



Paycom Update – March 18, 2022

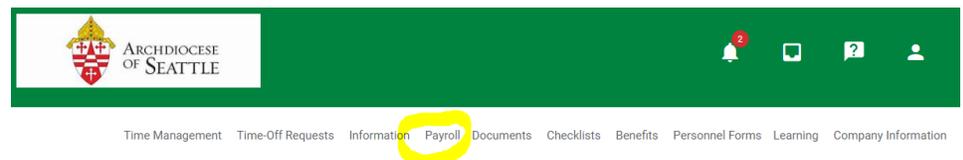
W2 Security

W-2s contain personal information – your number, address, social security number, etc. Please note that email is not a secure transmission method for W-2 information.

W-2cs Are Ready

The new W-2c and the original W-2 forms are available for employees through their Paycom dashboard.

Please go to the PAYROLL section on the top navigation bar and then scroll down in the menu to YEAR END TAX FORMS to access the W-2 and the W-2c forms:



Please note the "Date Posted" relates to **when the data was re-entered into Paycom, not when the W2 forms were posted on the dashboard**. The correct W-2c form is the first one listed:

↓ Reporting Year	Employer FEIN	Employer Legal Name	View
2021	xxxxxxxx	4000 ARCHDIOCESE OF SEATTLE PAYROLL SVC	
2021	xxxxxxxx	4000 ARCHDIOCESE OF SEATTLE PAYROLL SVC	

↓ Reporting Year	Employer FEIN	View
2021	xxxxxxxx	

Employer Legal Name	4000 ARCHDIOCESE OF SEATTLE PAYROLL SVC
Date Posted	01/28/2022
Form Type	
Corrected Form	✓

2021	xxxxxxxx	
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CONTACT

HRSharedServices@Seattlearch.org

Additionally, the W-2c form has been mailed out to employees who elected to receive a paper copy of the form when setting up their Paycom profile.

Please note that not all employees will have a W-2c.

We understand it is frustrating for employees who waited to file their taxes only to find out their original W2 was correct. We apologize for this. We needed to review every single W-2 form to ensure its accuracy. If an employee does not have a W-2c form in their dashboard, then their original w2 form was correct.

For those employees who have a W-2c, they will **need to use both the original W-2 form and the correct W-2c form to complete their taxes**. Both are needed because the W-2c form only shows the corrections, not all the information. While we cannot provide any tax guidance, we can share these links to resources with more information:

- [Form W-2c from IRS](#) (page 6)
- Our Employee Assistance Program ComPsych offers financial counseling:
www.guidanceresources.com
Employer ID: ASEAP
or 1-800-311-4327

Former Employees

The W-2c forms were mailed out to all former employees. We sent an email to all former employees to alert them to the availability of the W-2c. However, we do not have personal email addresses for each of them, so we ask locations to please inform their former employees of this as a courtesy.

If an employee did not receive their original W-2 form, please alert Payroll. Payroll received several returned W-2 forms, which were sent to locations to pass along to the employees. We will follow the same process for any returned W-2c forms.

Common Q&As about W-2 and W-2c Forms

The HR Shared Services team is responding as fast as possible to your questions about the W-2 forms. Please see the most common questions about W2 and W-2C forms below:

Q: Why are there blank fields on my W-2c?

W-2C form will only show values that needed to be corrected. Employees will need to use both their original W-2 and W-2C forms to file taxes. If the box is blank on the W-2C form, please refer back to the original W-2 for the value.

Q: When will I receive my W-2c?

If you were impacted by the data implementation error, your W-2C for is available now through the Paycom dashboard. We also mailed out a paper version to employees who elected to receive one.

Q: I only see the original W-2 in my Paycom account? Where is my corrected W-2c?

Not everyone needed to receive a W-2C form. If you don't have a W-2C form listed in your Paycom account, it was determined that your original W-2 form is correct.

Q: Why doesn't my 2021 check match boxes 1,3, or 5 on my W-2?

The last check of 2021 may not match the numbers in Box 1, 3 or 5 due to pretax deductions you may have elected. HSA Seed Non-Taxable (HNT) is not included in gross wages or in Box W. Pre-tax deductions that reduce gross wages to taxable wages include:

Code	Description		Code	Description
B3F	403B \$	Does not reduce Social Security or Medicare taxable wages. This amount is included in the total wages for box 3 & 5.	KFC	KF CDHP
B3P	403B %	Does not reduce Social Security or Medicare taxable wages. This amount is included in the total wages for box 3 & 5.	KFH	Kaiser Foundation CDHP
CBH	Christian Brothers CDHP		KFN	Kaiser FND CDHP
CBS	Christian Brothers Standard		KFS	Kaiser Foundation Standard
DDE	Delta Dental EE		KMS	KF Standard Med
DDW	Delta Dental WA		KNH	Kaiser NW CDHP
DNT	Dental		KNS	Kaiser NW Standard
FPO	Flex Pass/ORCA		KPD	KaiserPermSTDER
FSA	FSA		KPS	Kaiser Perm STD
FSD	FSA Dependent Care		LFS	FSA Limited
FSS	FSA SEED MONEY		MC1	CBEBT CDHP
GHL	GH LowerPremMed		MC2	CB CDHP
HSF	HSA Employee Contribution		MC4	CB LowerPremMed
KAM	Kaiser Med		MC6	CBEBT Standard
KCH	Kaiser CDHP		MC8	CB Standard Med
KEE	Kaiser CDHP EE		VSN	Vision Plan
			VSP	VSP

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.

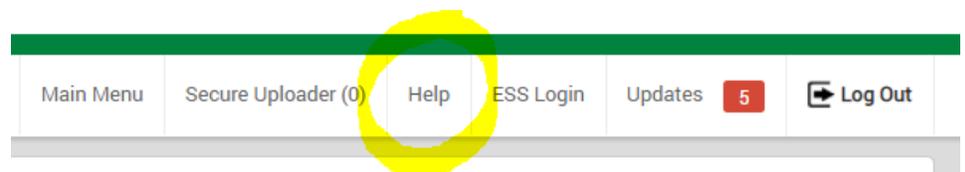
Issue Backlog

Currently, there are 229 emails in the backlog, including 28 new ones from this morning, and 400 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

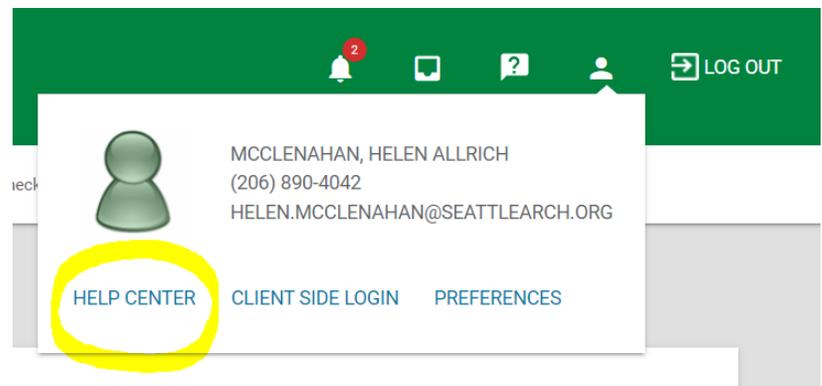
We encourage everyone to use the "HELP" feature in the Paycom dashboard as your first stop for any questions you may have. This section provides search function to type in your questions, as well as how-to lists and user manuals.

Manager View:



Employee View:

The Help Center can be accessed via the person icon at the top of the green navigation bar or under the Company Information section of the gray navigation bar.



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