOR INITIATORS

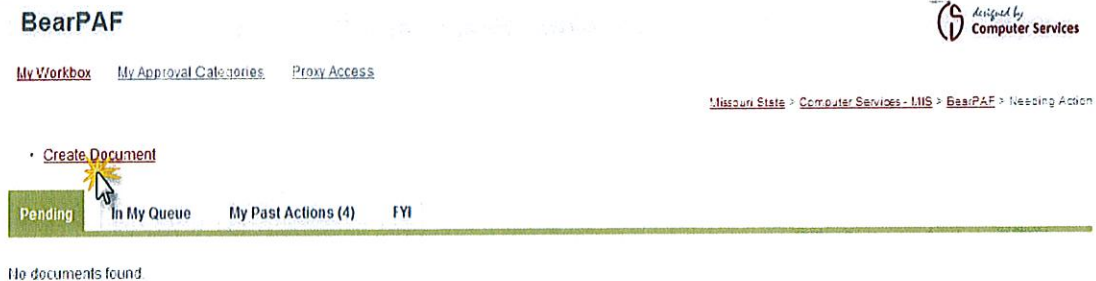
- 1) The BearPAF can be accessed through the *My.Missouristate.edu* portal.



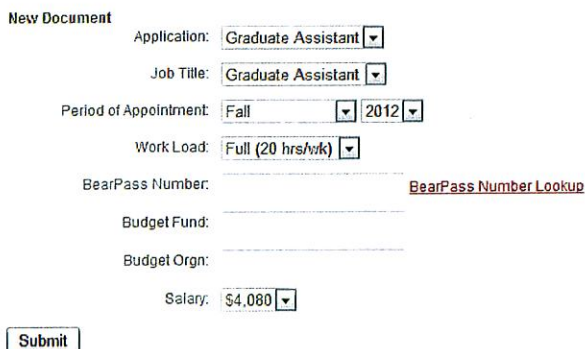
- 2) Enter your Windows username & password.
- 3) The link to the BearPAF is located in the *Work Resources* tab under the *Other Resources* channel.

Creating a Document

- 1) Click on the *Create Document* link.



- 2) The default application will be Graduate Assistant; in the future there will be additional applications, such as Per Course.
- 3) Select the Job Title of Graduate Assistant, Teaching Assistant or Research Assistant.
- 4) Select the Period of Appointment and the year.
- 5) Select the Work Load.
- 6) Enter the BearPass Number. To locate a BearPass number, click the *BearPass Number Lookup* link just to the right of the BearPass Number field.



- 7) The search window will allow you to enter a person's last name followed by a comma then at least a partial first name. A list of all possible choices will be returned. **If there are multiple people listed under the same name and you are having difficulty determining the correct person to select, please contact the HR Records office for assistance.**

Smith,Br

BearPass Number	Name	Job Title	Class Code
M01445534	Smith, Bradley O'Neal		SO
M01814642	Smith, Brady A		SO
M01247908	Smith, Brandon D		SO
M00126486	Smith, Breanne A		
M00068002	Smith, Brenda M		GR
M00362802	Smith, Brian A	Parttime 25.00 Public Safet	SO
M00496628	Smith, Brian M		SR
M01641294	Smith, Brian T		FR
M00046796	Smith, Brittany Ann		GR
M01247922	Smith, Brittany Wyvonne		FR

- 8) Once you have determined the appropriate person to select, single click on the BearPass Number. A message will appear asking if you want to close this window, click yes. The BearPass number will now populate the BearPass field.
- 9) Enter the Fund portion of the FOAP in the Budget Fund field & the Org portion of the FOAP in the Budget Orgn field.
- 10) Select the appropriate stipend amount from the dropdown menu in the salary field. If you do not see the appropriate stipend amount listed in the drop down box, you will be given an opportunity to change the amount on the next screen.
- 11) Click the submit button.
- 12) The Initialize screen will now be available for any updates that may need to be made before the document is actually created.

- 13) Verify the FOAP & all other information in the Initialize section. The BearPass Number, Job Title, FOAP, Period of Appt, Work Load, Salary & Comment field can all be updated on this page. If any updates are made to the Create section, the Update button will need to be clicked **before** clicking the create button in order for your changes to be saved.

Initialize

Create

BearPass Number: [BearPass Number Lookup](#)

Employee Name: Keyes, Elizabeth A

Job Title:

Position: G99695

Suffix:

Budget FOAP 1: - - -
100.0 %

Budget FOAP 2: - - -
0.0 %

Budget FOAP 3: - - -
0.0 %

Home Orgn:

Period of Appointment: 2013

Work Load:

Salary:

First Work Date: Jan 7, 2013

Last Work Date: May 17, 2013

Pay Begin Date: Feb 1, 2013

Pay End Date: May 31, 2013

Comment:

Approval Chain

CHEMISTRY (020714)

Name	Level
Schick, Alan	10
Jahnke, Tamera	20

History

No history found.

Verify that the FOAP is correct, can be changed here.

Any comments that need to be made can be left here. Max of 256 characters

- 14) Below the Create section is a window called *Job Information For Effective Date*. This window will show any active jobs during the time frame selected for this BearPAF. Graduate Assistants are not allowed to work any other jobs while receiving a Graduate Assistant stipend. If there is a job listed in this field, that job will need a PAF to terminate the job. This field will also list any student jobs the person may have, as well. To determine if a PAF or a Student Termination form needs to be completed, the first letter of the Position number will begin with a D for students & a P for staff.

First Work Date: Aug 13, 2012

Last Work Date: Dec 14, 2012

Pay Begin Date: Sep 1, 2012

Pay End Date: Dec 31, 2012

Comment:

Job Information For Effective Date

Position	Suffix	Begin Date	End Date	Job Type	Job Description	E Class	Home Orgn
P99006	00	Jul 1, 2008		Primary	Parttime 9.00 Human Resour	PC	060103 - OFFICE OF HUMAN RESOURCES

* P means staff & D means student

* to the Banner conversion

- 15) Verify that the Approval Chain is correct for the BearPAF that you are generating. If you need to change the approval chain, click the drop down box & select the appropriate approval chain & then click the update button to the right of the Approval Chain drop down box.

Approval Chain

CHEMISTRY (020714)

Name	Level
Schick, Alan	10
Jahnke, Tamera	20

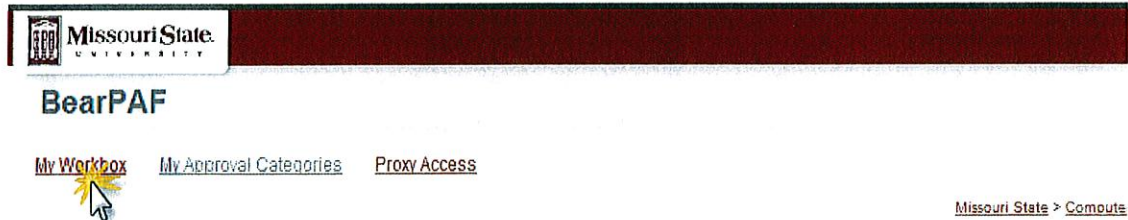
History

No history found.

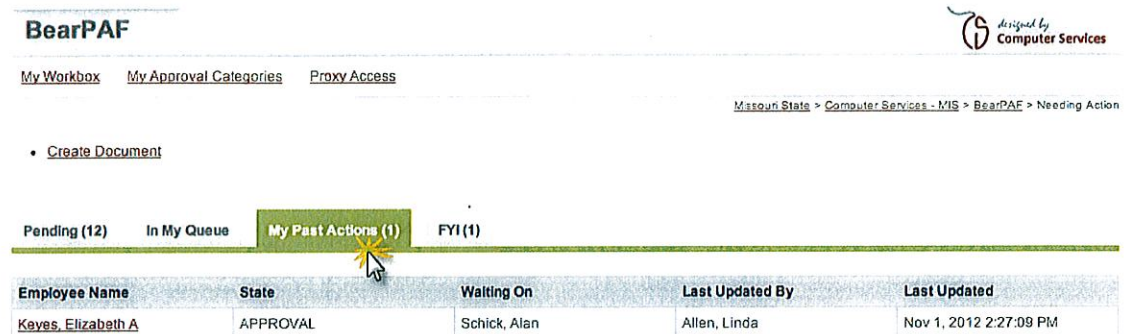
- 16) Once all information is verified to be correct, click *Create*.

Tracking a BearPAF

- 1) To track a BearPAF that you created, return to your workbox by clicking the *My Workbox* link.



- 2) Click on the *My Past Actions* tab. The *My Past Actions* tab will give you a snapshot of all BearPAF's that you have created, their current state and/or the next person in the approval chain.



- 3) To see a more detailed history of the approvals on a particular employee BearPAF, click on the Employee Name & a copy of the BearPAF as well as a complete history of the Approvals will be returned.

My Workbox **My Approval Categories** **Proxy Access**

Missouri State > Computer Services - MIS > BearPAF > Document

No action can be performed

History

Name	Action	Level	Comment	Date
Allen, Linda	INITIATE	INITIATE		Nov 1, 2012 2:27:09 PM
Schick, Alan	Waiting	10		
Jannke, Tamara	In Queue	20		
GRADCOL	In Queue			
FINANCE	In Queue			
HR	In Queue			

BearPass Number: M00100016

Employee Name: Keyes, Elizabeth A

Job Title: Teaching Assistant

Position: G99655

Suffix:

Budget FOAP 1: A02000-152026-53201-011 (100.0%)

Budget FOAP 2: --- (0.0%)

Budget FOAP 3: --- (0.0%)

Home Orgn: 020714 - CHEMISTRY

Period of Appointment: Spring

Work Load: Full (20 hrs/wk)

Salary: \$4,960.00

First Work Date: Jan 7, 2013

Last Work Date: May 17, 2013

Pay Begin Date: Feb 1, 2013

Pay End Date: May 31, 2013

Job Information For Effective Date

Position	Suffix	Begin Date	End Date	Job Type	Job Description	E Class	Home Orgn
P99305	CC	Jul 1, 2008		Primary	Partime 9.00 Human Resour	PC	060103 - OFFICE OF HUMAN RESOURCES

* Begin dates of July 1 2008 are due to the Banner conversion

Returned/Rejected BearPAF's

- 1) To view and correct BearPAF's that have been returned for correction, click the *Pending* tab. Click on the name of the person that you need to correct.

• [Create Document](#)

Pending (1) In My Queue My Past Actions (45) FYI (1)				
Employee Name	State	Waiting On	Last Updated By	Last Updated
Keyes, Elizabeth A	APPROVAL	Schlick, Alan	Allen, Linda	Nov 1, 2012 10:03:35 AM

- 2) The original BearPAF will be returned to you. A comment field should have been completed by the person who returned the BearPAF describing the correction that is needed.

Initialize

Create

BearPass Number: [Number Lookup](#) [BearPass](#)

Employee Name:

Job Title:

Position:

Suffix:

Budget FOAP 1: - - -
 %

Budget FOAP 2: - - -
 %

Budget FOAP 3: - - -
 %

Home Orgn:

Period of Appointment:

Work Load:

Salary:

First Work Date:

Last Work Date:

Pay Begin Date:

Pay End Date:

Comment:

Approval Chain

MANAGEMENT DEVELOPMENT INSTITUTE (020331)

Name	Level
McKenzie, GERALYN M	40

History

Name	Action	Level	Comment	Date
Bogart, Michele M	INITIATE	INITIATE		Nov 2, 2012 3:05:17 PM
McKenzie, GERALYN M	RETURN	40	Please change to Spring 2013 instead of Spring 2012	Nov 2, 2012 3:07:02 PM
McKenzie, GERALYN M	In Queue	40		
GRADCOL	In Queue			
FINANCE	In Queue			
HR	In Queue			

- 3) Make the changes to the BearPAF form & then click the Update button. Once the form has been updated click the Create button. The form is now back in the Approval Chain.
- 4) Any Rejected BearPAF's will show in your *My Past Actions* tab as rejected.

Act as a Proxy

- 1) To act as a Proxy on behalf of another person, click on the Proxy Access link.



- 2) Click on the drop down box in the *Act as Proxy* section & select the name of the person you wish to act as Proxy for and click submit.

Act as a Proxy

Select a proxy below to act as:

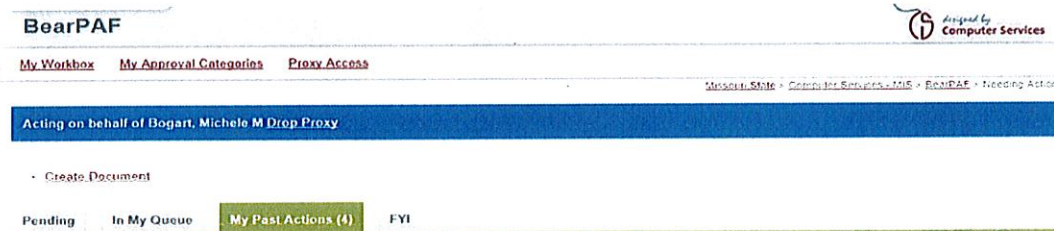
Select a Proxy

Manage Proxy Access

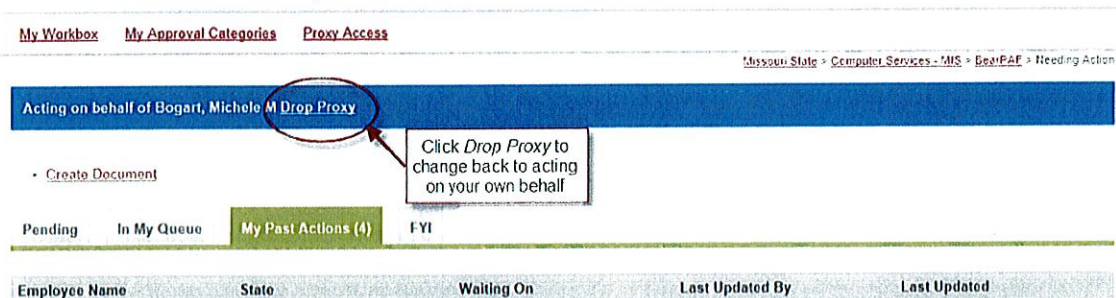
Manage who has permission to act as a proxy on your behalf

Only approvers are able to grant proxy access

- 3) A blue bar stating you are now "Acting on Behalf" will appear on all screens of the BearPAF. You will now have access to view and/or act on items in that person's *My Workbox*.



- 4) To stop acting as a proxy & to change to acting on your own behalf, click the *Drop Proxy* link in the blue bar located on any of the BearPAF screens.



BearPAF Guide for Approvers

- 1) The BearPAF can be accessed through the My.Missouristate.edu portal.

[Missouri State > Computer Services - MIS > ePAFs > Login](#)

Log In

Username:
example: abc123

Password:
example: xxxxxxxx

[Log In](#) [Get an Account](#)



What is BearPass?

BearPass is your fast pass to accessing Missouri State resources. This account provides access to email, My Missouri State, Blackboard and more.

[Learn more about BearPass.](#)

[Having trouble logging in?](#)
[I can't remember my password.](#)
[What's my account?](#)
[Need help?](#)
[What is BearPass?](#)

- 2) Enter your windows username & password.
- 3) The link to the BearPAF is located in the Work Resources tab under the Other Resources channel.

Approving a BearPAF

- 1) To approve a BearPAF click on the *Pending* tab.

[Missouri State > Computer Services - MIS > BearPAF > Needing Action](#)

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

• [Create Document](#)

Employee Name	State	Waiting On	Last Updated By	Last Updated
Keyes, Elizabeth A	APPROVAL	Schick, Alan	Allen, Linda	Nov 1, 2012 10:03:35 AM

- 2) A list of all BearPAF's needing your approval will be shown.

- 3) Click on the Employee Name of the BearPAF that you want to Approve, Reject or Return. If the information on the BearPAF appears to be correct & can be approved, click the drop down box next to Action & select Approve, then click submit. If the decision is to Reject or Return a BearPAF has been made, then an explanation must be made in the comment field before the BearPAF is submitted back to the Initiator.

BearPAF

My Workbox My Approval Categories Proxy Access

Welcome, Thomas, Jeffrey R (Logout)

BearPAF Details:

- BearPass Number: M00100016
- Employee Name: Keyes, Elizabeth A
- Job Title: Teaching Assistant
- Position: G99991
- Suffix:
- Budget FOAP 1: A02000-012011-53200-063 (100.0%)
- Budget FOAP 2: --- (0.0%)
- Budget FOAP 3: --- (0.0%)
- Home Orgn: 020714 - CHEMISTRY
- Period of Appointment: Fall
- Work Load: Full (20 hrs/wk)
- Salary: \$4,000.00
- First Work Date: Aug 13, 2012
- Last Work Date: Dec 14, 2012
- Pay Begin Date: Sep 1, 2012
- Pay End Date: Dec 31, 2012

Action:

Action:

Comment: _____

History:

Name	Action	Level	Comment	Date
Allen, Linda	INITIATE	INITIATE		Oct 29, 2012 12:56:24 PM
Schick, Alan	Waiting	10		
Jahnke, Tamera	In Queue	20		
GRADCOL	In Queue			
FINANCE	In Queue			
HR	In Queue			

Annotations:

- This section of the form contains the information that makes up the BearPAF.
- This section of the form is where the BearPAF can be Approved, Rejected or Returned (any form that is rejected or returned must have an explanation in the comment field).

- 4) The BearPAF is now approved by you & ready for the next person in the approval chain.

Tracking a BearPAF

- To track a BearPAF that you have already approved, click on the *My Workbox* link.
- Click on the *My Past Actions* tab. The *My Past Actions* tab will give you a snapshot of all the BearPAF's that you have approved, their current state and/or the next person in the approval chain.

My Workbox My Approval Categories Proxy Access

Missouri State > Computer Services - MIS > BearPAF > Needing Action

- Create Document

Pending (12) In My Queue **My Past Actions (1)** FYI (1)

Employee Name	State	Waiting On	Last Updated By	Last Updated
Keyes, Elizabeth A	GRADCOL	GRADCOL	Jahnke, Tamera	Nov 1, 2012 1:29:34 PM

- 3) To see a more detailed history of the approvals on a particular employee BearPAF, click on the Employee Name & a copy of the BearPAF as well as a complete history of the approvals will be returned.

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

[Missouri State](#) > [Computer Services - MIS](#) > [BearPAF](#) > Document

BearPass Number: M00100016

Employee Name: Keyes, Elizabeth A.

Job Title: Teaching Assistant

Position: G99665

Suffix:

Budget/FOAP 1: A02000-152026-63201-011 (100.0%)

Budget/FOAP 2: --- (0.0%)

Budget/FOAP 3: --- (0.0%)

Home Orgn: 020714 - CHEMISTRY

Period of Appointment: Spring

Work Load: Full (20 hrs/wk)

Salary: \$4,080.00

First Work Date: Jan 7, 2013

Last Work Date: May 17, 2013

Pay Begin Date: Feb 1, 2013

Pay End Date: May 31, 2013

No action can be performed

History

Name	Action	Level	Comment	Date
Allen, Linda	INITIATE	INITIATE		Nov 1, 2012 2:27:09 PM
Schick, Alan	Waiting	10		
Jahnke, Tamara	In Queue	20		
GRADCOL	In Queue			
FINANCE	In Queue			
HR	In Queue			

Job Information For Effective Date

Position	Suffix	Begin Date	End Date	Job Type	Job Description	E Class	Home Orgn
P99006	60	Jul 1, 2008		Primary	Parttime 3.00 Human Resour	PC	060103 - OFFICE OF HUMAN RESOURCES

* Begin dates of July 1, 2008 are due to the Banner conversion

Future BearPAF Approvals

- 1) To view BearPAF's that have not yet reached your *Pending* tab, but are moving through the approval process in your approval queue, click on the *In My Queue* tab.

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

[Missouri State](#) > [Computer Services - MIS](#) > [BearPAF](#) > Pending Action

[Create Document](#)

Pending **In My Queue (1)** My Past Actions (6) FYI

Employee Name	State	Waiting On	Last Updated By	Last Updated
Keyes, Elizabeth A	APPROVAL	Blacksher, Julie R	Thomas, Jeffrey R	Nov 1, 2012 2:27:09 PM

- 2) To see a more detailed history of the approvals on a particular employee BearPAF, click on the Employee Name & a copy of the BearPAF as well as a complete history of the approvals will be returned.

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

[Missouri State > Computer Services > MIS > BearPAF > Document](#)

BearPass Number: M00100016

Employee Name: Keyes, Elizabeth A

Job Title: Teaching Assistant

Position: G99E95

Suffix:

Budget FOAP 1: A02000-152026-93201-011 (100.0%)

Budget FOAP 2: --- (0.0%)

Budget FOAP 3: --- (0.0%)

Home Orgn: 020714 - CHEMISTRY

Period of Appointment: Spring

Work Load: Full (20 hrs/wk)

Salary: \$4,980.00

First Work Date: Jan 7, 2013

Last Work Date: May 17, 2013

Pay Begin Date: Feb 1, 2013

Pay End Date: May 31, 2013

No action can be performed

History

Name	Action	Level	Comment	Date
Allen, Linda	INITIATE	INITIATE		Nov 1, 2012 2:27:09 PM
Schick, Alan	Waiting	10		
Jahnke, Tamara	In Queue	20		
GRADCOL	In Queue			
FINANCE	In Queue			
HR	In Queue			

Job Information For Effective Date

Position	Suffix	Begin Date	End Date	Job Type	Job Description	E Class	Home Orgn
P99035	00	Jul 1, 2008		Primary	Parttime 900 Human Resour	PC	000103 - OFFICE OF HUMAN RESOURCES

* Begin dates of July 1, 2008 are due to the Banner conversion

Assigning a Proxy

- 1) To assign a Proxy to act on your behalf, click the *Proxy Access* link.

 **Missouri State UNIVERSITY**

BearPAF

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

[Missouri State > Compute](#)

- 2) Enter the BearPASS Number. To locate a BearPass number, click the *BearPass number Lookup* link just to the right of the BearPass Number field.

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

[Missouri State > Computer Services - HRIS > BearPAE > Proxy](#)

Act as a Proxy
Select a proxy below to act as

Select a Proxy

Manage Proxy Access
Manage who has permission to act as a proxy on your behalf.

New Proxy
 BearPass Number [BearPass Number Lookup](#)
 Type: View

- 3) The search window will allow you to enter a person's last name followed by a comma then at least a partial first name. A list of all possible choices will be returned. If there are multiple people listed under the same name and you are having difficulty determining the correct person to select, please contact the HR Records office for assistance.

Smith, Br

BearPass Number	Name	Job Title	Class Code
M01445534	Smith, Bradley O'Neal		SO
M01814642	Smith, Brady A		SO
M01247908	Smith, Brandon D		SO
M00126486	Smith, Breanne A		
M00068002	Smith, Brenda M		GR
M00362802	Smith, Brian A	Parttime 25.00 Public Safet	SO
M00496628	Smith, Brian M		SR
M01641294	Smith, Brian T		FR
M00046796	Smith, Brittany Ann		GR
M01247922	Smith, Brittany Wyvonne		FR

- 4) Once you have determined the appropriate person to select, single click on the BearPass Number. A message will appear asking if you want to close this window, click yes. The BearPass number will now populate the BearPass field.

- 5) Select the type of Proxy access of View or Approve and then click submit.

Act as a Proxy

Select a proxy below to act as.

Select a Proxy

Manage Proxy Access

Manage who has permission to act as a proxy on your behalf.

New Proxy

BearPass Number: M00061132 [BearPass Number Lookup](#)

Type: View

Click submit to add Proxy

- 6) The person you added as a proxy will now be added to your proxy list.

[Missouri State > Computer Services - MIS > BearPAF > Proxy](#)

Proxy added

Act as a Proxy

Select a proxy below to act as.

Select a Proxy

Manage Proxy Access

Manage who has permission to act as a proxy on your behalf.

New Proxy

BearPass Number: [BearPass Number Lookup](#)

Type: View

Name	Level	Remove
Snider, Janet S	V	Remove

- 7) To remove someone as a proxy, just click the *Remove* link on the line of the person you wish to remove as your proxy.

Act as a Proxy

- 1) To act as a Proxy on behalf of another person, click on the Proxy Access link.


Missouri State
 UNIVERSITY

BearPAF

[My Workbox](#)
[My Approval Categories](#)
[Proxy Access](#)



[Missouri State > Comoute](#)

- 2) Click on the drop down box in the *Act as Proxy* section & select the name of the person you wish to act as Proxy for and click submit.

Act as a Proxy

Select a proxy below to act as

Select a Proxy

Bogart, Michele M - View
Bogart, Michele M - View

Submit



Manage Proxy Access

Manage who has permission to act as a proxy on your behalf.

Only approvers are able to grant proxy access

- 3) A blue bar stating you are now "Acting on Behalf" will appear on all screens of the BearPAF. You will now have access to view and/or act on items in that person's *My Workbox*.

BearPAF designed by
Computer Services

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

Missouri State > Computer Services - MIS > BearPAF > Needing Action

Acting on behalf of Bogart, Michele M Drop Proxy

• [Create Document](#)

Pending In My Queue **My Past Actions (4)** FYI Graduate College (3) Finance (2) HR (3)

- 4) To stop acting as a proxy & to change to acting on your own behalf, click the *Drop Proxy* link in the blue bar located on any of the BearPAF screens.

[My Workbox](#) [My Approval Categories](#) [Proxy Access](#)

Missouri State > Computer Services - MIS > BearPAF > Needing Action

Acting on behalf of Bogart, Michele M **Drop Proxy**

• [Create Document](#)

Pending In My Queue **My Past Actions (4)** FYI Graduate College (3) Finance (2) HR (3)

Click *Drop Proxy* to change back to acting on your own behalf

Employee Name	State	Waiting On	Last Updated By	Last Updated
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