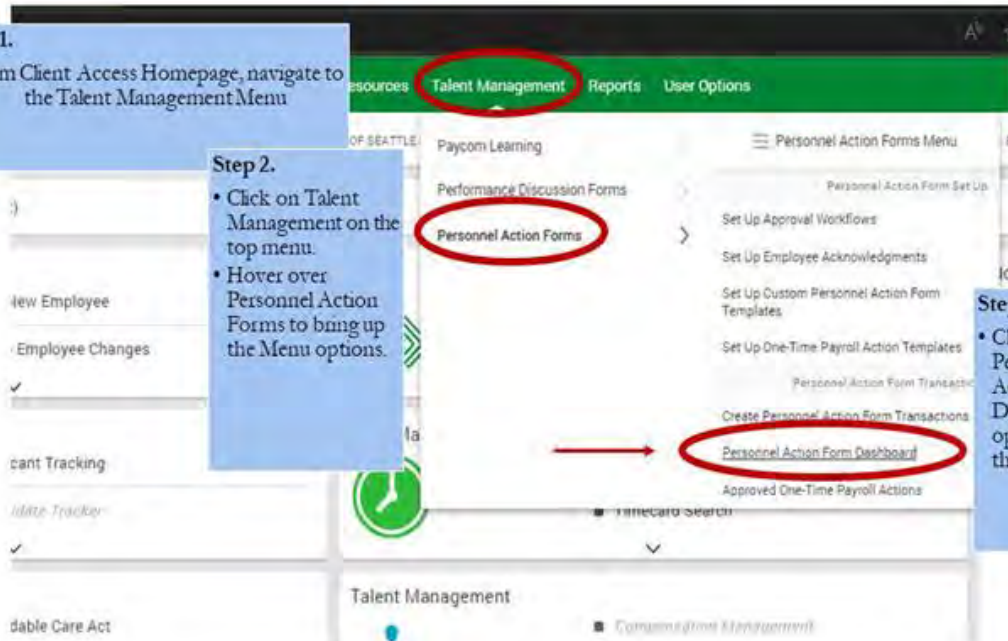


Step 1.

- From Client Access Homepage, navigate to the Talent Management Menu



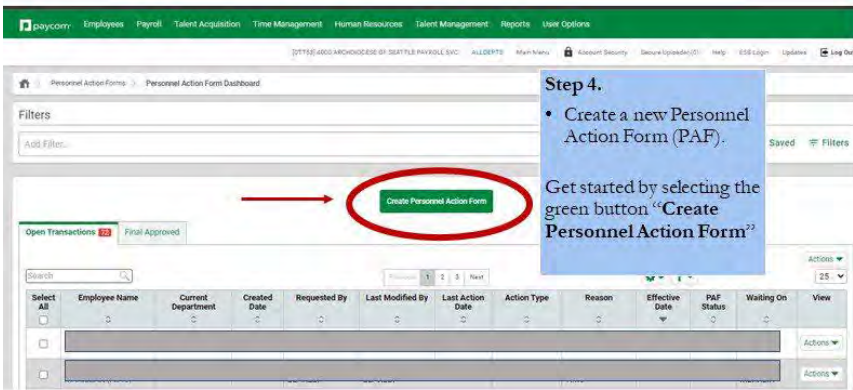
Step 2.

- Click on Talent Management on the top menu.
- Hover over Personnel Action Forms to bring up the Menu options.



Step 3.

- Choose Personnel Action Form Dashboard option from the menu.

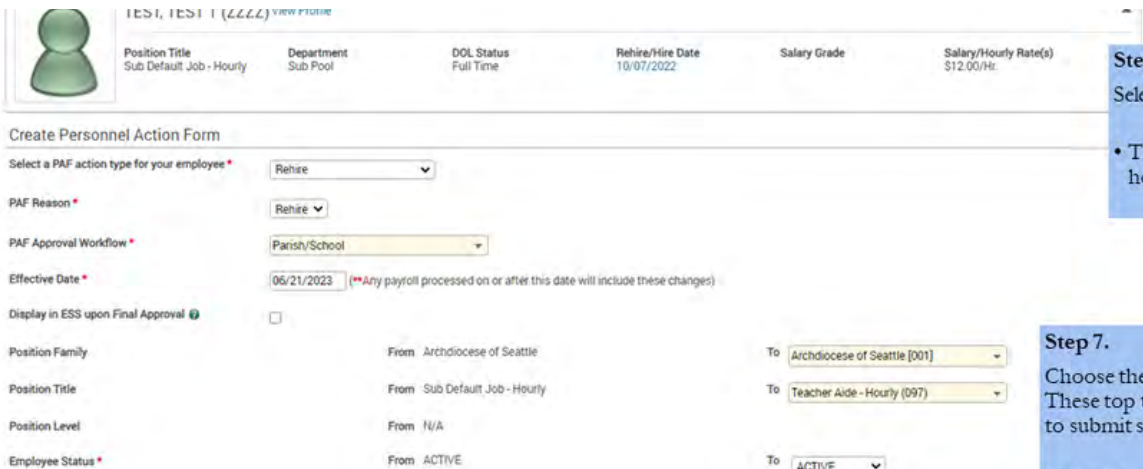
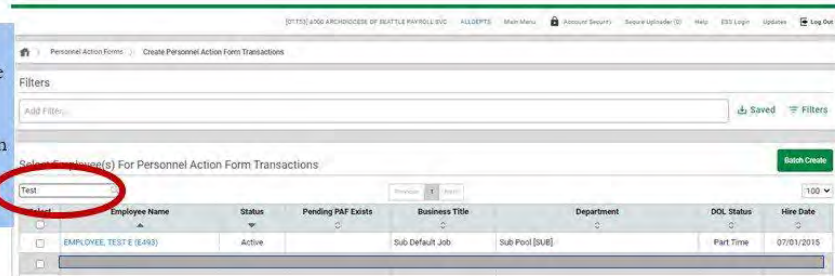


Step 4.

- Create a new Personnel Action Form (PAF).
- Get started by selecting the green button "Create Personnel Action Form"

Step 5.

- Search for the employee you are terminating.
- Choose their name from the search results list.



Step 6.

- Select Rehire PAF
- The workflow is based on employee's home location - Parish/School

Step 7.

- Choose the position family and job title. These top two boxes must be completed to submit successfully.
- Make the employee status active.

Rate 1
 New Pay Rate(S) 25 /Hr
 New Calculated Amount: \$25.00
 New Estimated Annual Salary \$52000.00

Current Estimated Annual Salary \$24,960.00

Pay Basis From Hourly To Hourly

Payroll Profile From ARCHDIOCESE OF SEATTLE PAYROLL SERVICES (0TT54) To Search or Make Selection

Org Level 1 From PAROCHIAL SCHOOL [ELESCH] To Search or Make Selection

Org Level 3 From NONE [Z] To Search or Make Selection

Employee Type From Lay [LAY] To Search or Make Selection

Location From Office for Catholic Schools [3015] To St Benedict School [1016]

Job From Sub Default Job [SUB3015] To Teacher Aide-Hourly 2 [TCHACHR2]

Fund From Unassigned [99] To Search or Make Selection

Supervisor From Schwartz Pamela J [A790] To Search or Make Selection

Department From Sub Pool [SUB] To Search or Make Selection

Rehire Date From 09/07/2021 To 09/20/2023

Update Rehire Date Only Update Both

The Seniority Date can be updated to reflect the Rehire Date. How do you want to continue? *

Rehired less 1 yr? From no To no

Prior Sick Leave Bal From From To

Rehired less 2 yrs? From From To

*If yes, SEE BELOW From From To

DOL Status From Full Time To Full Time

Exempt Status From Non-Exempt To Exempt Non-Exempt

Primary Supervisor From DAILY, KATHRYN (kdaily) To TEST, SECOND (test email)

Secondary Supervisor From From To Search or Make Selection

Step 8.
 Update compensation field – this is always required for rehire.

- Update all fields that need to change. Leave the box blank if it remains the same.

Step 9.
 Update all fields that will be changing or leave if it will remain the same.

Rehire Date – Make sure to only update the rehire date, so the original dates for the employee will remain in the record.

Rehired less 1 yr? From yes To yes

Prior Sick Leave Bal From 8.68 To 8.68

Rehired less 2 yrs? From no To no

*If yes, SEE BELOW From From To

DOL Status From Full Time To Full Time

Exempt Status From Non-Exempt To Exempt Non-Exempt

Primary Supervisor From DAILY, KATHRYN (kdaily) To Search or Make Selection

Secondary Supervisor From From To Search or Make Selection

Earnings From From To Update/Add

Processing Schedule From Bi Weekly 2 Tuesday (Bi-Weekly) To

Pay Class From Semi-Monthly Hourly - [SMH] To

Terminal Access Group From Sub Pool - [SUB] To

Badge Number From From To (Numeric character only)

Seniority Date From 09/07/2021 To 00/00/0000

Step 10.
 If rehired less than 1 year or 12 months after prior termination, sick balance carries over. Fill in the prior sick accrual

- Update supervisors and make sure exempt status matches the job and position description chosen above.

Step 11.
Seniority date:
 This should not be changed or updated to match the new hire date.

Accrual Profile From Part Time under 20 hours per week To

Benefits Eligibility Profile From [LAY] Lay-Benefit Eligible To

ESS Access Profile From Active Employees To Active Employees

Personal Email From amee@shadescolgnytr.com To

Work Email From darlem.sanford@seattlearch.org To

Checklist(s) *

2023-24 Open Enrollment-Action Required
 A03(s) Contribution Instructions
 Charitrary New Hire Onboarding Checklist
 CVO Campa Checklist
 Employee Verification Checklist (Last Assigned 10/31/2021)
 Show Selected Filters

School Bus Driver Form - HPPA (Last 11/21/2022)
 Rehire (Last Assigned 10/27/2021)
 School New Hire Onboarding Checklist (Last Assigned 10/27/2021)
 Washington State Caret Tax
 Show Selected Only

Step 12.
 Continue to fill in the form with the necessary update to the employee's information and make sure to choose the correct accrual profile and benefits eligibility.

Checklists:
 Assign the correct checklist – in this case rehire. Contact HR with questions.

Question #4

Is this a temporary position? *

Answers

Yes No

Comments

Upload Supporting Documentation 

File... 

Cancel

Step 12.

- This is a required field – make sure to answer yes or no.
- Fill in any comments for the position or employee which would help track the change.

***Remember this is stored in Paycom as an official record**

Step 13.

Finish by clicking **SUBMIT and EMAIL**

This acts as a digital signature.

Submit and Email 

