



ARCHDIOCESE
OF SEATTLE

PERSONNEL ACTION FORM – TRANSFERS or REHIRES

710 9th Avenue, Seattle, WA 98104

HumanResources@seattlearch.org

Phone: 206-382-4289 Fax: 206-382-4267

This form is to be filled out by the new location when onboarding an employee who has previously worked at any other Archdiocese of Seattle location. It should be faxed to HR at 206-382-4267 or emailed to HumanResources@seattlearch.org. This information you provide is used to update databases and comply with ACA measurement standards. If you have any questions, please contact Human Resources at the contact information provided above.

Fields marked with a red asterisk (*) are required.

EMPLOYEE INFORMATION

Employee Name* _____ Paycom ID _____ PAF Effective Date* _____

Work Email _____ Personal Email* _____

If the employee is transferring from a different location, any outstanding hours worked at that location as well as any accrued vacation will need to be processed through payroll before this PAF can be finalized in Paycom. This may result in the Employee not showing under the new location in Paycom until several days after the PAF Effective Date, but the transfer will be backdated accordingly upon finalization.

LOCATION INFORMATION

New Home Location* _____ New Home Location Code* _____

Will this employee be working at multiple Archdiocesan locations simultaneously?* Yes No

If "Yes" is checked above, a Multi-Location Agreement (MLA) form must be filled and signed by all locations that the employee will be working for, and the completed MLA form must be included in the submission of this form to HR.

SCHOOL EMPLOYEE ADDITIONAL INFORMATION

School Employee Type* _____

*If "Covenant" or "Non-Covenant (School Year Only)" and Salaried, please enter the pay rate on the next page as a **Per Pay Period** amount calculated as the full amount of agreed upon compensation for the school year divided by the number of pay periods remaining in the school year rounded to the nearest cent. To account for rounding variances, please ask your dedicated Payroll Specialist to adjust the compensation amount of their last check at the end of the school year accordingly.*

JOB / SALARY INFORMATION

Pay Rate* _____ / _____

Exempt Status* _____

Pay Group* _____

Temporary Position?* Yes No

Scheduled Hours Per **Pay Period*** _____

60 or more hours per biweekly pay period is considered Full Time and automatically benefits eligible.

Department _____

Org Level 1 (Facility Type)* _____

Org Level 3 (Cost Center) _____

Fund (Chancery Only) _____

Job Title* _____

Supervisor* _____

REQUESTER INFORMATION

Requester Name* _____

Paycom ID _____

Phone Number* _____

Work Email* _____

ADDITIONAL INFORMATION

ACCRUAL PACKAGE

The employee's accrual package will be assigned based upon HR parish and school personnel policies.

A Multilocation employee can only be assigned to the home location PTO plan.

DIRECT DEPOSIT INFORMATION

The employee must log in to their Paycom profile to add or update their direct deposit information.

They can do so by going to Paycom > Payroll > Click on the dropdown arrow > Click on Direct Deposit

TAX INFORMATION

Employees must log in to Paycom to enter/update their W-4 Withholding.

They can log in to their Paycom profile > Payroll > Click on the dropdown arrow > Click on Tax Set Up to enter/update their W-4 Withholding.
