

PERSONNEL ACTION FORMS

Managers

SUBMITTING A PERSONNEL ACTION FORM

STEP 1

Navigate to Talent Management > Personnel Action Forms > Create Personnel Action Form Transactions.

Talent Management Reports User Options

Paycom Learning >

Performance and Compensation Management >

Personnel Action Forms >

Personnel Action Forms Menu

Personnel Action Form Set Up

Set Up Employee Acknowledgments

Set Up Custom Personnel Action Form Templates

Personnel Action Form Transactions

Create Personnel Action Form Transactions

Personnel Action Form Dashboard

STEP 2

Select the employee in question.

Select Employee(s) for Personnel Action Form Transactions

Batch Paf Menu

Select	Employee Name	Status	Pending PAF Exists	Position Title	Department	DOL Status	Hire Date
<input type="checkbox"/>	ADAMS, AMBER (ALLE)	Active			Sales	Full Time	06/10/2013
<input checked="" type="checkbox"/>	ADAMS, FRANK (A016)	Active	Yes	Executive Sales Representative	Executive Management	Full Time	06/10/2013

STEP 3

Select the action type from the drop-down, select the PAF reason from the drop-down, fill in the "Effective Date" field, then complete any required questions/options.

Current Year 2018 [9988] ABC OF OKC ALLEPFB Main Menu Inbox (0) Help EES Login Updates Log Out

Personnel Action Forms > Create Personnel Action Form Transactions > Create Personnel Action Form Transaction

Employee Information

Employee Name	Position Title	Department	DOL Status	Hire Date	Salary Grade	Salary/Hourly Rate	Hourly Rate_2
ADAMS, AMBER		Sales	Full Time	06/10/2013		\$42000.00/Pay PG	\$0.00/Hr

* Select a PAF action type for your employee Termination

* PAF Reason Failure to perform job duties

* Effective Date 08/01/2018 (**Any payroll processed on or after this date will include these changes)

Position Seat From To Change

Department From Sales [200] To Search or Make Selection

STEP 4

From the "Submit" drop-down in the lower-right corner, click "Submit and Email Notification" to the appropriate supervisor/approver.

Submit

Submit and Email Notification

Save as Draft

HELPFUL TIPS

- It is best to choose "Submit and Email Notification" from the "Submit" drop-down instead of just clicking "Submit."
- Be sure to answer all required questions, and note that you can upload any necessary documentation.
- You have the option to send the PAF to the employee in question.
- You can "Approve and Forward" the PAF by selecting another Paycom user from the drop-down above the Approve button. Be sure to use the notes section when approving or uploading additional documentation, when necessary.