



Paycom Update – July 8, 2022

Open Enrollment and Paychecks

This week the first set of paychecks with the new benefit deductions were issued. We identified a few anomalies related to this first run with Pay Group One. We're working through these issues and have extended the payroll deadline for Pay Group One to Tuesday to ensure these are addressed and deductions are accurate in the next pay roll.

Meanwhile, we worked to address these anomalies for Pay Group Two payroll, which was finalized yesterday. We're currently auditing the payroll to uncover any possible anomalies for Pay Group Two.

HSA and FSA Deductions

We learned that the HSA and FSA enrollment files were not sent to the Health Equity carrier. When employees check their balances, they will not see the deposit. The team is working with Paycom to have the corrected file to resend to Health Equity and expect to have an update back from Paycom next week on this. Please share this information with your employees so they are aware of this issue.

Lay Pension

The Lay Pension sweep is finalized. There was a delay with the bank processing, but all monies have been swept. Please confirm the sweep on your end as well. If you did not set up ACH, please be sure to mail in your lay pension check.

New Employees

Starting in August, all new employees and employees with life event changes, will select their benefits through Paycom instead of the current AON platform. The AON platform was only used for the most recent open enrollment period. Please stay tuned for instructions on how to enroll new employees in early August.

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