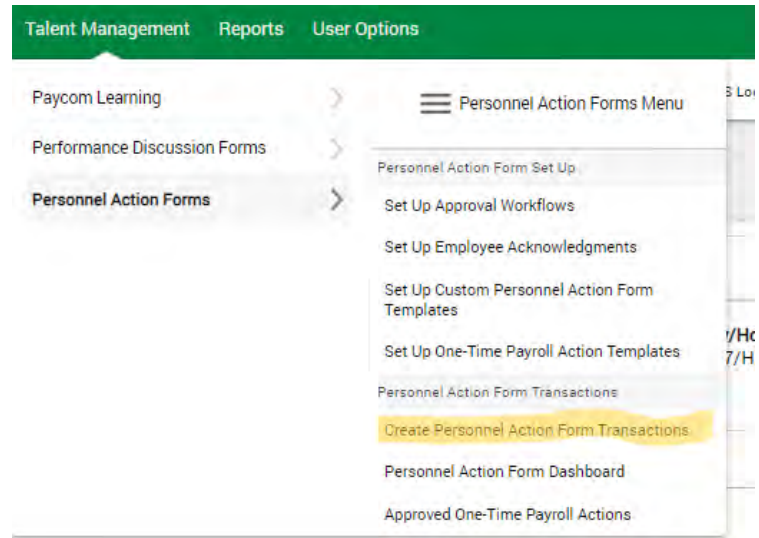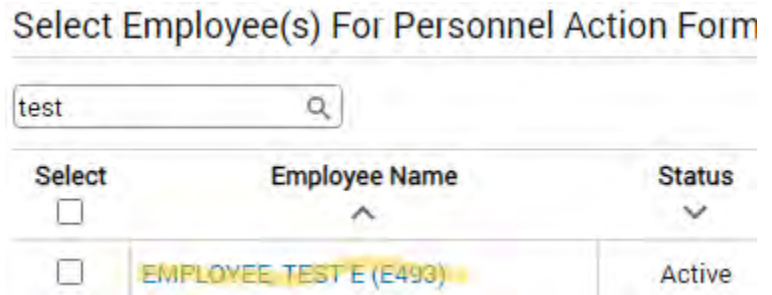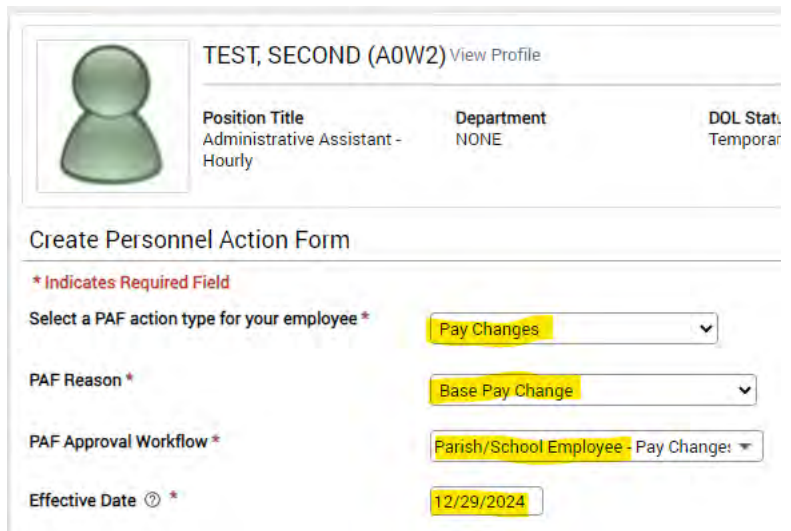# Paycom Training:

# Base Pay Change PAF

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

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.

Rate 1      New Pay Rate($)   [_____]   [____▼]

/Hr.
/Pay Pd.
/Annum

**Current Estimated Annual Salary**      $35,921.60

**Question #1**
This PAF is used for changes in primary position pay rate (i.e., Base Pay). For Hourly employees, please en /Annum s "/Hr." For Salary employees, please enter the rate as either "/Annum" or "/Pay Pd." If a change to scheduled hours and/or pay type is necessary (e.g., Salary to Hourly), please change the PAF Action Type to "Position Change" and the PAF Reason to "Lateral Change". *

**Answers**
☐ Acknowledgment

**Question #2**
Please explain the reason(s) for the pay rate change below and attach any relevant documentation (supervisor-signed documentation required if you are modifying your own pay rate): *

**Answers**
[_____]

**Comments**      [_____]

**Upload Supporting Documentation** ⑦      [Upload a File ▼]

**Submit 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*