



Paycom Update – March 4, 2022

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

The Archdiocese of Seattle is broken down into 10 different groups. The team has been working with Paycom to methodically zero out all the data, import the correct data and create a new W2 data report for review. The Archdiocesan team is verifying this data and in some cases the Payroll leads for each of 10 groups are also reviewing. We want to ensure accuracy for the W-2cs and we are still on target to issue them by March 15th.

Please note, that not all employees will need a corrected W-2c. Once we complete the data review process and are ready to issue W-2cs, we will reach out directly to employees who will not need a W-2c to complete their taxes.

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.

1095 Update

The 1095s are completed and will be mailed out next week.

Employees Who Left in 2021

A big THANK YOU to all Payroll Admins who reached out to former employees about the W2 issue. When the W-2cs are issued we will mail out the new W-2cs to all employees who left in 2021.

Please note that the Archdiocese Payroll team has received a stack of returned mail for the original W2 forms. These returned W2s will be sent directly to locations to share with the former employees, which has been the practice in previous years.

User Group

This week the User Group gathered for an update and to provide their guidance on active issues as well as feedback on upcoming priorities. While some upcoming projects cannot be started until the W2 work is completed, there was progress on several other items:

- **New CASHWP**

The monthly Catholic Archdiocese of Seattle Health and Welfare Plan (CASHWP) will have a new automated format. This is a great milestone for everyone!

- **Training priorities**

Paycom is developing video trainings based on the top training needs identified by the User Group. The first set of videos will be around reporting.

CONTACT

HRSharedServices@Seattlearch.org

- **“Sweeps for W2s”**

This mid-January charge was a Year End off-cycle sweep. The charge was not from Paycom and was not related to W2s. If locations/PAs have questions or would like more details about the charge, please contact Payroll Services.

- **Lay Pension**

The lay pension payment and reporting are dependent upon the completion of the W-2c work and combining the payroll UKG and Paycom data required to run the calculation. Once W-2Cs are corrected, combining UKG and Paycom data can proceed. Please note that while the Archdiocese lay pension payment is later than previous years, it is not “late.” Once we W-2c’s have been sent out and we have the data combined, we will provide a target date for the Lay Pension Contributions.

- **PTO Accruals**

The team is actively exploring this topic. There has not been any discrepancy found between policy and set up. Issues appear to be related to converted data and unknown agreements. Exploration on this will continue next week.

Issue Backlog

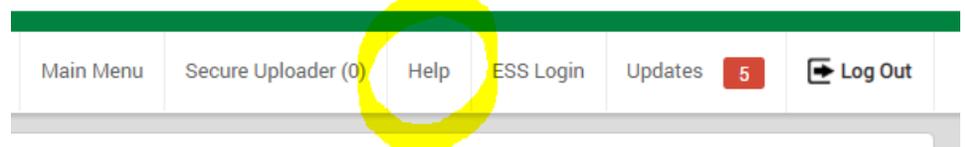
We have been making significant progress on the issue backlog this week. Currently, there are 65 emails in the backlog, including 3 new ones from this morning, and 352 are now in the completed folder. Please continue to send us issues or questions that you may have. Again, we thank you for your patience and grace as we work through this backlog.

Paycom for Recruiting

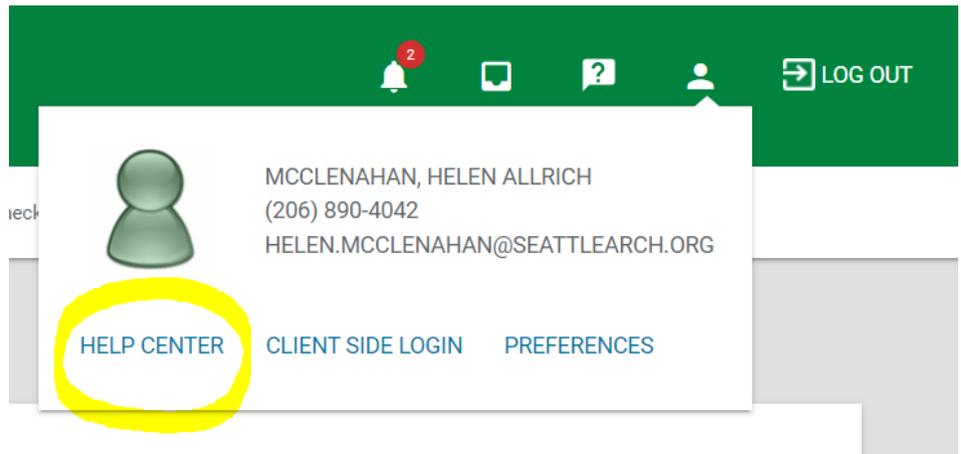
Moving forward all parishes and other archdiocesan entities will post jobs and recruit through Paycom. Please note, this is NOT the case for schools, which will continue to use the Frontline system. The User Group escalated issues with the recruiting system and the exploration into this has been added to the top priority list.

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.



Employee View:



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