



*Diocese of Lexington*

## Location Supervisor Form (LSF) User Guide “How to fill in and Submit LSF”

Step 1: Click on the Location Supervisor Form (LSF) editable PDF through the CDLEX website.

Step 2: Click the square box to shade the type of employee (EE) you are submitting information for.

Step 3: Click all highlighted areas and appropriate boxes to fill and shade in important ‘employee (EE) information’ (Refer to the ‘Location Code and Description Key’ Document to help identify needed codes)

Step 4: Click the appropriate box to shade the ‘Department (Code)’

Step 5: Click all the appropriate boxes in the ‘Location Supervisor Form Action’ area that is being requested for the EE

Step 6: Click all applicable highlighted areas and any other boxes to shade in the ‘Location Supervisor Form Action Information’ area and fill in the employee (EE) changes you are requesting be updated

\*\*\*Note: If EE separation action is selected refer to the second page and click all highlighted areas to fill and click appropriate boxes to shade for ‘EE Separation information’.

\*\*\*Note: If the ‘Location Supervisor Form Action’ area has red text included, please follow the prompts accordingly and submit other documents as needed

Step 7: Once form has been filled out user will need to ‘save as’ with file name (EE last name\_EE Code or New Hire) to a file folder on their own computer under document folder section.

Step 8: Submit the LSF and any other documents required via email using the attachment feature with the saved file(s) you created for the employee to [hrrsupervisorform@cdlex.org](mailto:hrrsupervisorform@cdlex.org)

If you have any questions on how to use the editable PDF Forms, please contact Dwayne Clouse at [dclouse@cdlex.org](mailto:dclouse@cdlex.org)