

## Paycom Update – January 21, 2022



### **Top Priority: W2 Completion**

Completing the W2 audits remains the top priority for the Human Resources Shared Services team. The majority of the audits have been completed and the team is actively working with Paycom to address the last few remaining items related to W2s.

### **Annual Lay Pension Sweep - Delayed**

The programming required to calculate the Lay Pension contributions and produce accurate invoices is still being fully developed. We anticipate this work will be completed in February. As such, we will be holding off on the annual lay pension sweep, which typically happens in January.

Once this work is completed, we will validate all the lay pension data before we prepare the invoices. Once the invoices are completed, you will be given adequate time to then validate them on your end. Once they've been validated, we will finalize the invoice and provide you with the specific sweep date before any money is swept from the account.

If you have any questions, please contact Steve Treperinas at [steve.treperinas@seattlearch.org](mailto:steve.treperinas@seattlearch.org) or 206-903-4618.

### **Paycom for Recruiting**

Moving forward parish staff should use Paycom for recruiting and hiring. This means that all new jobs must be posted directly in Paycom.

Managers may create a job requisition in the Talent Acquisition -> Applicant Tracking section of their dashboard. Please read simple instructions on [how to post a job](#).

### **CONTACT**

[HRSharedServices@Seattlearch.org](mailto:HRSharedServices@Seattlearch.org)

**If you have any questions or issues with Paycom, please reach us at: [HRSharedServices@seattlearch.org](mailto:HRSharedServices@seattlearch.org)**