



OFFICE OF LAY PERSONNEL

DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0239 • Fax 916/733-0238

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:

- PT 100: Personnel Transaction Form
- 403(b) Beneficiary Designation Form (20 hours or more)

All New Employees where the Diocese does your Payroll:

- W4
- DE 4
- PT 1001: Benefit Payroll Deduction Authorization Form (20 hours or more)
- PT 10: Section 125 Employee Benefit Election Form (20 hours or more)
- PT 800: Direct Deposit form (optional)

All Termed Employees:

- PT 200: Personnel Transaction Form
- PT 690: Separation Checklist

Change in Status or Address for Existing Employees:

- PT 200: 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