



Paycom Update – September 30, 2022

Human Resource Updates

Show Me How

The HR team developed two new Archdiocese Paycom Show Me How tools for you. These guides are in addition to the training tools you can find in the Help section of Paycom.

- **Termination PAF Show Me How**

Tips: Remember if you submit a PAF in your employees open Payroll, the change most likely will take effect in the following payroll.

- **Resetting your employees' passcode Show Me How**

TIPS:

- If the employee did not receive the reset link, ask them to check their Spam and Junk folder.
- Paycom does not play well with Cookies. Please have them clear their Cookies and Caches.
- If there is still an issue not receiving the link, please verify that the e-mail in the employee Paycom profile is correct and update if needed.

Human Resources Data Review

The HR team has begun some data review and light cleanup of Paycom. We will be engaging in conversations with locations in the months to come to discuss position set ups, recruiting and more. We are looking forward to building consistent processes to be able to support you better.

BSO/PSO Updates

CASHWP Billing

Last month, there was an issue with the Critical Illness benefit due to a programming issue in our software. We have since corrected it and reviewed it for accuracy. We also conducted an additional review of the high volume of transfers and terminations typical for the opening of the new school year. After these detailed reviews, CASHWP Billing will be sent out the first week in October.

Health Savings Account

HSA seed has now all been updated in Paycom with both Form 2 and Form 13. There should no longer be discrepancies between the two forms in Paycom due to systems/data issues related to open enrollment.

403b

403(b) contributions that were erroneous in May/June have all been corrected. Employees who were impacted received their missed contribution and have now received missed earnings on the contribution. Letters were sent to each employee and a copy was provided to their location. Based on this, a new process has been implemented to monitor changes and make necessary corrections.

Good news: 99% accuracy!

There is good news to share from the last Pay Group 2 process with overall 99% accuracy for all benefit deductions on initial review. This shows the current effort and method for correcting the data is paying off. Thank you all for your partnership with us as we continue to work through the data and refine our process.

Who to Contact

Here is a quick reminder of some common topics and what groups to send them to:

- HR questions including recruiting, onboarding, rehires, transfers, multilocation agreements, compensation, paid time off plans to: HumanResources@seattlearch.org
- Benefit questions including enrollment, eligibility, premium questions to: Benefitsservices@seattlearch.org
- Payroll questions including tax set up, W2/W2c, pay schedules, etc. to PAA or Payroll Admin at your location. PAA's / Payroll Admin's you may reach out to your Payroll Specialist if needed: Payrollservices@seattlearch.org
- Leave questions including medical, FMLA, PFML (state of Washington), help with leave hours on timesheets, leave paperwork, what to do if one of your employees is requesting a leave of absence: leave@seattlearch.org
- Safe Environment questions including how to navigate backgrounds, what is required, signing up for Virtus, Virtus trainings:
Safeenvironmentprogram@seattlearch.org

Thank you for your continued partnership and grace as we continue to improve our Paycom experience.