Archdiocese of Denver Personnel Action Form Guide

This guide will walk you through the process in Paycom of submitting a Personnel Action Form in Paycom. These will be commonly used for items such as pay changes, promotions, department changes, leave of absence, and terminations.

To submit a Personnel Action form (PAF) in Paycom go to the Talent Management Section and click on Personnel Action Forms.

Talent Management

- Paycom Learning
- Performance and Compensation Management
- Personnel Action Forms

To create a new form, click on Create Personnel Action Form Transactions.

Personnel Action Form Transactions

Create Personnel Action Form Transactions
Create Personnel Action Form Transaction(s) For Employee(s)

Personnel Action Form Dashboard
Pending PAF Transaction(s) Requiring Action

Next, click on the employee's name you wish to submit a transaction for.

doo, scooby ✕

| Select	Employee Name ▲
☐	DOO, SCOOBY (ZZZZ)

Showing 1 to 1 of 1 entries

Next, choose the type of form that you are going to submit. In the first dropdown you will choose Parish Change Form. Then the PAF Reason field will give you a variety of choices to pick from depending on what you need to select. I will choose termination in this example
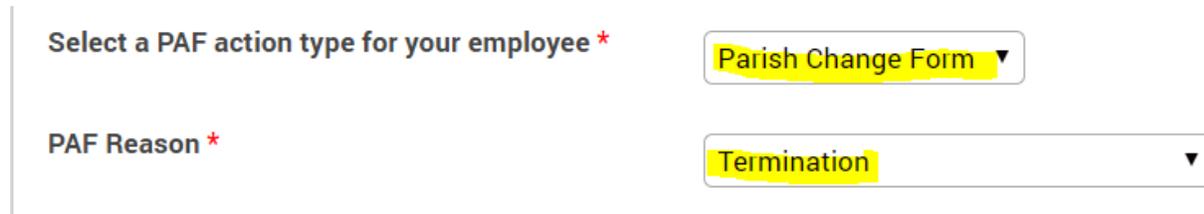
Select a PAF action type for your employee * **Parish Change Form** ▼

PAF Reason * **Termination** ▼

You will fill in an effective date, and then enter in any required information on the screen. Everything on the left in the "From" column is showing the employee's current information. Everything on the right in the "To" column is showing what you would be changing the information to when completing this PAF. You would just fill in the necessary information that needs updating based the termination in this example.
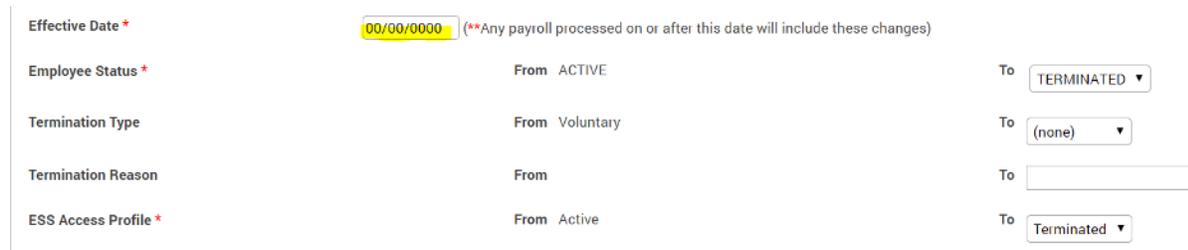
Effective Date *	00/00/0000 (**Any payroll processed on or after this date will include these changes)		
Employee Status *	From ACTIVE	To	TERMINATED ▼
Termination Type	From Voluntary	To	(none) ▼
Termination Reason	From	To	
ESS Access Profile *	From Active	To	Terminated ▼

Once you have reached the end of the PAF and provided all required information you can click on Submit to Approver. As a business manager this will actually submit the PAF to yourself for review. You can enter notes in the comment boxes or attach any supporting documentation to indicate that your Pastor has approved the form as well if needed.

Comments	
Upload Supporting Documentation ❓	Choose File No file chosen
Cancel	Submit to Approver ▼

Once you have submitted the form, the screen will take you back to the list of your employees, and give you the option to submit another form if you need to. If not, you can go back to the PAF menu and go to the PAF dashboard to review and approve the form.

You can click on Actions > View to review the form.

When viewing the form, you will see the effective date listed on the left hand side. Once you approve the form all changes (listed on the right) will automatically update the employees profile on the effective date.

Employee Information

Description	Information		Description	Current	Proposed
Employee Name	DOO, SCOOBY		Employee Status	ACTIVE	TERMINATED
Hire-Date	11/13/2018 0 Years 5 Months 16 days		Termination Type		No Change
Effective-Date	04/29/2019		Termination Reason		No Change
Comments			ESS Access Profile	Active	Terminated
PAF Action Type	Parish Change Form		Checklist(s)	New Hire Onboarding Parish	No Change
PAF Reason	Termination		Last Paycheck		No Change
			Last Day Worked		No Change
			Benefits Thru		No Change

To approve the form, just scroll down on the page a bit more and click on Final Approve and Send to Payroll. This will update the employee's record on the effective date with all changes submitted through the PAF. It will also send an email notification out to the business manager and pastor letting them know of the changes that have been finalized in Paycom.

Supporting Documentation

No Document Uploaded

Upload Additional Documentation ❓   Choose File   No file chosen

Send Back to TRAINING TRAINING (Requestor)

Send Back (Requestor) ▼   Final Approve and Send to Payroll ▼

Send Back Notes   **Approval Notes**