Paycom Update – March 25, 2022

W2 Security
As a reminder, W-2s contain personal information – your employee number, address, Social Security number, etc. Please note that email is not a secure transmission method for W-2 information.

W-2 Updates
The W-2c's were issued last week in through the Paycom dashboard with paper copies mailed to employees who requested them, as well as all former employees.

At this time, the only outstanding W-2c issues relate to active priests. A few allowances like housing, car and Tax Equity payments were coded incorrectly. The team is actively correcting this data mapping and the new W-2c will be issued March 30.

Please be sure to review your W-2c forms for accuracy. There still may be individual W-2c issues that should be shared with the HR Shared Services team.

Project Plan Updates
In addition to working through the W2's the team has been addressing the other priorities identified by the Paycom User Group, comprised of PAAs and payroll admins from both schools and parishes. Here is an update on these key efforts:

- **Benefits: EDI Files**
  The team has been working with all the benefit carriers to confirm all the EDI Files are properly linked. Christian Brothers, which had the primary issue, is now fully set up and complete. The last outstanding carrier that we are confirming with is Health Equity.

- **Accruals: In progress**
  The initial review of specific employee concerns has been completed. The next step is to update profiles and/or explain time off policy to employees. The team is currently reviewing the time-off policies compared to the Paycom profiles and will have a final review with the HR team next week.

- **Multi-location employee sweep report**
  The Payroll team has started running and sending these multi-location sweep reports to all relevant locations. The first was sent for the 3/22 payroll and these will be sent every payroll date moving forward.

CONTACT

HRSharedServices@Seattlearch.org

- **CASHWP**
  There was a data error in this week's CASHWP and so a second draft of it should be sent to your location soon.

Training

Based on feedback, the team worked with Paycom to develop a few key training videos and job aids to support reporting and PAF processing.

Here are the details for the eight-minute video on how to use the Report Center and how to build a custom report:

https://paycom.zoom.us/rec/share/b4DFw9sdMkhLmn7olj-J1WzJQu7R-cejPuu3KYpMwL8hcAz-Yso9RxIxUJes9DFe.CeoC1UnUS3aDA7PZ
Passcode: xf2A&g*e

Coming soon: PAF Quick User Guide, Paycom Reporting, and a guide on vacation payout upon termination process.

Issue Backlog

Currently, there are 117 emails in the backlog, including six new emails from this morning; 581 are now in the completed folder. Please continue to send us issues or questions that you may have to HRSharedServices@seattlearch.org. Again, we thank you for your patience and grace as we work through this backlog.

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?
The 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:
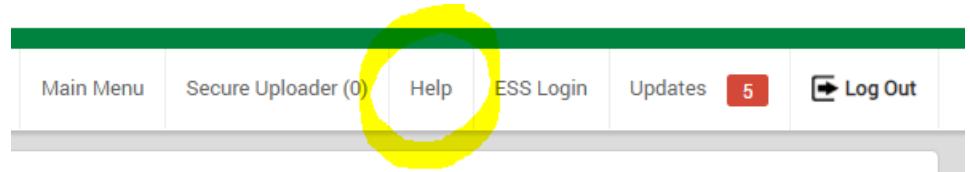
Code	Description			Code	Description
B3F	403B $	Does not reduce Social Security or Medicare taxable wages. This amount is included in the total wages for box 3 & 5.		KFC	KF CDHP
B3P	403B %	Does not reduce Social Security or Medicare taxable wages. This amount is included in the total wages for box 3 & 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.
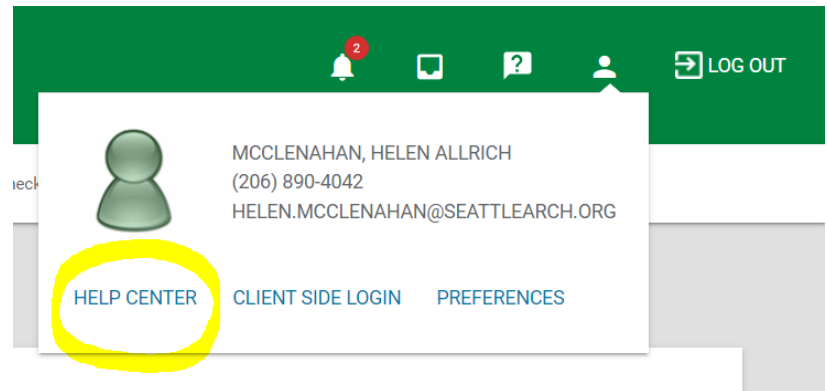
Help Feature

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 a 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