



Paycom Update – May 12, 2022

Open Enrollment

This Sunday is the LAST DAY for Open Enrollment. Please [visit this link](#) for all the information including links to the new rate card and guidebook.

HSA Audit

A full reconciliation of the HSA/FSA contributions has been completed. A reconciling file will be provided to each location for the plan year July 1, 2021 – May 3, 2022.

The team completed the verification of the HSA/FSA contributions. The majority are correct. This week each location will receive a list of people with no variance, as well as a list of people with a variance, if applicable to your location. This list contains only HSA reconciliation currently.

Since FSA is available in full upon enrollment, our focus has been on HSA, which is available as deposited into the account.

Employee Audits

Each location will receive an employee data audit guide. Due by June 25th, this audit covers the following areas:

- Supervisor – confirm these are set for each employee
- FTE – confirm employees are coded properly
- Scheduled hours – confirm scheduled hours in the system
- Exempt/Non-exempt – confirm employee status
- PTO accrual – confirm accrual is correct for each employee
- Current accrual balance – confirm balance is correct

Training

This week there are three new training forms to help you understand some of the key Paycom forms:

- [Onboarding guide](#)
- [Form 2 PAA View](#)
- [Form 13 PAA View](#)

Security

- **MFA (2-Factor Authentication) for Payroll**

To enhance security, we will deploy a multi-factor authentication (MFA) for Payroll processors. This means a security code will be sent to your phone, which you will need to log into the system.

- **Password Update**

Paycom passwords are set to expire after 210 days. This expiration date is approaching for many employees. This

means when an employee enters the system, a pop-up box will appear asking them to reset their password. This process is very quick and easy – and important for our system security.

- **Timeout**

Paycom will automatically log employees out of the system after 30 minutes of inactivity.

If you have any questions, please send them to the respective team:

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