



OFFICE OF THE BISHOP

DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0200 • Fax 916/733-0215

PARISHES, SCHOOLS & AGENCIES

FORMS TO BE SUBMITTED TO THE OFFICE OF LAY PERSONNEL

The following forms must be submitted to Lay Personnel for new and termed employees.

Scan and email to: personnel@scd.org or fax to (916) 733-0238

All New Employees:

- PT100: Personnel Transaction Form
- SACL 201 Pension Plan Beneficiary Designation Form (20 hours or more)

All New Employees where the Diocese does your Payroll:

- W4
- PT1001: Benefit Payroll Deduction Authorization Form (20 hours or more)
- PT10: Section 125 Employee Benefit Election Form (20 hours or more)
- PT800: Direct Deposit form (optional)

All Termed Employees:

- PT200: Personnel Transaction Form

Change in Status or Address for Existing Employees:

- PT200: Personnel Transaction Form

FORM TO BE SUBMITTED TO SAFE ENVIRONMENT OFFICE

All New Employees with Fingerprint Requirements:

- *Request for Live Scan Service* once completed with Live Scan Verification Form.
- Fax both forms to (916) 733-0195 or scan and email to: kschloemann@scd.org