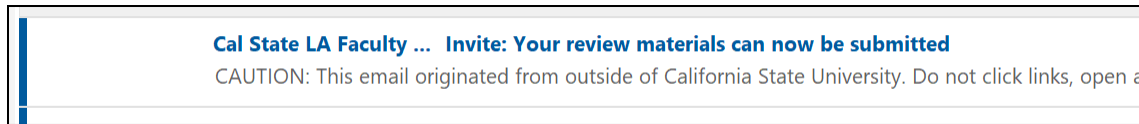
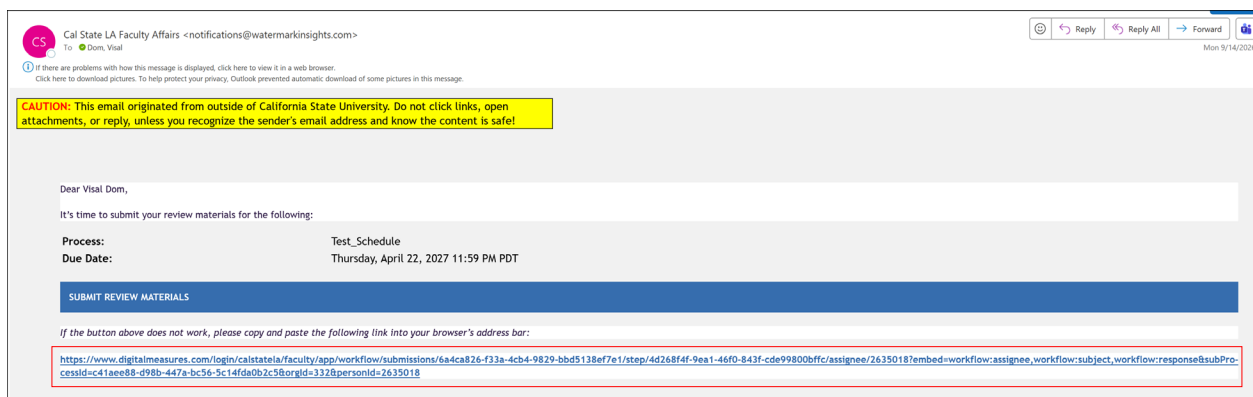


Submit WPAF on Watermark

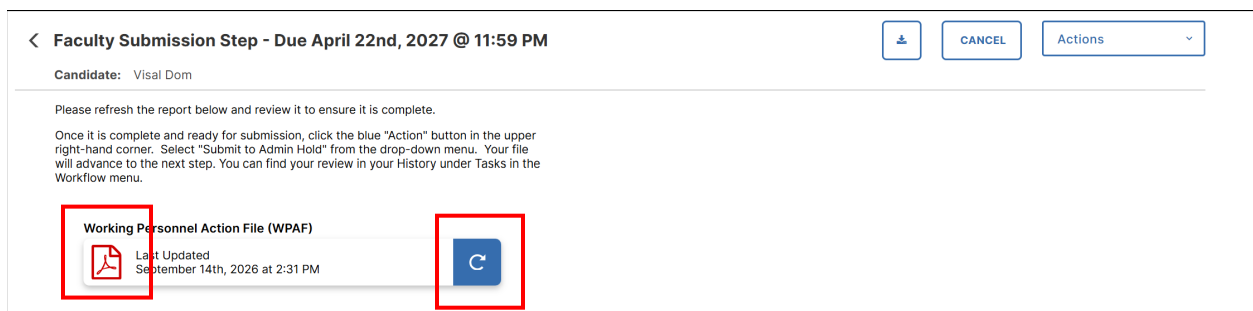
1. When the Office of Faculty Affairs creates and schedules your case, you will receive an email from notifications@watermarkinsights.com.



2. Click on the blue link inside the email and it will take you to your opened file on Watermark.



3. You will see your WPAF. As a habit, please click the blue refresh button to refresh your work if you update your WPAF that you have done on either your Profile or the WPAF data entry report. To download and view what the reviewers will see, select the red Adobe logo on the WPAF.



4. The WPAF should look like what is shown below.

CAL STATE LA

Working Personnel Action File (WPAF)

Performance Review - Promotion to Professor

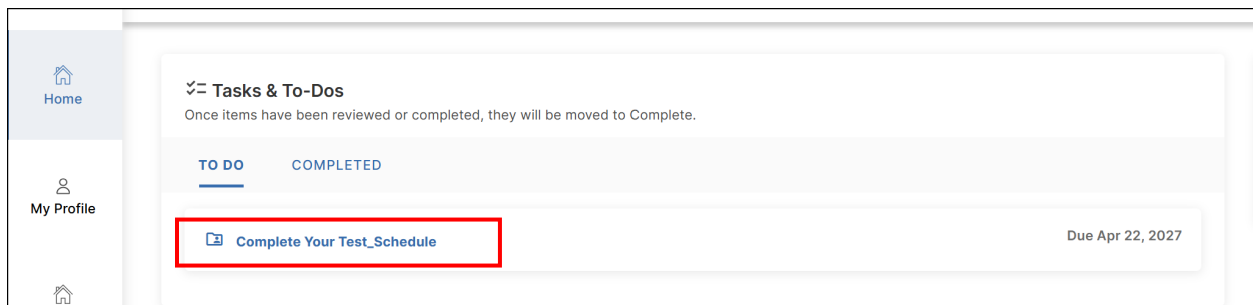
Visal Dom
(Him/His)

Department of Political Science
College of Natural & Social Sciences

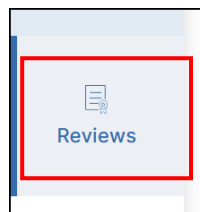
Review Period: October 11, 2021 - October 05, 2026

5. You can find your case in two places on Watermark:

- Select Home on the left panel and you will see the link to the file under TO DO.

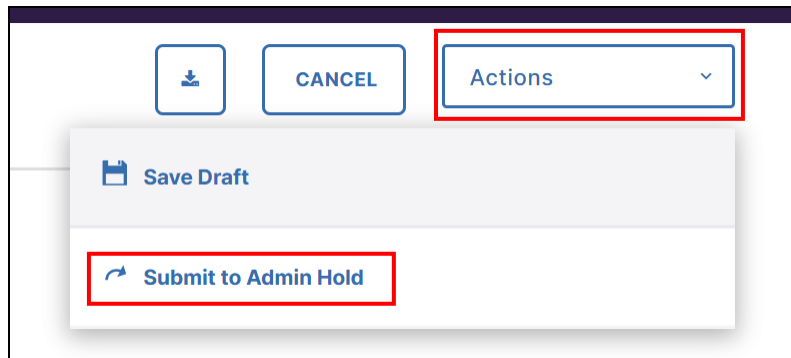


- Another place you can find your case is in Review. Select Review on the left panel. Your case will be under Inbox.

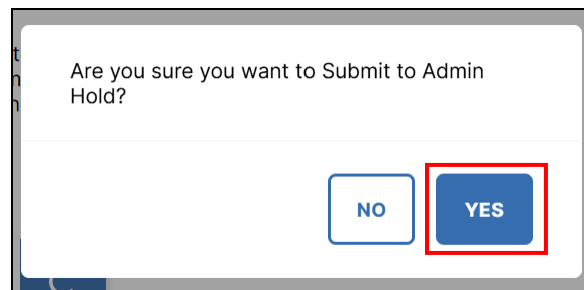


Reviews					
Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.					
Inbox (2)					
Show Filters (0)					
PROCESS NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
Test_Schedule	Faculty Submission	Department of Political Science	Me	April 22, 2027 @ 11:59 PM	September 14, 2026 @ 2:31 PM

6. When you are ready to submit your WPAF, select Actions on the top right then select Submit to Admin Hold.



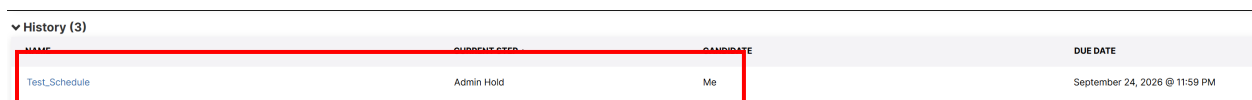
7. Select YES to confirm.



8. Once you submit your WPAF, your case can be found in two places:
- Select Home on the left panel and the case is under COMPLETED in the Home tab.

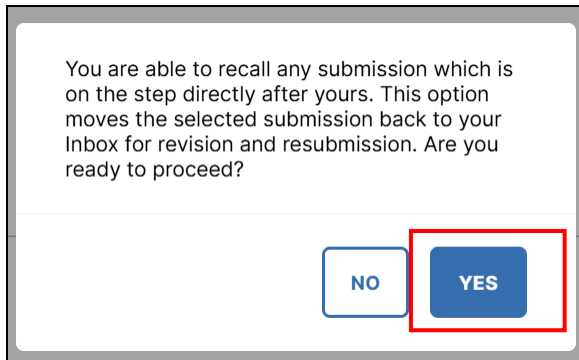
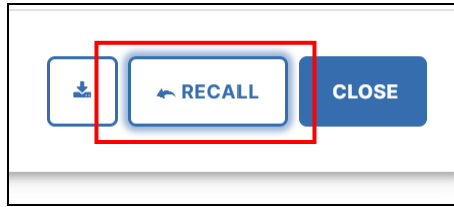


- Select Reviews in the left panel and it's under History.



9. If you need to revise your WPAF and it's before the submission deadline, you can recall your case and are able to revise it. This can be found in two places.

- a. Click on your case and on the top right select RECALL. Then select YES. The case is now back in your step, and you can make revisions. It is again under TO DO or your Inbox. Please see STEP 5.



- b. Another way to recall your case (before the closing deadline) is to select the upside-down triangle on the far right of your case under History in the Reviews. Select Recall. Then a box will appear and select RECALL. The case is again available to be revised (until the closing deadline).

▼ History (3)				
NAME	CURRENT STEP ▼	CANDIDATE	DUE DATE	ACTIONS
Test_Schedule	Admin Hold	Me	September 24, 2026 @ 11:59 PM	▼

