

Salary Threshold Change PAF

Each year, Washington State adjusts its minimum wage and salary thresholds. Employees whose compensation falls below the updated requirements may need adjustments to their pay or employment classification to ensure continued compliance with state law. The Salary Threshold Change PAF is used to document and process these updates.

1. If the employee is changing classifications (e.g. from exempt to non-exempt) you will need to create a new seat; if not, skip to step 2
 - A. Email HumanResource@Seattlearch.org with the following information for the seat build
 - i. Position Title
 - ii. Location
 - iii. Supervisor
 - iv. FTE/Hours per pay period
 - v. Effective Date
 - B. HR will create the seat and email you back with the information.
 - C. Once the seat is created, you can proceed to the next step
2. Log into your Paycom Client account
3. Navigate to Talent Management > Personnel Action Forms > Create Personnel Action Form Transactions

Talent Management ▾ Reports ▾ User Options ▾  IV

Paycom Learning >
Performance Discussion Forms >
Personnel Action Forms >
Career and Succession Planning New >

Personnel Action Forms Menu

Personnel Action Form Set Up
Set Up Approval Workflows
Set Up Employee Acknowledgements
Set Up Custom Personnel Action Form Templates
Set Up One-Time Payroll Action Templates

Personnel Action Form Transactions
Create Personnel Action Form Transactions
Personnel Action Form Dashboard
Approved One-Time Payroll Actions

4. Search for the employee's name and select their name, in blue.

Select	Employee Name	Status
☐		
☐	LEONG, ERIN THERESE (2492)	Active

5. PAF Type: Salary Threshold Change

Create Personnel Action Form

*** Indicates Required Field**

Select a PAF action type for your employee * **Salary Threshold Change** ▾

PAF Reason * **Salary Threshold Change** ▾

PAF Approval Workflow * HRIS Specialist

Effective Date ? *

6. Input your effective date

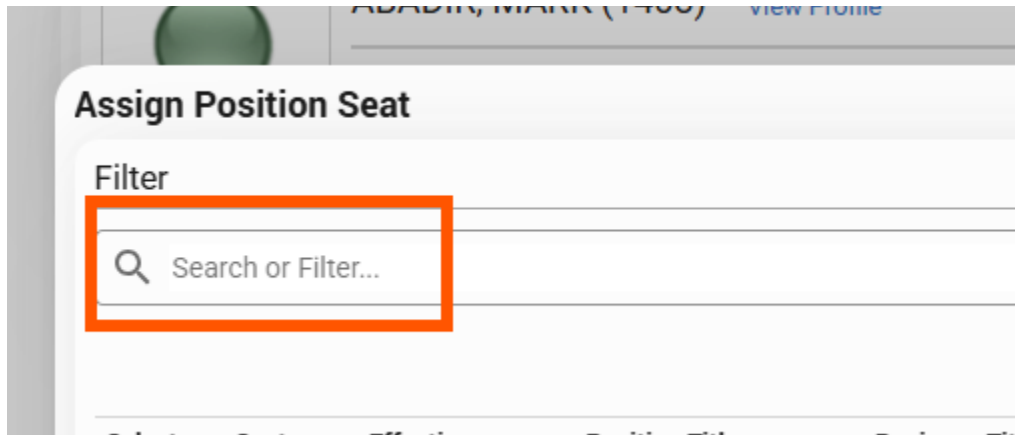
7. IF APPLICABLE, change the employees position seat to the one HR created for you

A. Choose the Change button



B. An Assign Position Seat pop-up will appear

C. Search for the seat in the search bar



D. Searching tips

i. Select the Filters option to the right of the search bar and choose the Vacant option – this will show only unoccupied seats



ii. Search your location number or name in the search bar to only see seats associated with your location

iii. Search the name of the job and look for the one associated with your location

iv. Search the Primary Supervisor's name, and only seats that are reporting to them will appear

8. Complete the required pay information sections

Pay Basis *	From Salary	To Hourly
Exempt Status *	From Exempt	To Non-Exempt
Pay Class *	From Salary BW 2 - [SB2]	To Hourly BW 2 - [HB2]
Pay Type and Pay Rate *	From Salary, \$87,360.00/Annum.	To Hourly 0.00

New Calculated Amount: \$0.00
 New Estimated Annual Salary: \$0.00
[View Proposed Position Compensation Data](#)

9. Confirm the Terminal Access Group field does not need to be changed

Terminal Access Group *	From Salary - [SAL]	To Web Time Sheet - [T02]
--------------------------------	----------------------------	----------------------------------

10. Complete Question #2

If the employee is changing seats AND has direct reports, their names need to be listed in the space. HR needs to move those direct reports to the new seat. If no direct reports, type N/A

Question #2

Please list any direct reports attached to the previous position seat if applicable. *

Answers

11. Submit and Email

Submit and Email

✓