



## Paycom Q&A From Archdiocese of Seattle

The Human Resources team has been recording your questions about Paycom. In an effort to help everyone better know the new system, here is a list of the most commonly asked questions. If you have any questions, please send them to [HRSharedServices@seattlearch.org](mailto:HRSharedServices@seattlearch.org).

### For Employees

**Q: How do I enter vacation time?**

You will need to use the Time Off Request to enter your vacation. Please log into the Paycom App and then navigate to Time-Off Requests > Request Time-Off. Here is a link to the [simple visual guide](#). (You must be logged into Paycom to see this.)

**Q: How do I reset my Paycom password?**

Here is a [simple video](#) for how to reset your password. Once logged in, navigate to Login Help and then you'll see "Reset Password."

**Q: How do I update my personal information?**

Here is a [simple guide](#) to update your information. Once logged in, you navigate to Information and then Address and Contact Information to update it.

**Q: How do I update my tax information?**

Here's a simple [step-by-step guide](#) for updating your tax information. Once logged in, please go to Payroll and then click on Tax Setup in the drop down.

**Q: Where do I go to update my 403b?**

You will need to make your change through the Transamerica website, and not in Paycom. Transamerica feeds your information to payroll at the next available pay date. <https://www.transamerica.com/portal/>. If you have any issues logging in to Transamerica, please reach out to Transamerica at 1-800-755-5801.

### For Payroll Leads

**Q: How do I create a Personnel Action Form?**

Please review the [step-by-step guide here](#).

**Q: How do I setup a Rehire in Paycom?**

Here is the [simple guide](#) for how to rehire or transfer an employee.

**Q: How do I setup a job Requisition?**

Please review this [step-by-step guide](#) to create a job requisition.

**Q: How do I approve my employee's time?**

Here is the [simple guide](#) for how to review and approve your employee's time.