## Paycom Training: Base Pay Change PAF



Click on *Create Personnel Action Form Transaction* located in the *Talent Management* tab.

Falent Management Reports	User Options	
Paycom Learning	Personnel Action Forms Menu	S Lo
Performance Discussion Forms	Personnel Action Form Set Up	
Personnel Action Forms	> Set Up Approval Workflows	L
	Set Up Employee Acknowledgments	
	Set Up Custom Personnel Action Form Templates	
	Set Up One-Time Payroll Action Templates	/Hc 7/H
	Personnel Action Form Transactions	
	Create Personnel Action Form Transactions	
	Personnel Action Form Dashboard	
	Approved One-Time Payroll Actions	

## Click on The employees name in blue

In Select a PAF action type for your employee choose Pay Changes.

In PAF Reason choose Base Pay Change.

In PAF Approval Workflow choose Parish/School Employee.

Choose an effective date that is the beginning of a pay period.

## Select Employee(s) For Personnel Action Form



Rate 1	New Pay Rate(\$)		
Current Estimated Annual Salary	\$35,921.60	/Hr.	
Question #1		/Pay Pd.	
This PAF is used for changes in primary pos hours and/or pay type is necessary (e.g., Sa <b>Answers</b>	ition pay rate (i.e., Base Pay). For Hourly employ lary to Hourly), please change the PAF Action Ty	es, please en 7Annum s "/Hr" For Salary employees, please ente e to "Position Change" and the PAF Reason to "Lateral Change". *	the rate as either "/Annum" or "/Pay Pd." If a change to scheduled
Acknowledgment			
Question #2			
Please explain the reason(s) for the pay rate	change below and attach any relevant documer	tation (supervisor-signed documentation required if you are modifyi	ng your own pay rate).
Answers			
	1		
Comments			
Unland Summerting Desumentation			
opioad supporting Documentation @	Upload a File 👻		
Submit to *		2	
Cubinit to	Search or Make Selection	•	
Cancel			Submit and Email 🔫

Select Annum for a salary change.

Click Acknowledgment.

In Question #2 please include any relevant pay change information.

When PAF is complete click Submit and Email.

For any further support or questions you can contact HR as hr@seattlearch.org