



## Paycom Update – September 9, 2022

As we continue more work on better optimization in Paycom please continue to look for helpful information and tips in these weekly updates. Here is a quick reminder of some common topics and what groups to send them to:

- HR questions including recruiting, onboarding, rehires, transfers, multilocation agreements, compensation, paid time off plans to: [HumanResources@seattlearch.org](mailto:HumanResources@seattlearch.org)
- Benefit questions including enrollment, eligibility, premium questions to: [Benefitsservices@seattlearch.org](mailto:Benefitsservices@seattlearch.org)
- Payroll questions including tax set up, W2/W2c, pay schedules, etc. to PAA or Payroll Admin at your location. PAA's / Payroll Admin's you may reach out to your Payroll Specialist if needed: [Payrollservices@seattlearch.org](mailto:Payrollservices@seattlearch.org)
- Leave questions including medical, FMLA, PFML (state of Washington), help with leave hours on timesheets, leave paperwork, what to do if one of your employees is requesting a leave of absence: [leave@seattlearch.org](mailto:leave@seattlearch.org)
- Safe Environment questions including how to navigate backgrounds, what is required, signing up for Virtus, Virtus trainings:  
[Safeenvironmentprogram@seattlearch.org](mailto:Safeenvironmentprogram@seattlearch.org)

### **New hires, rehires, multilocation agreements and transfers**

When making your hire, they may be new to you but not to the Archdiocese!

TIP: Before making an offer, review their application for current work with the Archdiocese. In the interview ask if they are currently working or have ever worked at another parish or school in any capacity - even parttime. They could have worked with the Archdiocese as a teacher, substitute teacher, PAA, camp counselor, coach, musician, principal, seasonally, temporarily, etc. This is so important and will save a lot of time and confusion. Depending on the answer your candidate/hire could go through 1 of 4 workflows below:

### **New hire**

If the candidate has not worked for the Archdiocese before, please follow the new hire process by sending the invite through Paycom. An invitation link is sent to the new hire to set up their logon, input all their demographics, direct deposit, tax information, emergency contacts and more.

TIP: You will need their CELL PHONE #, Full LEGAL NAME, what they will use for their I9 verification (please don't tell them what to use - instead offer the list of verification options – listed on the I-9 form), and E-MAIL to send the new hire invite to your new hire!

### **Rehire**

If your candidate answered has worked at the Archdiocese before and are no longer working here, please STOP and reach out to HR (email) immediately. Before you make an offer to a rehire, we need to confirm they are eligible for rehire. If eligible for rehire, we will need to move them to your location and assign them to their new supervisor. After this move is complete, you will be ready to submit a REHIRE Personal Action Form (PAF) in Paycom. If you need support, in completing a REHIRE PAF, please reach out to HR.

TIP: If you mistakenly enter them as a NEW HIRE and find out that they should have been a REHIRE, this can only be corrected by contacting HR. We're here to help!

### **Multilocation hire**

If your candidate is currently working for the Archdiocese and might be adding your job as a second location, please use a Multilocation Agreement. Please know that multilocation employees are complicated and so you must consult with HR PRIOR to offer of employment. Please contact HR immediately to start the Multilocation agreement.

There are many important items to be aware of with a multilocation agreement, especially if you are the second location. Payroll will also help set up of the multilocation employee and establish different payrates (if needed) for the timecards.

TIP: The setup of multilocation employees requires the home location, your location, HR, supervisors, and Payroll to all be involved. Please note: COST OBLIGATIONS FOR BENEFITS AND OVERTIME WILL BE SOLELY THE RESPONSIBILITY OF THE NEW

LOCATION UNLESS AGREED TO BY THE ORIGINAL LOCATION. Be sure to call HR first!

### **Transfers**

If you want to transfer an active employee, please reach out to either HR immediately. Payroll will begin the process with a PAF form that is separate from the Paycom process because we must migrate current payrolls and benefits to avoid any lapse of pay or coverage. You will get the PAF form to complete and send back to Payroll. There are number of possible processes that could be required: vacation payout from the prior location; different benefit and or PTO accrual packages may be needed; and all these adjustment and payouts will need to be accomplished while keeping them active in the system.

TIP: DO NOT TERMINATE THEM! Reach out to HR, we will help determine if any termination needs to happen within an active transfer.

**We recognize that this is a lot to navigate, and we are happy to help you. We will be working on visuals, job aids and workflows to support this process.**

**Thank you for your continued partnership and grace as we continue to improve our Paycom experience.**