

Step 1.

- From Client Access Homepage, navigate to the Talent Management Menu

Step 2.

- Click on Talent Management on the top menu.
- Hover over Personnel Action Forms to bring up the Menu options.

Step 3.

- Choose Personnel Action Form Dashboard option from the menu.

The screenshot shows the Paycom Talent Management menu. The 'Talent Management' menu item is circled in red. A red arrow points from the 'Personnel Action Forms' menu item to the 'Personnel Action Form Dashboard' option in the dropdown menu, which is also circled in red.

Step 4.

- Create a new Personnel Action Form (PAF).

Get started by selecting the green button "Create Personnel Action Form"


Step 5.

- Search for the employee you are terminating.
- Choose their name from the search results list.

The screenshot shows the 'Create Personnel Action Form Transactions' page. The search bar is circled in red. Below the search bar is a table with the following data:

Select	Employee Name	Status	Pending PAF Exists	Business Title	Department	DOL Status	Hire Date
<input type="checkbox"/>	EMPLOYEE, TEST E (E493)	Active	<input type="checkbox"/>	Sub Default Job	Sub Pool [SUB]	Part Time	07/01/2015

Create Personnel Action Form



TEST, TEST T (ZZZZ) [View Profile](#)

Position Title

Bookkeeper

Department

DEPT

Status

Rehire/Hire Date

Select a PAF action type for your employee *

Position Change

PAF Reason *

Pay Change

PAF Approval Workflow *

Parish/School

Effective Date *

09/30/2022 (**Any

Display in ESS upon Final Approval ?

☒

Step 6.

Select Position Change PAF

Choose PAF Reason: Pay Change

Step 7.

Select PAF Approval Workflow based on employee's home location.

*Chancery workflow for Chancery employees only.

Step 8.

Enter Effective Date

include these changes)

*If submitted during active payroll or after payroll has closed, it will take effect at following payroll.

Note: Retro Pay may need to be factored in.

Step 9.

Select Display in EES

• Will show in employee's profile.

Step 10.

Enter in any changes to the Pay Type: Hourly or Salary.

Enter in the change in pay amount

Pay Type and Pay Rate

From Hourly, \$20.00/Hr.

To Hourly 25

New Calculated Amount: \$25.00

New Estimated Annual Salary

Current Estimated Annual Salary

\$41,600.00

Pay Basis

From Hourly

To Hourly

Pay Class

From Semi-Monthly Hourly - [SMY]

To Hourly BW 1 - [HB1]

Terminal Access Group

From Sub Pool - [SUB]

To Web Time Sheet - [T02]

Earnings Profile

From Hourly

To Hourly

WC Code Change

From

To 00/00/0000

Comments

Upload Supporting Documentation ?

File...

Step 11.

Make sure Pay Basis matches the Pay Type in Step 10.

Pay Class will need to match your location's payroll schedule .

Step 12.

Change Terminal Access Group if necessary.

Terminal Access Group = Timesheet

Step 13.

Choose the green and white Submit and Email button to sign electronically.

*please remember that if you are doing this in an open payroll the PAF will not likely not take effect until following payroll/pay date.

Submit and Email

Please Note: Once submitted, Benefits Office will need to approve PAF to notify Medical Premiums of any applicable changes.

*Any information uploaded or added to PAF will be stored in the system indefinitely once saved.