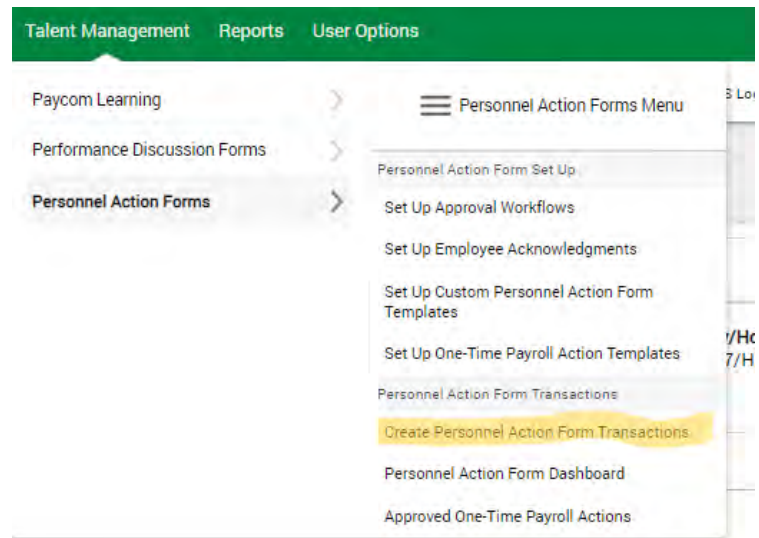


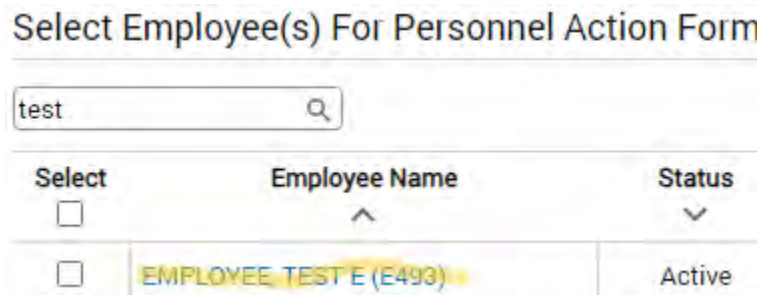


Paycom Training: Salary Threshold Change PAF

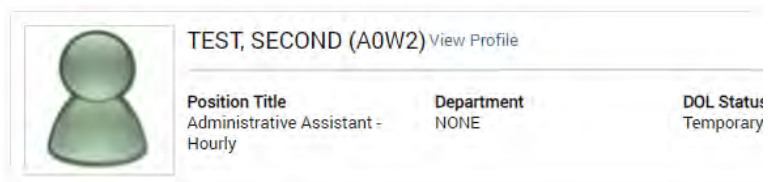
Click on *Create Personnel Action Form Transaction* located in the *Talent Management* tab.



Click on *The employee's name in blue*

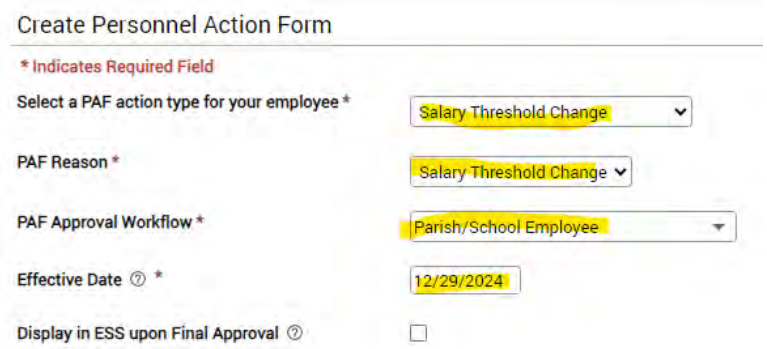


In *Select a PAF action type for your employee* choose *Salary Threshold Change*.



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.

Position Family	From Archdiocese of Seattle	To <input type="text" value="Search or Make Selection"/>
Position Title	From Administrative Assistant - Hourly	To <input type="text" value="Search or Make Selection"/>
Position Level	From N/A	To N/A
Department	From NONE [Z]	To <input type="text" value="Search or Make Selection"/>
Payroll Profile	From ARCHDIOCESE OF SEATTLE PAYROLL SERVICES [OTT54]	To <input type="text" value="Search or Make Selection"/>
Org Level 1	From CENTRAL AGENCY [CENTRA]	To <input type="text" value="Search or Make Selection"/>
Org Level 3	From NONE [Z]	To <input type="text" value="Search or Make Selection"/>
Employee Type	From None [Z]	To <input type="text" value="Search or Make Selection"/>
Location	From The Chancery [0301]	To <input type="text" value="Search or Make Selection"/>
Job	From Administrative Assistant 1-Hourly [ADMAST1H]	To <input type="text" value="Search or Make Selection"/>
Fund	From Unassigned [99]	To <input type="text" value="Search or Make Selection"/>
Supervisor	From NONE [NONE]	To <input type="text" value="Search or Make Selection"/>
Pay Basis *	From Hourly	To <input type="text" value="Hourly"/>
Exempt Status *	From Non-Exempt	To <input type="radio"/> Exempt <input checked="" type="radio"/> Non-Exempt
Pay Class *	From Hourly BW 1 - [HB1]	To <input type="text" value="Hourly BW 2 - [HB2]"/>
Pay Type and Pay Rate *	From Hourly, \$17.27/Hr.	To <input type="text" value="Hourly"/> <input type="text" value="0.00"/>
Current Estimated Annual Salary	\$35,921.60	
Terminal Access Group *	From Test - [TST]	To <input type="text" value="Web Time Sheet - [T02]"/>
Earnings Profile *	From Hourly	To <input type="text" value="Hourly"/>
SOC Code	From 43-9199	To <input type="text" value=""/> - <input type="text" value=""/>

Please update the job title to be the hourly equivalent. 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 asterix 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

Comments

Upload 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**.