Personnel Actions Forms (PAF)

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Introducing the Personnel Action Form (pdf)

The PAF is the primary tool for making para staff changes and corrections through Paycom. Please speak to your Medical Operations Manager if you need to submit PM or DVM changes.

Fields with a red star * must be completed. Otherwise, please complete only the fields that need to be changed on each form. This may mean that you complete only one field for a submission and leave the rest blank. For required fields, "N/A" may be used if there is no other information to be provided.

The forms are grouped by type. The following list shows how the forms are grouped in Paycom. Each form has a hyperlink that will take you to a video walk-through of that form. Similar forms may be grouped into one training video. We will work on creating chapters to enable you skip to specific sections of the training.

Please submit requests at your earliest opportunity to ensure that changes can be completed in the appropriate timeline.

Compensation and/or Position Changes

- Compensation and/or Position Changes
    - Do not use this form if a classification change is also needed.

Employee Data Change/Correction

This training contains:

- Badge Number Correction
- FT Schedule Change
- ***Other Unlisted Corrections***
    - Use this form for legal name changes. Employees can change other personal data through Employee Self-Service™.
- Start Date Change/ Cancellation

Employee Payout/Bonus

This training contains:

- Para Referral
- Signing/ Retention Bonus
- Spot Bonus

Hospital New Hire Activation

- 1st Day New Hire Activation
- Rehire Activation
- Re-Hire SOP

Internal Relief Day Request

- Hospital Submission

Status/ Position Change

- Employee Termination (Normal Check)
    - Use this form for all terms unless your location is in OR, or CO.
- Full-Time to Part-Time
- Hospital Transfer
    - Use this form even if classification, position or wage changes apply.
- LOA End Confirmation
- Manual Check Termination (OR, or Involuntary CO)
- Part-Time to Full-Time
- Part-Time to Part-Time