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# DOCUMENT PORTAL INSTRUCTIONS

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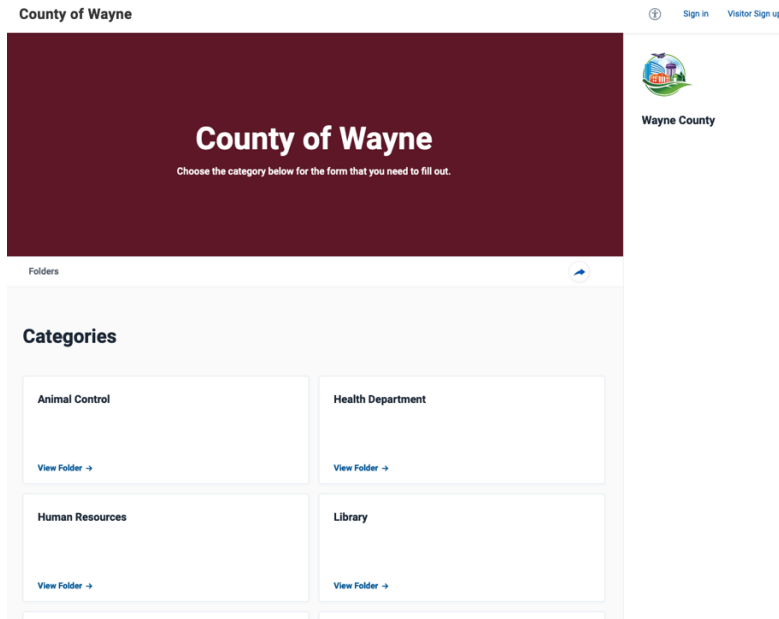
1. Open Firefox
2. Type in the address bar the following: waynegov.com/docs (This can be saved as a favorite.
3. This will take you to a page that has two document portals.

## 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 County of Wayne public forms website. At the top, there is a dark red header with the text "County of Wayne" and "Choose the category below for the form that you need to fill out." Below the header, there is a "Folders" section with a blue arrow icon. Underneath, there is a "Categories" section with four boxes: "Animal Control", "Health Department", "Human Resources", and "Library". Each box has a "View Folder ->" link. In the top right corner, there are links for "Sign in" and "Visitor Sign up". The Wayne County logo is also visible in the top right corner.

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.



## Sign in to County of Wayne

Don't have an Account? [Sign up](#)

[Forgot your Password?](#)

[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



Last Name

Email

Choose a Password



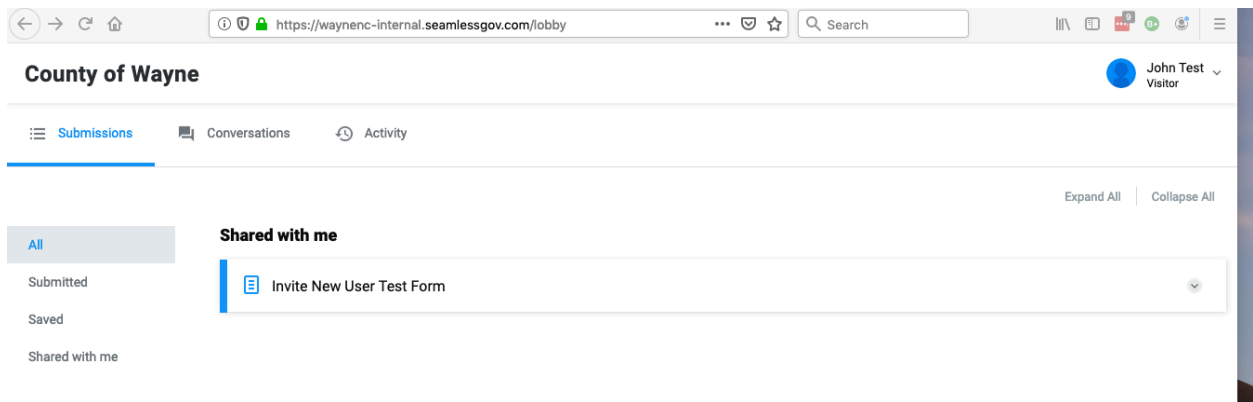
Repeat Password



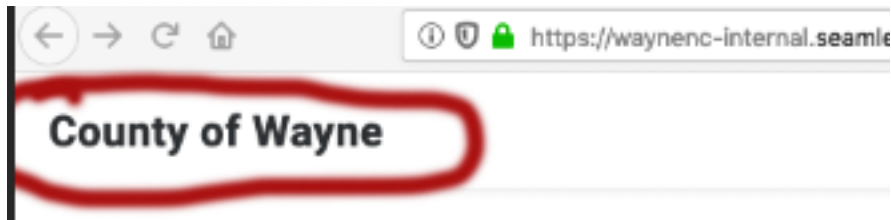
Have an account? [Log in](#)

Sign Up

7. The page opens up to:



8. Click on 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).

# Int-Finance



Goldsboro, NC

[paperless@waynegov.com](mailto:paperless@waynegov.com)

Folders

Personnel Changes (PAF, etc)

[View Folder →](#)

Purchases

[View Folder →](#)

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**

# Personnel Requisition Form

Free

**County of Wayne**224 E Walnut Street | Goldsboro |  
NC | 27530[paperless@waynegov.com](mailto:paperless@waynegov.com)

Instructions



## 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.