

Paycor Base Department Number New Hire/Change Worksheet

Parish Employee

Please complete this form in its entirety

Circle the Correct Cost Center & Position Code that should be used

New Hire: _____ / Position Change: _____

Location Number: _____

Location Name: _____

Employee ID (if changing existing employee only):

Employee Name: _____

Effective Date of Hire/Change: _____

	New Department Code
Location Number	
Cost Center Code	
Position Code	

Cost Center/Department	Cost Center Code
Bingo	4312
Festival	4322
Raffle	4332
Other Fund Raising	4392
Liturgical	5002
Administration	5202
Operations & Maintenance	5302
Rectory	5402
CCD Program	6002
Youth Ministry Program	6102
Adult Education Program & RCIA	6202
Social Service Program	6302
Preschool Program	7602
Day Care Program	7702
Extended Day Service	7802

Position/Job Title	Position Code
Administrative Assistant - Lay	020
Administrative Assistant - Religious	021
Attendants/Aides - Lay	100
Bookkeeper - Lay	120
Bookkeeper - Religious	121
Business Manager - Lay	140
Cleaning Person - Lay	180
Cook - Lay	220
Deacon Administrator	243
Director - Lay	280
Director - Religious	281
Event - Lay	300
Event - Religious	301
Housekeeper - Lay	340
Laundry Person - Lay	360
Maintenance Person & Janitor - Lay	400
Musicians - Lay	440
Musicians - Religious	441
Nurse - Lay	480
Office Staff - Lay	500
Office Staff - Religious	501
Organist - Lay	520
Organist - Religious	521
Other Salaries - Lay	540
Other Salaries - Religious	541
Parish Life Collaborator - Religious	561
Parochial Vicar	582
Pastor/Administrator - Priest	602
Pastoral Associate - Lay	620
Pastoral Associate - Religious	621
Pastoral Associate - Deacon	623
Receptionist - Lay	680
Sacristan - Lay	700
Secretary - Lay	720
Staff - Lay	760
Staff - Religious	761
Supervisor - Lay	820
Supervisor - Religious	821