Paycom Training: Salary Threshold Change PAF



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

alent Management Reports	User Options		
Paycom Learning	Personnel Action Forms Menu	Lo	
Performance Discussion Forms	Personnel Action Form Set Up		
Personnel Action Forms	> Set Up Approval Workflows		
	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 Salary Threshold Change.

In PAF Reason choose Salary Threshold 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





Parish/School Employee

12/29/2024

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PAF Approval Workflow *

Effective Date ⑦ *

Display in ESS upon Final Approval ⑦

Position Family	From Archdiocese of Seattle	To Search or Make Selection
Position Title	From Administrative Assistant - Hourly	To Search or Make Selection
Position Level	From N/A	To N/A
Department	From NONE [Z]	To Search or Make Selection
Payroll Profile	From ARCHDIOCESE OF SEATTLE PAYROLL SERVICES [0TT54]	To Search or Make Selection 🔹
Org Level 1	From CENTRAL AGENCY [CENTRA]	To Search or Make Selection
Org Level 3	From NONE [Z]	To Search or Make Selection
Employee Type	From None [Z]	To Search or Make Selection
Location	From The Chancery [0301]	To Search or Make Selection
Job	From Administrative Assistant 1-Hourly [ADMAST1H]	To Search or Make Selection
Fund	From Unassigned [99]	To Search or Make Selection 👻
Supervisor	From NONE [NONE]	To Search or Make Selection
Pay Basis *	From Hourly	To Hourly
Exempt Status *	From Non-Exempt	To 🔿 Exempt 🖲 Non-Exempt
Pay Class *	From Hourly BW 1 - [HB1]	To Hourly BW 2 - [HB2]
Pay Type and Pay Rate *	From Hourly, \$17.27/Hr.	To Hourly • 0.00
Current Estimated Annual Salary \$35,921	.60	
Terminal Access Group *	From Test - [TST]	To Web Time Sheet - [T02]
Earnings Profile *	From Hourly	To Hourly
SOC Code 💿	From 43-9199	То

Please update the job title to be the hourly equivelant. Click the drop down for *Position Family* and select *Archdiocese of Seattle* [001] then click the drop down for the *position title* and choose the correct hourly job title. After the correct *position title* is chosen, update the *job* title to match.

Unless any other labor allocation information is updated, disregard any further non astrix options.

Keep any autofilled data and ensure the properly hourly *pay rate* is provided.

Question #1 Please list any additional information regarding the proposed changes. Answers	
Please list any additional information regarding the proposed changes. Answers	
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winners -	
Unload Supporting Documentation @	
Upload a File	
Cancel	Submit and Email 👻

Please include any additional information that is needed. When PAF is complete click Submit and Email.