



## Paycom Update – July 15, 2022

### **Benefit Audits**

The team has worked hard this week to audit all the benefit elections. The majority of the errors have been addressed. However, we are working through the Critical Illness and HSA data. This means for the employees who elected Critical Illness, they may not yet see the correct amount.

For employees with an HSA, we have confirmed the EDI files are with Health Equity, but the funding amount has not yet entered employee accounts. This means employees will still see a zero in their account. This takes a few business days and we expect the funds to appear in the employee Health Equity accounts early next week.

### **Pay Group 1**

Since we are still actively adjusting some of the data, we know that the administrative Form 13 is not yet reflecting these changes. Paycom will be updating Form 13 next week. At that time, you will be able to compare Form 13 with the check register.

### **Pay Group 2**

We will be completing the same audit for Pay Group 2 as we did for Pay Group 1. This should be much faster because several of the changes we made with Pay Group 1 impact this group as well. We will run the normal payroll process for Pay Group 2, which is scheduled to open Monday at 3pm.

### **Weekly audits**

After these full audits are complete, the team will move to weekly audits on Thursdays after the weekly payroll is closed to highlight any changes for the locations to confirm.

### **Lay Pension sweep**

The Lay Pension sweep went through! Thank you for your patience as we were working with our banking partners.

We will be depositing all the checks into the account next week. If you have not made arraignments or sent in your check, please do so immediately.

Once we receive the funding from a location, we're then able to deposit that funding into the employee accounts.

### **CASHWP**

Due to all the benefit audits, we will delay CASHWP. We want

to ensure the next billing accurately reflects all the corrections. The goal is to audit CASWHP at the end of next week.

### **Communications**

Please be sure to communicate relevant Paycom updates with your employees. This weekly email is designed to keep you in the loop and to give you the tools to share the information with your employees as needed.

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)