



## Paycom Update – June 3, 2022

### Benefits Open Enrollment

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.** Additionally, 27 exception requests have been approved and these employees will also elect their Open Enrollment choices during this time.

The Benefits team will be sending the list of all these employees to each location on Monday. We ask that each location please notify these employees directly and provide the Open Enrollment information if they do not have it.

### Lay pension

Lay Pension is in the final review stages and should be available early next week to send to locations.

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](mailto:retirement@seattlearch.org). You can also call 206-382-4566 and speak with Janie, Rose, or Suzie.

### Health Savings Accounts

HSA reconciliation, which is a comparison of payroll deduction and Health Equity Deposits, has been updated. The Benefits team will send each location a new reconciliation report around June 8th. There are a few deductions that still require further research. If applicable, these will be noted on the files to your location.

### Worker's Compensation

Workers Compensation Quarterly insurance billings may not be ready by Fiscal Year End.

Please prepare closing journal entries for Q4 2021, Q1 2022 and Q2 2022 – if needed, use amount paid for Q3 2021 as a guide for your estimate.

### Reminder: 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.

**Reminder: Employee Audits**

Locations should be working through the employee data audit guide, which 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).

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)