The location the employee is transferring from initiates the transfer by moving the employee into the new division.
EMPLOYEE ADMINISTRATION

Select Employee to Edit.

Select division or enter search criteria below.

Member Type: Employee  ▼
Select Criteria: Last Name  ▼
Enter Keyword: mouse

OR

Select Division: Select Division  ▼
Select Document: Employee Menu  ▼

SEARCH  ▼

BACK  ▼
EMPLOYEE ADMINISTRATION - MOUSE, MICKEY M.

- personal information
- dependent information
- benefits plan information

Profile
Employment
Payroll
Division
Status
Password
Compensation History
History File
Journal
EMPLOYEE ADMINISTRATION

Change Division - Mouse, Mickey M.

Warning: If you assign this employee to a different division, it may change the benefit plans available to them and cause their plan enrollment information to be deleted. Please be sure to update this employee's plan enrollment after you assign the new division.

Current Division: AN101 - UNO Newman Center

Effective Date of Change: [date in format, mm/dd/yyyy]

[SAVE] [CANCEL]
EMPLOYEE ADMINISTRATION

Change Division - Mouse, Mickey M.

Warning: If you assign this employee to a different division, it may change the benefit plans available to them and cause their plan enrollment information to be deleted. Please be sure to update this employee's plan enrollment after you assign the new division.

Current Division

AN101 - UNO Newman Center
0000 - Test
0001 - Holding Division
AA00 - Academy of the Sacred Heart
AL00 - Brother Martin High School
AM00 - Cabrini High School
AN101 - Archdiocese of New Orleans Retreat Center
AN101 - Archdiocese of NO Chancery FG00
AN101 - Archdiocese of NO Chancery GE00
AN101 - Stella Maris Apostleship of the Sea
AN101 - UNO Newman Center
AN102 - Academy of Our Lady
AN103 - All Saints Church
AN104 - Holy Name of Jesus Church
AN105 - Annunciation Church
AN106 - Annunciation School
AN107 - Archbishop Chapelle High School
AN108 - Archbishop Hannan High School
AN109 - Archbishop Rummel High School
AN110 - Archbishop Rummel Maintenance
AN111 - Archbishop Shaw High School
EMPLOYEE ADMINISTRATION

Change Division - Mouse, Mickey M.

Warning: If you assign this employee to a different division, it may change the benefit plans available to them and cause their plan enrollment information to be deleted. Please be sure to update this employee's plan enrollment after you assign the new division.

Current Division: AN105 - Annunciation Church

Effective Date of Change: 07/01/2018

SAVE  CANCEL
The location the employee is transferring to can then update the payroll file number to reflect the new division.
ADMINISTRATION MENU - THE ARCHDIOCESE OF NEW ORLEANS

company administration
employee administration
company reporting

Add Employee
Edit Employees
EMPLOYEE ADMINISTRATION

Select Employee to Edit.

Select division or enter search criteria below.

Member Type: Employee
Select Criteria: Last Name
Enter Keyword: mouse
OR
Select Division: Select Division
Select Document: Employee Menu

SEARCH

BACK
EMPLOYEE ADMINISTRATION - MOUSE, MICKEY M.

- personal information
- dependent information
- benefits plan information

Profile
Employment
Payroll
Division
Status
Password
Compensation History
History File
Journal
EMPLOYEE ADMINISTRATION

Payroll Information - Mouse, Mickey M.

Click the "save" button at the bottom of the page after you've entered the payroll information. Fields in bold are required.

Payroll Information

Payroll File Number: AN101000000001

Date of Employment: 6/1/2018

Employee Category: Full Time

Employee Type: Full-time

Pay Information

Rate Type: Salary [Annual]

Current Rate: 40000

Estimated Annual Hours: 2080
EMPLOYEE ADMINISTRATION

Payroll Information - Mouse, Mickey M.

Click the "save" button at the bottom of the page after you've entered the payroll information. Fields in bold are required.

Payroll Information

Payroll File Number: AN1050000000099
Date of Employment: 6/1/2018
Employee Category: Full Time
Employee Type: Full-time

Pay Information

Rate Type: Salary [Annual]
Current Rate: 40000
Estimated Annual Hours: 2080
Do Not Calculate

SUI/SDI Tax Withholding

SUI/SDI Maximum

Extra Tax Type: None

Extra Tax Amount

State Allowances

State Withholding

Local Tax Information

Local Tax Withholding

Check box to view a sample paycheck

Sample paycheck with earnings and payroll deductions

Effective Date of Change: 07/01/2017

date in format, mm/dd/yyyy

SAVE  CANCEL