



# 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

[0TT53] 4000 ARCHDIOCESE OF SEATTLE PAYROLL SVC

Home > Add New Employee

Add New Hire

New Employee Queue  
View any recently added employee as well as any pending new hires.

Click on New Employee Queue

Home > Add New Employee > New Employee Queue

Create New Hire

Click on Add New Hire

New Hire Queue

Pending New Hires | New Employees | Archived New Hires

The following pop up will appear:

**Create New Hire**

\* Indicates Required Field

New Hire Template: New Hire Self - Onboarding

Employee Type (W2/1099) \*: W2

Position Family: Search or Make Selection

Position Title: Search or Make Selection

Work Location \*: Search or Make Selection

Default Payroll Profile \*: Search or Make Selection

Employee Name \*: First Name, Last Name

Personal Email \*: Personal Email

Primary Phone \*: [ ] - [ ] - [ ]

Buttons: Cancel, Create and Send Invitation

Select New Hire Self-Onboarding

Primary Phone should be cell phone number

Select Create and Send Invitation

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

Welcome to the Archdiocese of Seattle!

systemmessage@paycomonline.com  
Thu 4/7/2022 4:33 PM  
To: Larsen Penny

ARCHDIOCESE OF SEATTLE

Hi test testor

TEST PAA at 4000 ARCHDIOCESE OF SEATTLE PAYROLL SVC has invited you to begin your new employee onboarding process through Paycom's Employee Self-Service ®. If you have not already done so, please download the Paycom app on your mobile device.

Once you've installed the app, please click the button below to begin your new employee onboarding process

**START**

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.

<https://www.paycomonline.net/v4/ee/web.php/onboard/verify?token=NDk0ZGVINzRINmQ5NjBIZTMzYDAyM2QwMmExZWE4Yzc=>

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 taken 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 .

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.

Home > Help > New Hire Guided Setup

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

### Work Information (Test, Another)

\* Indicates Required Field

Employee Status \*

Include on New Hire Report

Hire Date \*   Pre-hire *Hire date is the first day the candidate is to report to work*

Seniority Date  *Seniority Date must match the Hire Date. If you have any questions regarding the Seniority Date please contact HR.*

Work Email

Labor Allocation Profile \*

Home Allocation \*  *Click on the blue text to expand*

Work Location \*

DOL Status \*  *Drop down values, Full Time, Part Time, Temporary, Seasonal*

Full Time Employment Factor  *This factor is updated based on the number of scheduled hours per pay period. Bi-Weekly = scheduled hours / 80 Semi-Monthly = scheduled hours / 86.67 Monthly = scheduled hours / 160 Enter number in written percentage i.e. .9, .75, .50*

EEO1 Category

Home Allocation \*

Not Assigned



Click on the blue text to expand.

Work Location \*

DOL Status \*

Full Time Empl

EE01 Category

Previous

Department \* Search or Make Selection

Org Level 1 \* Search or Make Selection

Org Level 3 \* Search or Make Selection

Employee Type \* Search or Make Selection

Location \* Search or Make Selection

Job \* Search or Make Selection

Fund \* Search or Make Selection

Org Level 3 \* Search or Make Selection

Employee Type \* Search or Make Selection

Location \* Search or Make Selection

Job \* Search or Make Selection

Fund \* Search or Make Selection

Supervisor \* Search or Make Selection

Cancel Save

If you do not know what the values for Org Level 1, Org Level 2 or Fund, please contact your bookkeeper or accounting department

Remember to hit save

After entering all the required information select Next

Previous Save Next

Select Next

### Tab 3. Supervisor

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields


Supervisors (Test, Another)

**\* Indicates Required Field**

Notification Settings

Primary Supervisor\*  *Enter Supervisor*

Secondary Supervisor  *Select Next*



### Tab 4. Pay Information

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

Pay Information (testor, test)

**\* Indicates Required Field**

Processing Schedule ?\*  *Enter the processing schedule. If you are unsure, please contact Payroll Services Office.*

Pay Frequency


Pay Type\*  *Select appropriate Pay Type. Only Cemetery will have Commission employees*

Pay Basis Check Display ?\*

Exempt Status  Exempt  Non-Exempt


Estimated Annual Salary ? \$0.00/yr

*Select Next*



### Tab 5. Paycheck Deposit


1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

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[Click here to view the new hire process](#)

Paycheck Deposit (testor, test)

Paycheck Deposit  Direct Deposit  Paper Check *This tab will be filled out by the candidate through self-onboarding*

*Select Next*



### Tab 6. Taxes

1. Personal Information > 2. Work Information > 3. Supervisors > 4. Pay Information > 5. Paycheck Deposit > 6. Taxes > 7. HR Information > 8. Custom Fields

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Personal Information address could not be found.

Tax Information (Test, Another)

**\* Indicates Required Field**

W2 or 1099 \*  W2  1099

Employee Tax Setup

Look Up Potential Taxes **i**  *This tab will be filled out by the candidate through self-onboarding*

Lives-in State **i** \*

Works-in State **i** \*

SUI Tax Agency **i** \*


Register Local Taxes

EE Local Tax Agency 1 **i**  + Client Local Tax Agency 1 **i**  +  
 Resident Tax  Resident Tax

	Filing Status <b>i</b>	Exemptions/Allowances <b>i</b>	Additional Amount <b>i</b>	Additional Percent <b>i</b>	Block <b>i</b>
Federal Taxes	<input type="text" value="Multiple Jobs"/>	Dependents \$ <input type="text" value="0.00"/> Other Income \$ <input type="text" value="0.00"/> Deductions \$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	<input type="text" value="0.0000 %"/>	<input type="checkbox"/>

	Additional Tax	Employee Percent	Employer Percent	Exempt <b>i</b>	Override <b>i</b>
WA State Taxes	Paid Medical Leave	<input type="text" value="45 %"/>	<input type="text" value="55 %"/>	<input type="checkbox"/>	<input type="checkbox"/>
WA State Taxes	Paid Family Leave	<input type="text" value="100 %"/>	<input type="text" value="0 %"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Select Next*

Previous   Next

### 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

1. Personal Information > 2. Work Information > 3. Supervisors > 4. Pay Information > 5. Paycheck Deposit > 6. Taxes > 7. HR Information >

HR Information (Test, Another)

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**Employee Self Service** **1**   Time and Attendance **3**   Documents **1**   Benefits and ACA **1**   Other **1**

Employee Self Service.

Employee Self Service **1** Time and Attendance **3** Documents **1** Benefits and ACA **1** Other **1**

\* Indicates Required Field

ESS Access Profile **?** \*  Leave as Active Employees

Checklist(s) **?**

Search

Select All

- Chancery New Hire Onboarding Checklist
- Employee Verification Checklist
- Employee Verification St Joseph School
- I-9 (Manual Onboarding Only)
- I-9 Correction for Employee
- I-9 Correction for Employer
- I-9 Reverification for Employer
- New Hire Onboarding Checklist
- Parish New Hire Onboarding Checklists
- School New Hire Onboarding Checklists

Choose the appropriate check list for your location.  
An I-9 will automatically be assigned to the candidate automatically.  
If you know there needs to be a correction to the submitted I-9, then Select I-9 Correction for Employee

After selecting the appropriate check list, select Time and Attendance

Previous **1** **2** Next

Previous Save Next

Time and Attendance.

Employee Self Service **1** Time and Attendance **3** Documents **1** Benefits and ACA **1** Other **1**

Badge Number **?**  ✓ Numeric character only

Pay Class **?** \*  Select Pay Class. If unsure please contact the PSO

Terminal Access Group **?** \*  If Web Timesheet selected, select the correct earnings profile

Earnings Profile **?** \*

After selecting the appropriate values, select Documents

Previous Save Next

Documents.

Employee Self Service **1** Time and Attendance **3** Documents **1** Benefits and ACA **1** Other **1**

**i** Signed documents are unable to be batch deleted. Please use the Actions button to individually delete signed documents, as this action cannot be undone. Unsigned documents are able to be batch deleted.

Employee Document Group \*  Update Complete any acknowledgements and/or signatures assigned to Supervisor Document Actions

Folders

Search Folders

- All Active Documents **1**
- Home **1**

Search

Select	Document Name	File/Template	Version	Employee Acknowledgment and/or Signature	Supervisor Acknowledgment and/or Signature	Last Modified	Actions
<input type="checkbox"/>	Internet and Email Policy EE Acceptance	6 - Int...	1	Missing	Missing	04/11/2022 01:39:56 PM plarsen	Actions

Showing 1 to 1 of 1 entries

Previous **1** Next

Go to Page

After acknowledging any documents, select Benefits and ACA

Previous Save Next

Benefits and ACA.



Employee Self Service **1** Time and Attendance **3** Documents **1** **Benefits and ACA **1**** Other **1**

Benefits Eligibility Profile  *If unsure of correct Benefits Eligibility Profile, please contact the BSO*

Profile Effective Date

ACA Initial Status **+**  *Scheduled to work under 30 hours a week = ACA Variable Hour  
Scheduled to work 30+ hours a week = ACA Full Time*

ACA Qualifying Offer Date

**After selecting the proper values, select Other**

Other.

Employee Self Service **1** Time and Attendance **3** Documents **1** Benefits and ACA **1** **Other **1****

Workers Comp Code **\***  *Select White or Blue Collar*

Clock Sequence Number  ✓

Accruals  *If unsure of Accruals value, please contact HR*

*Select Next*

Tab 8.

1. Personal Information > 2. Work Information > 3. Supervisors > 4. Pay Information > 5. Paycheck Deposit > 6. Taxes > 7. HR Information > 8. Custom Fields

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Custom Fields (testing, test)

**Custom 1 **1****

Custom SELECT Fields

**\* Indicates Required Field**

Workers Comp Contact **\***  *Leave as No. Only select Yes if the employee will be responsible for the locations  
Workers Comp Reporting*

**When finished select Complete**