



Paycom Update – May 27, 2022

Complete: Healthy Equity EDI

We have officially completed all our audit and verification work around employee EDI's for benefits! If you have any issues relating to this year's benefits, please reach out to

benefitsservices@seattlearch.org

Lay pension

We are happy to announce that Lay Pension is in final stages! First, please assure any concerned employees that their lay pension will be funded – even those employees who may have left.

Currently, we are reviewing the final data files, which means we are very close to having the pension data for you to review, before we fund the lay pension plan.

As we shift to the billing process, we want to alert you to the fact that the lay pensions will be funded through an ACH sweep.

Once we send the information for your location's pension recipients, you will have two weeks to review and verify for accuracy before the ACH sweep occurs. If you have any questions, please email retirement@seattlearch.org. You can also call 206-382-4566 and speak with Janie, Rose, or Suzie.

Worker's Compensation

There are seven custom workers compensation reports that we are building out in partnership with the Paycom team. We have completed six of them so far. Once the seventh report is complete, we can begin the verification process.

This work should be complete in the next few weeks but may not be completed in time to develop the billing process before the close of this fiscal year. This means there is a chance that you will need to prepare appropriate accruals. We will provide more guidance on this as we get closer to the date.

The worker's compensation billing will cover the past three quarters: Oct-Dec, 2021, Jan-March 2022 and April – June 2022.

Parish Billing

Between the upcoming payments for lay pension funding and the worker's compensation, we recognize that locations will need a fair amount of cash for these sweeps. Parishes should be planning for funding Worker's Compensation for Q4, Q1 and Q2 in the next month. In a similar fashion Lay Pension funding for 2021 will be drawn from Parish accounts in mid-June. Parishes need to evaluate their cash reserves and as necessary, draw down from PRF savings.

Employee Audits

Locations should be working through the employee data audit guide, which should be completed by June 25th. If you have any questions, please follow up with the HR team at: HumanResources@seattlearch.org.

Training

Reminder of the recent training tools for you:

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

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

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