



## Paycom Employee Update – March 11, 2022

### W-2c Update – On target for March 15th

We are on track to issue the W-2cs next week. All employees will be able to access the W-2cs from their Paycom dashboard and those employees who also requested a paper copy will receive one in the mail. When the W-2cs are available online, a communication will be sent to all employees, as well as termed employees for whom we have updated email addresses. Once available, we ask that all locations please also follow-up with their termed employees as an extra courtesy.

**We understand and apologize for the hardship and inconvenience of this delay. If you have specific questions regarding your own situation, please email [hrsharedservices@seattlearch.org](mailto:hrsharedservices@seattlearch.org).**

### 1095 Update

The 1095s will be mailed out to everyone early next week.

### Payroll Sweep

The team identified that sweep amounts appeared differently for parishes based on the presence of employees who are also employed at other archdiocesan entities or are substitute teachers. To help provide more transparency into these sweeps, the Payroll team will send the sub-pool sweep to each location. This started this week for sub-pool pay and will start on March 15<sup>th</sup> for multi-location employee pay.

### Lay Pension

The lay pension payment and reporting are dependent upon the completion of the W-2c work. Once the W-2cs are issued, the team will begin to combine the payroll UKG and Paycom data required to run the calculations for the lay pension.

### Issue Backlog

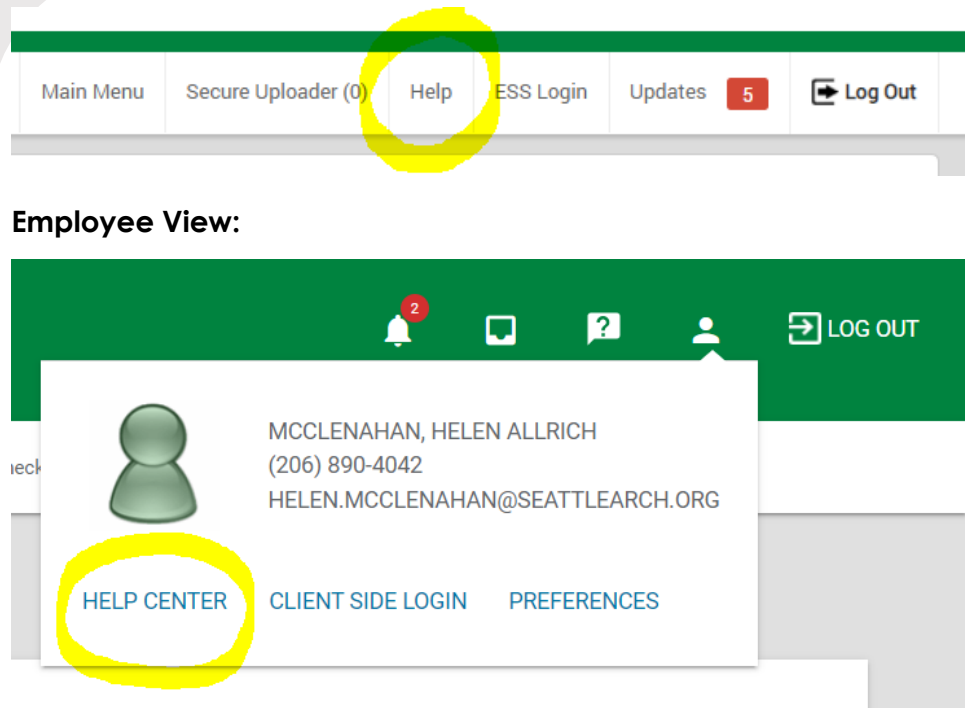
We have been making significant progress on the issue backlog this week. Currently, there are 108 emails in the backlog, including 5 new ones from this morning, and 383 are now in the completed folder. Please continue to send us issues or questions that you may have. Again, we thank you for your patience and grace as we work through this backlog.

### Help Feature

We encourage everyone to use the “HELP” feature in the Paycom dashboard as your first stop for any questions you may have. This section provides search function to type in your questions, as well as how-to lists and user manuals.

### CONTACT

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



Within the Help feature you will see the Paycom Webinar Schedule and other training helps on a variety of topics. Most are prerecorded sessions with a live Q&A at the end with Paycom Experts.

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