Paycom Update – April 14, 2022

Project Plan and other Updates
Here is an update on key efforts identified by the Paycom User Group:

- **Benefits EDI**
  It was reported that the Benefit EDI's were all completed. (These are the files that leave the locations and provide details to the benefit vendor about employee coverage.) We since learned that several benefit vendors are still confirming automatic receipt of data and payments. This has become a top priority for the team. If any employee has issues, please let us know immediately.

- **CASHWP**
  The team is continually refining the process to reduce the errors and improve accuracy. Typically, this report is ready for your review on the 15th. However, this coming week, the preview report will be available on April 20th.

- **Payroll Changes**
  Effective 04/25/22, Payroll Administrators are no longer required to notify Payroll for the approval of their location timecards. It will be the Payroll Administrator's responsibility to contact their Payroll Specialist if they will not be able to finalize payroll by the 12:00 pm deadline.

  Along with this change, you may run pre-check reports beginning at 3:00 pm on Mondays. If there is an exception to this timing, PSO will notify all Payroll Administrators prior by 2:45 pm.

Issue Backlog
Currently, there are 8 emails in the backlog, including 5 new emails from this morning, and 800 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.

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.

If you have any questions or issues with Paycom, please reach us at: HRSharedServices@seattlearch.org

CONTACT

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