

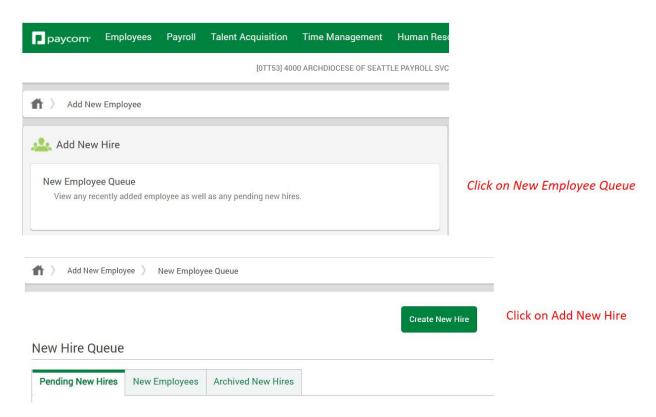
Paycom Training: Onboarding Overview

This guide will help you navigate onboarding your new hire into the Paycom system. Once they are in Paycom you will be able to manage HR, they will be able to enroll in benefits if eligible and most importantly be paid.

If your candidate is a rehire, please reach out to the HR department before proceeding. Rehires have a different path that needs to be taken. If you invite a rehire candidate to self-onboard the system will recognize the social security number as a duplicate and prevent them from moving forward in the process.

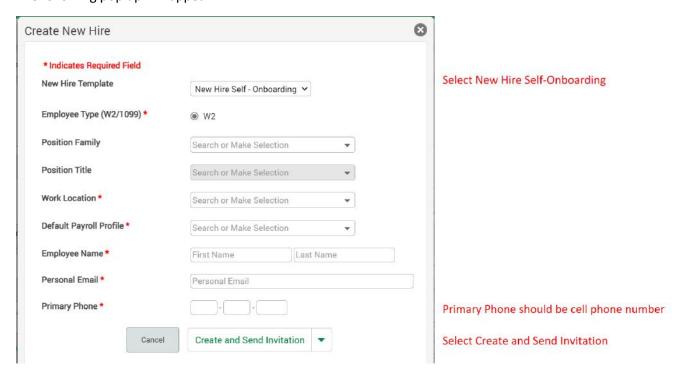
Once a candidate has accepted the offer it is time to enter them in Paycom. This guide will help walk you through the necessary information needed to successfully set up their new employee record.

Log into Paycom and navigate to Employees > Add New Employee

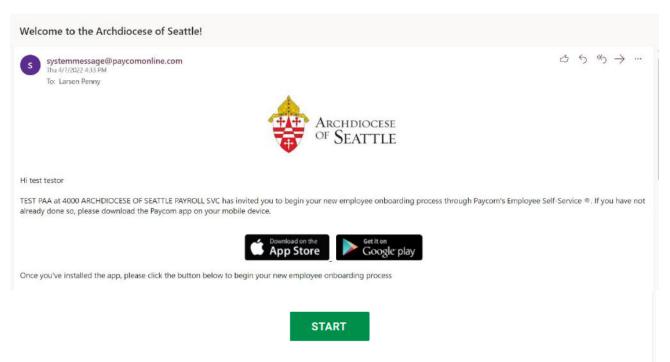


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The following pop up will appear:



An invitation will be sent to the candidate to start the new hire process.



If you have any questions or feedback about the process, you can reply to this email to contact your onboarding representative at 4000 ARCHDIOCESE OF SEATTLE PAYROLL SVC. If you don't have a mobile device, you can start this process from a computer with the latest version of any modern browser. On the computer, simply click the link in this email to get started.

Welcome aboard!

P.S. If you're having trouble with the button above, try pasting the URL below into your web browser.

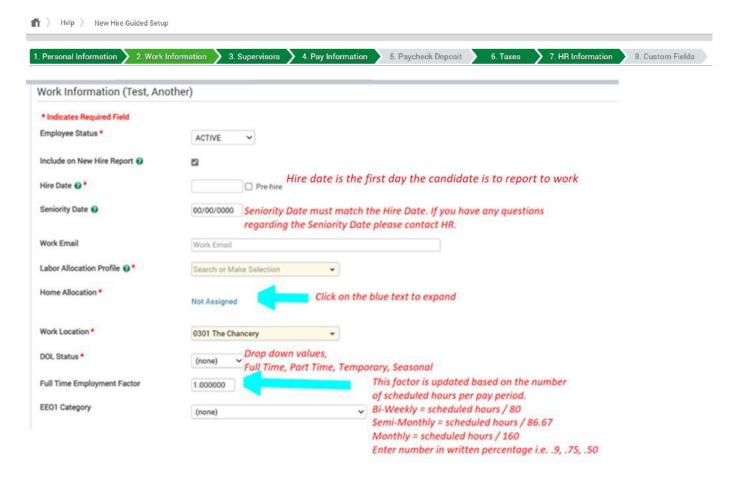
As the new hire enters the requested information, that information will be transferred to Tabs 1, 5 and 6. If you used Paycom to post your position and have applicants apply through the posting, specific candidate and position information will prepopulate in the new hire forms, reducing the amount of information the candidate and you must enter.

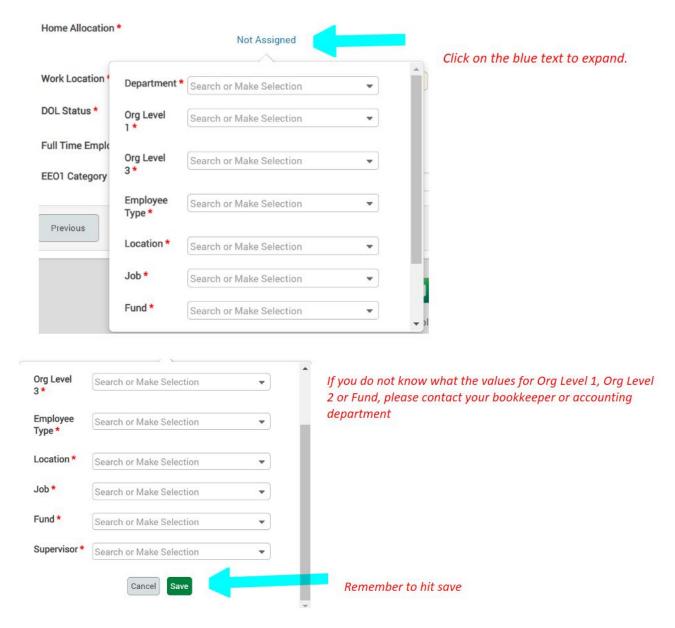
After you have clicked Create and Send Invitation, you will be takin to the New Hire Guided Setup screen. Note this screen has several tabs to be filled out. You will be directed to Tab 2. Tab 1 will be filled in by the candidate. The process will start with the second tab 2. Work Information.

To move between tabs hit the button or click on the tab at top of page 2. Work Information

Reminder, the offer of employment is contingent upon clearing the background check. You may start the onboarding process before you receive the background check information. Make sure the candidate understands employment is contingent on passing the background check. If the candidate does not pass the background check, the offer will be withdrawn.

Hire date will be the first day the new employee is to report for work.

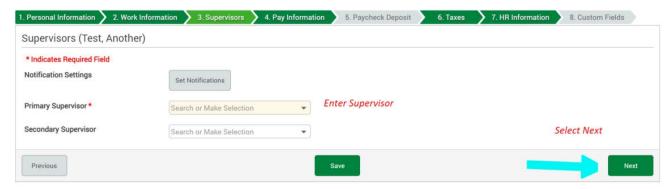




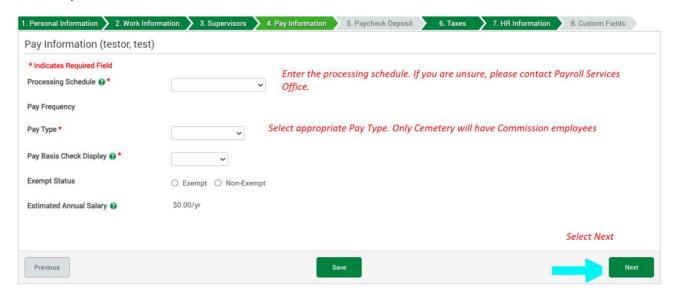
After entering all the required information select Next



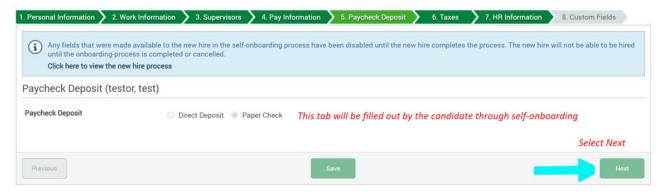
Tab 3. Supervisor



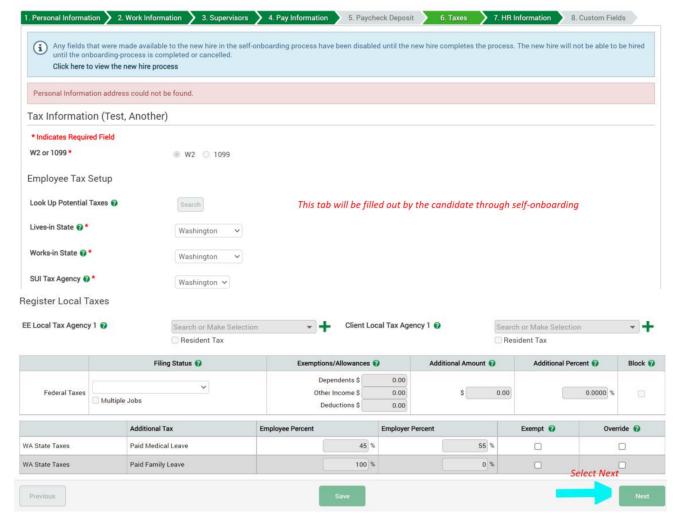
Tab 4. Pay Information



Tab 5. Paycheck Deposit

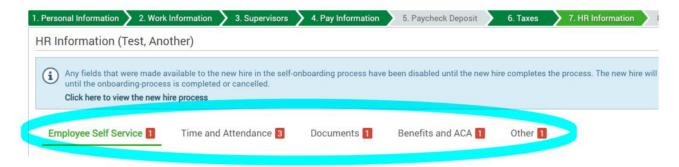


Tab 6. Taxes

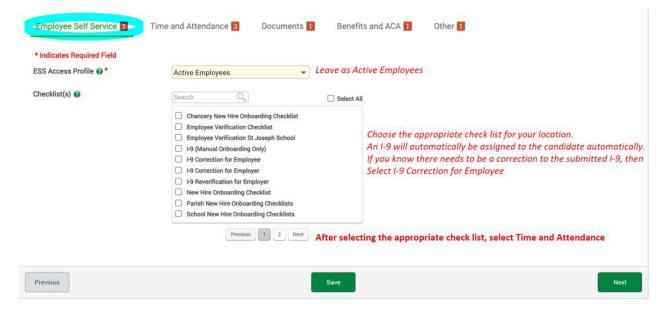


Tab 7. HR Information

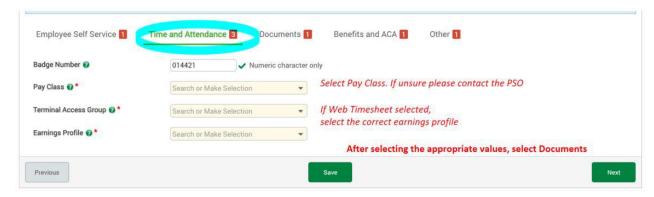
Within this tab there are 5 different areas you will need to complete: Employee Self Service, Time and Attendance, Documents, Benefits and ACA, and Other



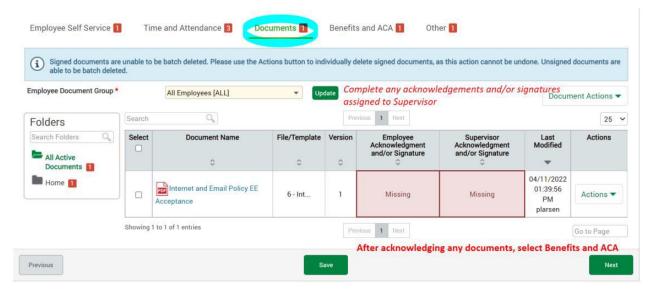
Employee Self Service.



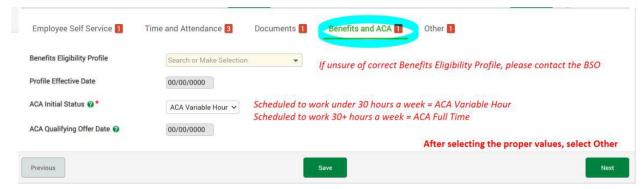
Time and Attendance.



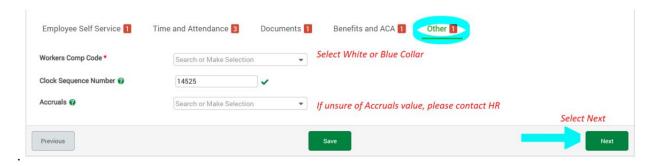
Documents.



Benefits and ACA.



Other.



Tab 8.

