
DOCUMENT PORTAL INSTRUCTIONS



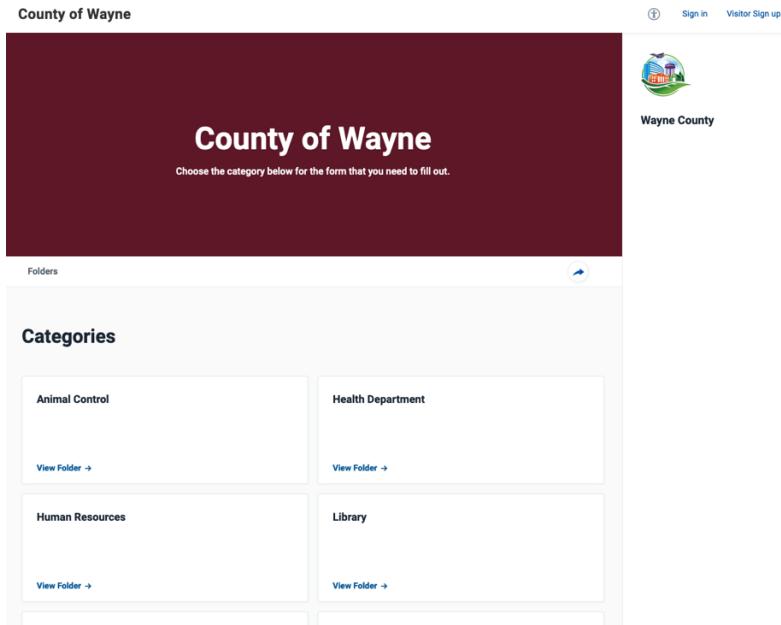
1. Open Firefox
2. Type in the address bar the following: waynegov.com/docs (This can be saved as a favorite.
3. This will take you to a page that has two document portals.

Documents

[To access Wayne County Public Forms Click Here](#)

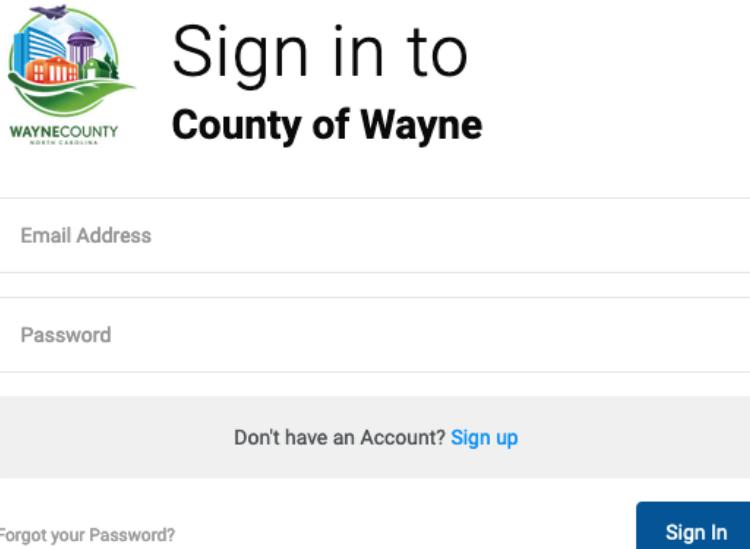
[To access Internal Wayne County Forms Click Here](#)

4. The public forms are the forms that are on the public website for the public to view.



The screenshot shows the Wayne County public forms website. At the top, there is a dark header with the text "County of Wayne" and a "Wayne County" logo. Below the header, the main content area has a maroon background with the text "County of Wayne" and "Choose the category below for the form that you need to fill out." The main content area is titled "Categories" and contains four categories: "Animal Control", "Health Department", "Human Resources", and "Library". Each category has a "View Folder" link. The "Animal Control" and "Human Resources" categories are in the top row, and "Health Department" and "Library" are in the bottom row. The "Animal Control" and "Human Resources" categories also have "View Folder" links below them.

5. The internal forms are for internal use that are not shared publicly. It requires a password to sign in. If you don't have an account sign up for an account and use county email address. If you don't know your password you can reset it on the bottom.



The screenshot shows the Wayne County sign-in page. At the top, there is a logo for Wayne County, North Carolina, featuring a green and blue design with the text "WAYNECOUNTY NORTH CAROLINA". Below the logo, the text "Sign in to County of Wayne" is displayed. The page has two input fields: "Email Address" and "Password". Below these fields, a button says "Don't have an Account? [Sign up](#)". At the bottom left, there is a link "Forgot your Password?", and at the bottom right, a blue button says "Sign In".

6. When you sign up sign up as a visitor. Use your county email address. After you finish creating your user contact I.T. for the completion of the activation of your account.



This sign up form is only for Visitor Users. If you are an employee, processor or believe you need an admin account, please ask your account owner for an invite.

Visitor Sign Up

First Name

A text input field containing the text "First".

Last Name

A text input field containing the text "Last".

Email

A text input field containing the email address "first.last@waynegov.com".

Choose a Password

A password input field showing five dots as the value.

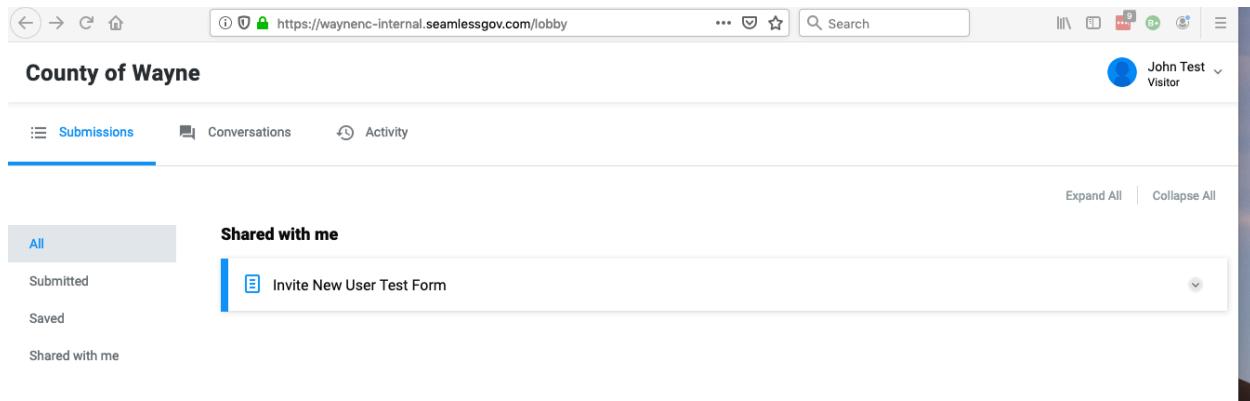
Repeat Password

A password input field showing five dots as the value.

Have an account? [Log in](#)

[Sign Up](#)

7. The page opens up to:



County of Wayne

Submissions Conversations Activity

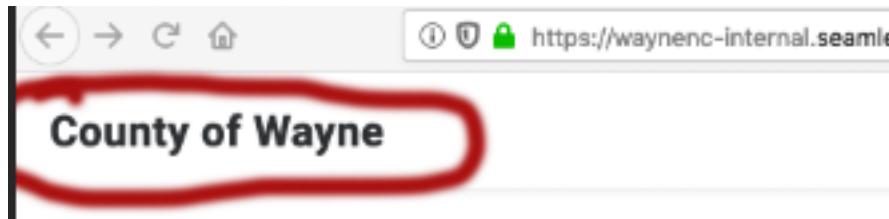
All Shared with me

Submitted Saved Shared with me

Invite New User Test Form

Expand All Collapse All

8. Click on County of Wayne



County of Wayne

9. Folders are listed to which ones that you need.



County of Wayne

This Web Portal will allow internal users of Wayne County access forms.

Introduction Folders



Welcome

Int-Animal Services

[View Folder →](#)

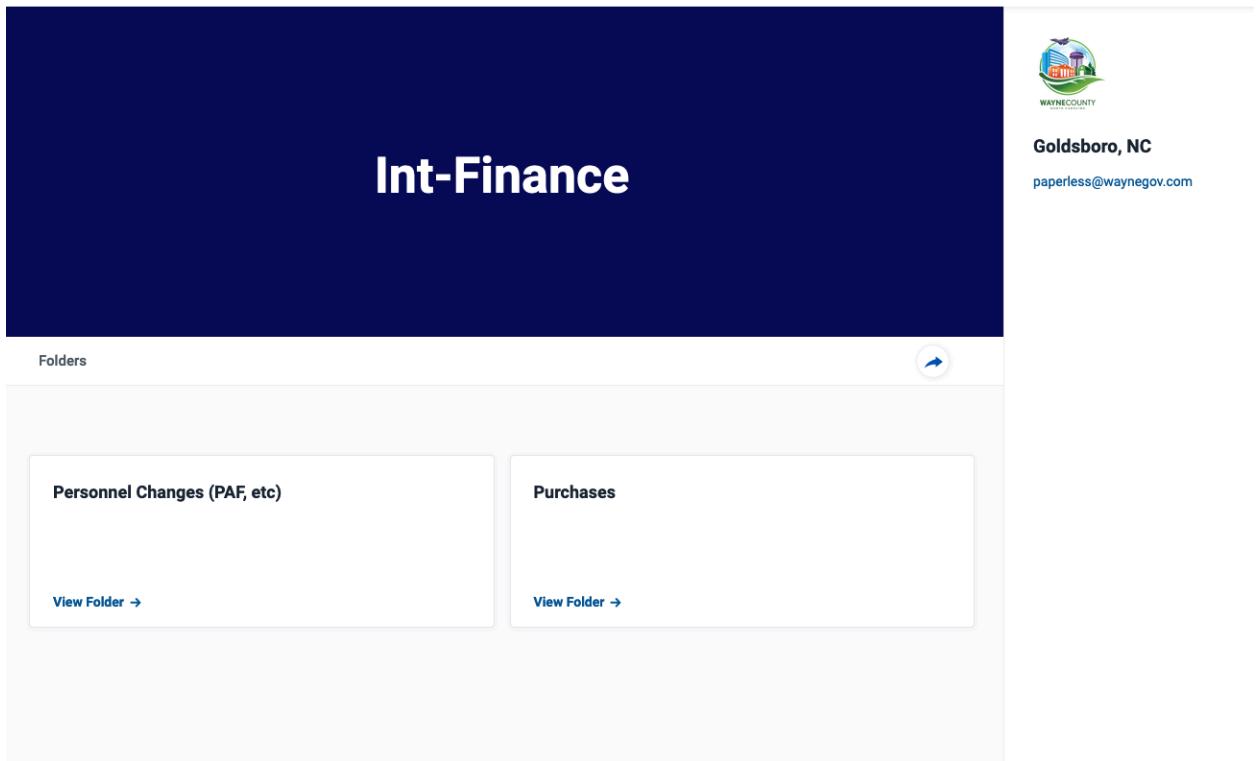
Int-Facilities

[View Folder →](#)

Int-Finance

Int-Human Resources

10. For example, if you click on “Int-Finance” a page opens up with the finance forms that are available online (Personnel Requisition Form, PAF).



The dashboard features a dark blue header with the text 'Int-Finance' in white. In the top right corner, there is a circular profile picture, the text 'John Test', and a dropdown arrow. Below the header is a logo for 'WAYNE COUNTY' with a circular emblem. To the right of the logo, the text 'Goldsboro, NC' and the email 'paperless@waynegov.com' are displayed. The main area is titled 'Folders' and contains two categories: 'Personnel Changes (PAF, etc)' and 'Purchases'. Each category has a 'View Folder' button.

11. When you get to the form there are two buttons for each form. The first is 'Form Details'. If you click on it there are details and steps to fulfil the process.

Personnel Requisition Form

A requisition form must be completed for any of the following situati...

Form Details

Complete Form

DOC

Personnel Requisition Form

Free

Instructions



County of Wayne

224 E Walnut Street | Goldsboro | NC | 27530

paperless@waynegov.com

Instructions

A requisition form must be completed for any of the following situations:

- * Vacant Position
- * New Position
- * Promotion Request
- * Reclassification Request
- * Merit Request
- * Certification Request

Requisition approval is required before any further action is taken

How to Apply

1 Complete Requisition Form

Offer of compensation can only be made up to the approved amount. If extending an offer above budgeted salary, another requisition and/or budget amendment will be required.

2 Advertise and interview once requisition is approved

3 Position may be offered with contingencies

Final pre-employment screenings (work steps, drug test, background check, etc.)

4 Complete PAF

5 Complete the Employee Change Form for Network Access

[Learn More →](#)

By clicking this box you acknowledge that you've read and accepted our terms of service.

[Complete Now →](#)

12. After reading the instructions you can click on “Complete Now” and it will take you to the form to fill out.
13. After filling out the form you may download or print yourself a copy. The form will automatically forwarded to the appropriate people for processing.