



Paycom Update – January 31, 2022

Top Priority: Issuing W-2

As you know, due to the transition from UltiPro to Paycom, certain data was not transferred properly. Despite our most recent efforts from multiple parties, the W-2 that will be issued this week will be **INCORRECT** for the majority of employees, with a few exceptions in High Schools, Associated Catholic Cemeteries and the Fulcrum Foundation.

The W-2s are incorrect for both the online W-2 form as well as the paper W-2 forms that were mailed out. Please note, with the transition to Paycom, employees selected if they wanted to receive a paper copy in addition to the online copy. For those who selected a paper copy, they will receive the incorrect W-2 form this week.

The team is working with Paycom to ensure that all the employee data from both UltiPro and Paycom is accurate, and the information provided on the W-2C forms is correct. We are working with the vendor to complete an audit to ensure the data is indeed accurate. Our priority is to ensure the accuracy before issuing the W-2C form. When the W-2C forms are ready, we will send out a new communication to alert employees.

When employees file their taxes, **they will need BOTH the original incorrect W-2 form and the new W-2C form with the correction.** Both of these forms will be available online through the employee self-service section of Paycom. We will share additional information once both are available.

This is absolutely not the outcome we had hoped for in this transition. While we still believe that Paycom will be a more effective solution for our long-term needs, we recognize that this transition has been less than optimal and has caused immense work, stress and frustrations for everyone. We thank you for your feedback and continued patience as we work through this transition.

If you have any questions or issues with Paycom, please reach us at: HRSharedServices@seattlearch.org

CONTACT

HRSharedServices@Seattlearch.org