

# Paycor Base Department Number New Hire/Change Worksheet

## School 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
Instructional (K-8)	5102
Administration	5202
Operations & Maintenance	5302
Faculty Residence	5802
Food Service Program	7002
Student Activities Program	7102
Athletic Program	7302
Bookstore Operations	7402
Preschool Program	7602
Day Care Program	7702
Extended Day Service	7802
Tutoring Program	7902

Position/Job Title	Position Code
Administrative Assistant - Lay	020
Administrative Assistant - Religious	021
Administrator - Lay	040
Administrator - Religious	041
Assistant Principal - Lay	060
Assistant Principal - Religious	061
Athletics - Lay	080
Attendants/Aides - Lay	100
Bookkeeper - Lay	120
Bookkeeper - Religious	121
Business Manager - Lay	140
Cleaning Person - Lay	180
Coach - Lay	200
Director - Lay	280
Event - Lay	300
Event - Religious	301
Librarians - Lay	380
Librarians - Religious	381
Maintenance Person & Janitor - Lay	400
Nurse - Lay	480
Office Staff - Lay	500
Office Staff - Religious	501
Other Salaries - Lay	540
Other Salaries - Religious	541
Principal - Lay	660
Principal - Religious	661
Receptionist - Lay	680
Secretary - Lay	720
Staff - Lay	760
Staff - Religious	761
Substitutes - Lay	780
Substitutes - Religious	781
Supervisor - Lay	820
Supervisor - Religious	821
Teacher - Lay	840
Teacher - Religious	841
Tutor - Lay	860
Tutor - Religious	861