



Paycom Update – April 29, 2022

Open Enrollment

This year we are having an ACTIVE Open Enrollment from May 1 through May 15th. This means that all benefit-eligible employees must re-enroll in their benefits, since they will not automatically roll over.

This year we are **not mailing** out a Benefits Guide, but instead providing everyone a digital copy. Please [visit this link](#) for all the information including links to the new rate card and guidebook.

Please note that **priests do not participate in making changes**. Benefit Services and Office of the Vicar for Clergy take care of the Archdiocese Priests, Senior Priests, Extern Priests, Sisters and Seminarians.

Lay Pension

Now that the W-2 work has been completed, the lay pension payment and reporting work is well underway. Please note that while the Archdiocese lay pension payment is later than previous years, it is not "late." Our actuaries are reconfirming the combined data from UKG and Paycom. Once this is complete the Archdiocese Lay Pension contribution can be made. We will provide a target date as soon as we know it.

Benefits EDI

While most of the Benefit EDI's were are completed, we are finalizing work with Health Equity and Delta Dental. If any employee has issues, please let us know immediately.

Onboarding

One of the key issues elevated by the User Group was the need to smooth out the employee onboarding process. The team is working to optimize the process and will be sharing an updated guidance document next week.

Form Training

As you know, in Paycom different sections are known as "forms." We are in the process of developing resource tools that describe each form section. We are starting with Form 2, which is the actual payroll deduction and Form 13, which is the benefit enrollment form. These resources should be ready next week.

Issue Backlog

Currently, there are **ZERO** emails in the backlog and 829 are now in the completed folder.

This shared inbox will be closed this weekend. Instead, please send all questions to the respective team:

- Payroll: Payrollservices@seattlearch.org
- Benefits: Benefitsservcies@seattlearch.org
- Human Resources: Humanresources@seattlearch.org