Guide for Filling out the Personnel Action Form (PAF)

The following will assist you as you fill out the Personnel Action Form. Please refer to this if you have questions when completing the form. Please contact our office if you have any other questions or concerns.

EMPLOYEE INFORMATION: Please complete the requested employee information.

Select Status Change: Please see the definitions below to better select the status change occurring.

- **Add Location/Job**: The employee is adding another location to their current job, becoming a multi-location employee. A multi-location employee is defined as an employee who works at multiple locations within the Archdiocese of Seattle. (i.e. Employee A works at St. James Cathedral and will be working at O’Dea HS as well for a few hours per week.

- **Decrease Hours Only**: The employee is decreasing regular hours.

- **Increase Hours Only**: The employee is increasing regular hours.

- **Newly Eligible Employee**: The employee is expected to work an average of 30 hours or more per week.

- **Other Changes**: This option is for special case scenarios. Please select this and add information in the appropriate location near the end of the form.

- **Priest Retiring**: A Priest is retiring.

- **Priest Transfer**: A Priest is transferring locations.

- **Re-Hire**: The employee has previously worked for the Archdiocese of Seattle and is being re-hired.

- **Termination (Last Day Worked)**: The employee is ending employment with the Archdiocese of Seattle.

- **Transfer**: The employee is changing work locations. (i.e. Employee A works at St. James Cathedral and is transferring location to work at O’Dea HS.)

- **Transfer Pay Group only**: The employee is transferring pay groups, but is not transferring locations. This option is for employees transferring from a non-multi location pay group to a multi-location pay group due to additional location they will be working at. (i.e. Employee A is a non-benefit eligible employee working at the Chancery. This employee accepted a part-time position at St. James Cathedral. The employees needs to be transferred to Pay Group ML01 (for multi-location employees) but the employee keeps the same home location (the Chancery).

**Home Location**: Home location a term used for multi-location employees to explain where the employee receives their pay and benefits. This is considered their home location.

**JOB / SALARY INFORMATION**: Please contact Human Resources for questions regarding Job Codes and titles. ([hr@seattlearch.org](mailto:hr@seattlearch.org) or 206-382-4570)
PTO Plan Eligibility: Please contact Human Resources for questions regarding PTO eligibility. (hr@seattlearch.org or 206-382-4570)
(A multi-location employee can only be assigned to the Home Location PTO plan.)

EMPLOYEE TERMINATION / LEAVE OF ABSENCE: Please contact Human Resources for questions regarding termination and leave of absence. (hr@seattlearch.org or 206-382-4570)

DIRECT DEPOSIT INFORMATION: Please include employee’s direct deposit information if applicable to PAF status change.

TAX INFORMATION: Please ask employee if you have questions about their tax information.

ADDITIONAL EARNINGS: Please note any additional earnings for employee.

DEDUCTIONS:
- **Arrears Cap:** Please note the amount or percentage and the rate in which the Arrears Cap will be paid. (This is only for employees who are not paid during the summer months. Normal deductions for benefits are put into arrears until these employees receive their first paycheck following summer.) **NOTE:** Arrears Cap needs to be paid in full by the end of the calendar year, 12/31/2016. If there is no payment set up, the system will automatically try to pull the full amount from the first available paycheck following summer break.
- **Other Deductions:** Please note any voluntary deductions for employee. (i.e. loans to location.)

REQUESTOR INFORMATION: Please include your information in case we have additional questions. In the section titled “Additional Notes” please add information if needed to help us understand the status change. This is especially important if you marked “Other Changes” as the status change.

If you have any other questions or concerns, please contact our offices:

Benefits Services Office
206-382-4566
BenefitsServices@seattlearch.org

Payroll Services Office
206-274-7662
PayrollServices@seattlearch.org