



ARCHDIOCESE  
OF SEATTLE

### PERSONNEL ACTION FORM - for TRANSFERS ONLY

710 9<sup>th</sup> Avenue, Seattle, WA 98104

[HumanResources@seattlearch.org](mailto:HumanResources@seattlearch.org)

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

This form is to be filled out by the new Parish/School location for employees who are transferring to their location. It should be faxed to HR at 206-382-4267. Do NOT send this form via unsecure email. 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.

#### EMPLOYEE INFORMATION

Employee Name

Paycom Employee ID

Marital Status

Single  Married

Address

City

State

Zip

Gender

Male  Female

Date of Birth

SSN

Phone Number

Primary Email (Work)

Secondary Email (Personal)

Status Change

Benefits Eligible

Effective Date

Current Home Location Name

Current Location Code

New Home Location Name

New Location Code

**Note:** If the employee will be working at multiple locations simultaneously, please email HR for assistance.

**JOB / SALARY INFORMATION**

Pay Rate

Hourly/Non-Exempt or Salaried/Exempt

Scheduled Hours Per Week

Full time or Part Time

Full Time is considered 30+ hours per week.

Cost Center

Department

New Job Code

New Job Title

New Pay Group

Covenant?

Yes  No

Supervisor

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**PTO PLAN ELIGIBILITY**

Please select the PTO plan if eligible\*

Vacation  Sick  WA Sick  Personal Time

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

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**EMPLOYEE TERMINATION / LEAVE OF ABSENCE**

All Terminations should be processed by the Location through the Termination PAF in Paycom.

This can be found by going to Talent Management > Personnel Action Form > Create Personnel Action Form > Select Employee.

Create Personnel Action Form

Select a PAF action type for your employee \*

PAF Reason \*

Effective Date \*

00/00/0000

(\*\*Any payroll processed on or after this date will include these changes)

**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 drop down arrow > Click on Direct Deposit

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**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 drop down arrow > Click on Tax Set Up to enter/update their W-4 Withholding.

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**REQUESTER INFORMATION**

Requester Name

Paycom Employee ID

Phone Number

Primary Email (Work)

Additional Notes (Optional)

**INTERNAL USE ONLY**

HR Only

Processed By

Date

PSO Only

Processed By

Date

BSO Only

Processed By

Date