

# Instructions to Complete the Paycor Base Department Number New Hire/Change Worksheet

## This worksheet must be returned with the New Hire/ Employee Change Packet

Due to a change in the way Paycor requires employees to be set up, the original parish/school/cemetery chart of accounts was changed to accommodate the requirement. The cost centers and employee positions codes were expanded which created a lot of confusion regarding the information needed to set up new employees or make changes to existing employees. Effective as of June 1, 2017 no changes will be made to existing employees pay and no new employees will be set up to be paid without a worksheet and all required paperwork for Insurance/Employee Benefits and Payroll. **No exceptions.**

The purpose of this worksheet is to give you the information necessary to accurately set up new or make changes to existing employees. The selection you make determines where the payroll and benefit costs of the employee will show on the financial statement. We do our best to get employees set up or changes made in a timely manner. Please allow one bi-monthly payroll cycle to get the information processed. All changes become effective on the date they are completed by the payroll office. No changes will be made to the financial statement without a new completed worksheet and will only be back-dated if the employee was not set up as indicated on the worksheet.

The following instructions will identify all the pieces necessary to complete the worksheet. If you have any questions regarding the information requested, please contact the **Parish/School Accounting Office at 412-456-3025**. After completion make a copy for your records and send the original along with all additional paperwork required to the **Employee Benefits Office, 111 Boulevard of the Allies, Pittsburgh, PA 15222**. **Forms can be scanned and emailed to [benefits@diopitt.org](mailto:benefits@diopitt.org) or faxed to 412-456-3050.**

New Hire or Position Change	Put an "X" next to New Hire if the individual is being hired. Put an "X" next to Position Change if the individual is changing from one position to another.
Location Number	Enter the 6-digit parish, school or cemetery location number.
Location Name	Enter the name of the parish, school or cemetery.
Employee ID (if changing an existing employee)	Enter the Employee ID number, identified as EE# on the Payroll Journal for an existing employee.
Employee Name	Enter the name of the new or existing employee.
Effective Date of Hire/Change	Enter the new employee's first day of work or the first day the change of position takes place.

**This section will determine the Department Code that appears next to the employee name on the Payroll Journal and where the employee's salary and benefits appear on the financial statement (i.e., Liturgical, Instructional, Administration, Operations & Maintenance, etc.).**

Location Number	Enter the 6-digit parish, school or cemetery location number.
Cost Center Code	Enter the 4-digit code from the list of Cost Center/Department Codes.
Position Code	Enter the 3-digit position code from the list of Position/Job Title Codes.