Paycom Training: Form 2

This Quick Reference Guide will explain what you are able to see and do on Form 2

If you believe an update needs to be made on Form 2 regarding a benefit deduction amount, please contact the Benefit Services Office (BSO). If you feel a deduction amount other than a benefits deduction needs to be updated, please contact the Payroll Services Office (PSO).

FORM 2

Review of Form 2 by the employee prior to the Monday payroll process date will help in the timely resolution of any issue. Once payroll is in process changes may need to be deferred to the next pay period as changes need to be made through the proper method. Updates directly in Form 2 can be disruptive and cause unintended consequences.

A. Paycode Profile
   a. This indicated the paycode profile which is tied to the Workers Comp category the employee is in.
      i. List of available profile choices:
         1. White Collar (WCW)
         2. Blue Collar (BWC)

Date Range: 04/01/2021 to 04/01/2022   [Submit]

Change History For ▓▓▓▓▓▓▓▓▓▓

[Search 🔍]   [Previous] **1** 2 3 ... 6 [Next]   [XLSX] [PDF]   [100 ▾]

Change Description	Old Value	New Value	Change Date	Changed By	IP Address	User Type	Child Code	Notes
Arrears (2022-03-29) Schedule Amount	3.16	0.00	03/25/2022 10:13:01 AM	YTD Update		CL	VSM	
Arrears (2022-03-29) Processed		5CE845F20	03/25/2022 10:13:01 AM	YTD Update		CL	VSM	
Arrears (2022-03-29) Deduct Amount	3.16	0.00	03/25/2022 10:13:01 AM	YTD Update		CL	VSM	
Arrears (2022-03-29) Schedule Amount	5.11	0.00	03/25/2022 10:11:50 AM	YTD Update		CL	VSN	
Arrears (2022-03-29) Processed		5CE845F20	03/25/2022 10:11:50 AM	YTD Update		CL	VSN	
Arrears (2022-03-29) Deduct Amount	5.11	0.00	03/25/2022 10:11:50 AM	YTD Update		CL	VSN	
Arrears (2022-03-29) Schedule Amount	0.68	0.00	03/25/2022 10:10:28 AM	YTD Update		CL	SPL	

B. View Change History
   a. This will show you all the changes made and the employee or staff member who made the change, what the change was and the date and time.

Scheduled Earnings   [Hide] [Add]

Code	Earning Description	Amount($)	Percent(%) ❓	Set Limit ❓	Earning Start Date	Earning Stop Date	Goal Amount	Goal Accum ❓	Remaining Balance	Department-Org Level 1...
CRA	Car Allowance	▓▓▓▓		◉ No ○ Yes $ 0.00	00/00/0000	00/00/0000		▓▓▓▓		None [Setup]

C. Scheduled Earnings
   a. Any earnings to be paid to an employee which cannot be entered through the timecard
      i. Code – earnings code.
      ii. Earning Description – description of earning code.
      iii. Amount($) – amount to be paid per pay period.
      iv. Percent(%) – percent to be paid per pay period.
      v. Set Limit – limits maximum amount of employee earning.
      vi. Earning Start Date – use to start on a particular date.

vii. Earning Stop Date – use if a defined end date has been set.
viii. Goal Amount – this is the amount to be met over time. It can cross over calendar year if needed.
ix. Goal Accum – this is the total year-to-date amount contributed to the earnings. Once the amount reaches the limit the system will stop adding the earnings in that calendar year.
x. Remaining Balance – shows balance not paid to employee.
xi. Department Org Level 1…. – set up if earning is to be charged outside of home department.

Scheduled Earnings

Code	Earning Description	Amount($)	Percent(%) ❓	Set Limit ❓	Earning Start Date	Earning Stop Date	Goal Amount	Goal Accum ❓	Remaining Balance	Department-Org Level 1...
GTL	GTL Imputed Inc	Birthdate ⬛	Policy Number [ ] Insurance Value ⬛ ☑ Override	Employee Cost [0.00]	00/00/0000	00/00/0000				None [Setup]

D. Schedule Earnings – GTL

a. Group Term Life (GTL) is a benefit provided to employees who qualify. GTL becomes taxable to the employee if coverage exceeds $50,000. GTL Imputed Income is the calculation of the taxable portion. This is not an earning paid to the employee, but the amount an employee is taxed on. This is added to your taxable gross for Federal, Social Security, and Medicate tax payment calculations.

i. Amount($) – employee birthdate
ii. Percent(%) – Policy Number if tracked at employee level-we do not use this feature.
iii. Insurance Value – amount above $50,000
     1. Override - this is used when there are corrections to the actual amount.
iv. Set Limit – Employee Cost – if set cost. This field is blank as taxable gross amount changes with age and requested coverage amount.

Scheduled Deductions

Code	Description	Amount($)	Percent(%) ❓	Set Limit ❓	Match Policy ❓	Direct Deposit ❓	Benefit Level and Plan Name ❓	Benefit Effective Date	Coverage End Date	Deduction Start Date ❓	Deduction Stop Date ❓	Goal Accum ❓	Arrears
ADV	Advance	0.00		⦿ No ◯ Yes [0.00]						00/00/0000	00/00/0000	$0.00	
CBS	Christian Brothers Standard	⬛		◯ No ◯ Yes [0.00]			⬛ Employee Per Pay Period Amount ⬛ Christian Brothers	07/01/2021	06/30/2022	07/01/2021	06/30/2022	⬛	$0.00

E. Scheduled Deductions

a. Any deduction or reduction of pay for an employee. The above example shows a non-benefit and a benefit deduction.

i. Code – deduction code.
ii. Description – description of deductions code.

iii. Amount($) – amount to be paid per pay period.

iv. Percent(%) – percent to be paid per pay period as is the case for 403(b) contributions. Most deductions are a set dollar amount.

v. Set Limit – limits maximum amount of employee deduction.

vi. Match Policy – used to indicate 403(b) match

vii. Direct Deposit – Not Used

viii. Benefit Level and Plan Name – deduction tied to benefit plans, plan name and benefit coverage tier will display.

ix. Benefit Effective Date – if benefit deduction effective date will show. This is populated from Form 13.

x. Coverage End Date – date benefit coverage will end. This is populated from Form 13.

xi. Deduction Start Date – use it to start on a particular date. Brought in from Form 13.

xii. Deduction Stop Date – use if a defined end date has been set. Brought in from Form 13.

xiii. Goal Amount – this is the amount to be met over that can cross over calendar year if needed. If the deduction is for benefits this will be for the plan year July to June.

xiv. Arrears – money that is owned and should have been paid earlier. This is a manual entry by the Benefits Services Office for Health deductions. The system also will auto populate this field when an employee has zero pay and deductions are not made. Please do not edit this field, contact BSO if you need to have arrears added.

Scheduled Garnishments

Priority	Code	Description	Amount($)	Percent(%)	Set Limit	Direct Deposit	3rd Party	Options	Deduction Start Date	Deduction Stop date	Frequency	Goal Amount	Goal Accum	Remaining Balance
Priority 1 Limit [Edit Limit]														
1	GP1	GARNISHMENT % 1			○ No ○ Yes			Edit	00/00/0000	06/04/2022	Every Payroll			

F. Scheduled Garnishments
   a. Any wage assignment (court ordered payment) will be displayed here. This information is extremely confidential.

Scheduled Expense Reimbursements   [Hide] [Add]

G. Scheduled Expense Reimbursements
   a. At this time expense reimbursements are not being processed through Paycom