Paycom Update – October 14, 2022

Human Resource Updates

Phishing alert

An e-mail was received by a location that looked like it came from Paycom asking that a direct deposit account be changed in an employee's account.

Please note, you should never change or update anyone's direct deposit account information. **This should only be changed by the employee, and they can do that by logging into their Paycom account**. This Paycom Show Me How on Direct Deposit can be shared with your employees.

Threshold for Exempt (non-hourly) jobs

On September 30, 2022 the Washington State Department of Labor and Industries announced the new state minimum wage effective **January 1, 2023: $15.74 per hour**. The Washington state overtime threshold for exempt jobs as of January 1, 2023, is set by state rule at 2 times the state minimum wage for 2023 and will be $1,259.20 per week or $65,478.40 annually. Please see this document for more details.

We have been reviewing all positions and employees that may have changes. Human Resources will be reaching out to locations within the next few weeks with employees we have found who will need to convert to nonexempt because they will not meet the new salary threshold.

Q&A about this new rule

Q: Do we need to start talking to employees about this change?

A: No, not yet.

Q: Who is going to make this change in Paycom?

A: This will be in partnership with Human Resources.

Q: How will this change be made?

A: Through a PAF in Paycom. For example, changing an employee from exempt to nonexempt will require multiple changes: the time sheet will move from a salary timesheet to a web timesheet; the pay will move from salary to hourly; and the pay code will move from salary to hourly, etc.

Please send us your questions about this new ruling and we will add them to the upcoming Q&As on this topic. If you have other questions, please send them to Humanresources@seattlearch.org.

Changing Employee Pay
When changing employees pay, please use a PAF. If you change pay in an open Payroll the change will not happen until the following payroll. Please make sure you get that PAF in for the pay change well before your payroll opens. Here is a [Show Me How on Pay Changes](#).

Reducing Error Rate
As a result of your feedback and an analysis of input errors, all newly hired employees will be set up with a numeric-only ID. Current employees will keep their alpha + numeric IDs.

BSO/PSO Updates

Good News
We are once again sending good news: 98% accuracy on Pay Group 1 payroll, and 99.5% on this week's Pay Group 2 payroll. This means that payroll correction rates are well within the standard or normal correction rates. Thanks to all of you at the location level for teaming with BSO and PSO to achieve this result!

GTL Earnings Code
We determined the GTL Earnings code was set up incorrectly by maxing the earning code at $50,0000. That was corrected yesterday, but the code is still not populating the correct earnings code for the test sample we are using. We are still troubleshooting this issue.

HealthEquity
We continue to reconcile HSA with Health Equity and should be done by the end of the month. Once we have completed this first round, we will then move to a weekly reconciliation, which will keep us on track for W-2 processing as well.

Payroll Updates

In addition to normal payroll processing, the team is focused on preparation for year-end including a review and update of tax set up and W-2 preparation.

Who to Contact

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

- Benefit questions including enrollment, eligibility, premium questions to: 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

- 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

- Safe Environment questions including how to navigate backgrounds, what is required, signing up for Virtus, Virtus trainings: Safeenvironmentprogram@seattlearch.org

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