



## Paycom Update – June 10, 2022

### Employee Audits

Employee Data Audits should be **completed by June 25<sup>th</sup>**. If you have any questions, please follow up with the HR team at: [HumanResources@seattlearch.org](mailto:HumanResources@seattlearch.org). Here are two key items for you:

- **Parish Funding code**

For non-Chancery employees the value for Fund is 'Unassigned'. This update will be made to the Onboarding User Guide. Please make sure to not leave this blank.

- **Data Field**

Please change “all locations” to “home” to keep data confidential.

### Lay pension - Reminder

Lay Pension invoices and communications will go out next week. 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 [etirement@seattlearch.org](mailto:etirement@seattlearch.org). You can also call 206-382-4566 and speak with Janie, Rose, or Suzie.

### Benefits Open Enrollment – Default Benefit

There were 380 employees who did not take action during the Open Enrollment period. There is a one-time opportunity for those [employees to go into AON to make their elections from June 10 through June 15](#). BSO will be sending the list of these employee to each location so they can notify the employees. Employees who do not take action will be enrolled in the default policy into Christian Brothers CDHP plan, Delta Dental, Vision and the Life product ADD, LTD, Life employee-only coverage.

### Parish Billing - Reminder

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.

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

- Payroll: [Payrollservices@seattlearch.org](mailto:Payrollservices@seattlearch.org)
- Benefits: [Benefitsservices@seattlearch.org](mailto:Benefitsservices@seattlearch.org)
- Human Resources: [Humanresources@seattlearch.org](mailto:Humanresources@seattlearch.org)