**Directions**

Complete this worksheet to document your School, College or Division’s current document workflow. You will submit this document when you make your request to Office of Human Resources.

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| 1. How does your School, College or Division HR receive documents that go into P-Files? |
| Enter response here: |
| 2. What is the format of your current P-Files?   * If paper, where are the document stored? * If electronic, in what format (e.g., file type) and where are they stored (e.g., internal server)? * If a combination of paper and electronic, please answer both questions above. |
| Enter response here: |