# PAF Toolbox -- Getting Started

## Why use the Toolbox?

- If you do PAFs on existing employees, the Toolbox takes a tenth of the time on most PAFs and prefills all possible fields with existing SAP data. This ensures accurate data plus means you have less to fill out and Payroll has less to check.
- There are many reports to help you manage your SAP data, as well as turnaround documents that allow you to make changes on multiple employees instead of doing individual PAFs.
- You can fun employee listings, such as grad assistants, all active appointments, etc.

To get the toolbox, go to: https://businesscentral.unl.edu/hr-and-financial-toolboxes/ If you do not have administrative rights on your computer, you will need to ask your IT support person for help.

- ➤ The Toolbox will know if the data tables need to be updated when you open it for the first time each day. It will tell you when updates are done and will bring up the main menu.
- ➤ Click on whichever menu/option you need. There is always an option on each menu to return to the prior menu.
- ➤ Some functions will prompt for an org unit number or a specific personnel number.
- ➤ If the results are data instead of a formatted report, you can copy/paste into Excel or explore the External Data tab for other options, including saving as a pdf or emailing the results directly from the Toolbox.

*Don't be afraid to try different options. You can't hurt anything!*

Click this X to close the current results without closing the database.
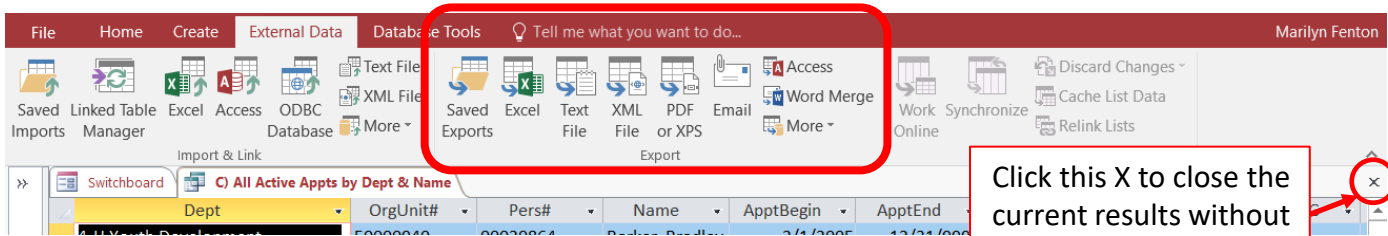
The Toolbox is updated each fiscal year so look for an email with a new download link each August.