



Paycom Hiring and Applicant Tracking Full Process Guide

Human Resources Department
Archdiocese of Seattle

October 2024

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Introduction

This guide was created with Archdiocese Client Users in mind, showcasing the process of hiring utilizing the Paycom system, specifically for the Archdiocese of Seattle. This guide is intended to demonstrate how to use the Applicant Tracking system with The New Employee Queue to streamline the hiring process, . This full process will move qualified candidates from interview to job offer to new employees!

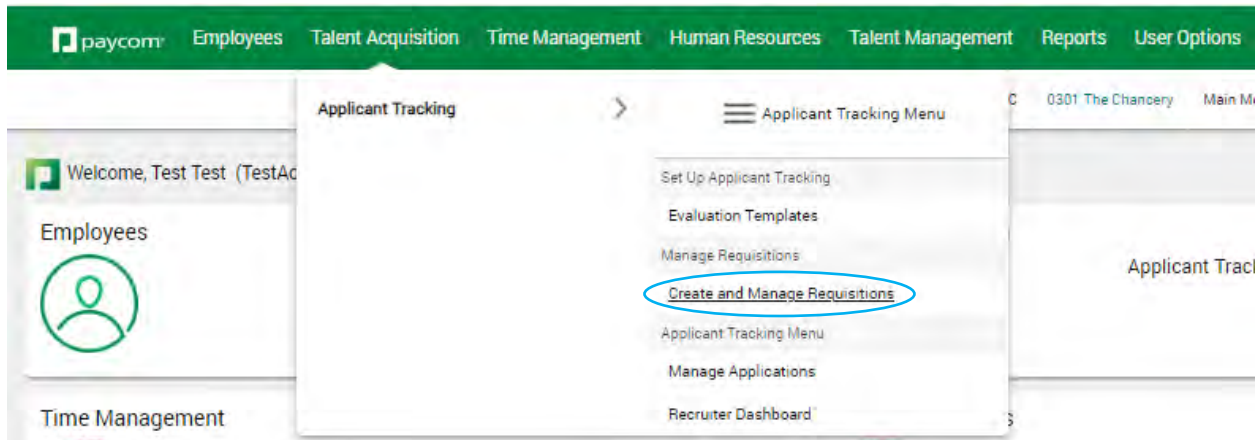
The guide begins with the process of creating and submitting position requisitions, then will highlight the Recruiter Dashboard and the many special features to assist with managing applications. Learning how to how to schedule interviews, establish a hiring workflow as well as utilizing message templates to provide applicant feedback will be covered in this full process guide.

Creating A Requisition

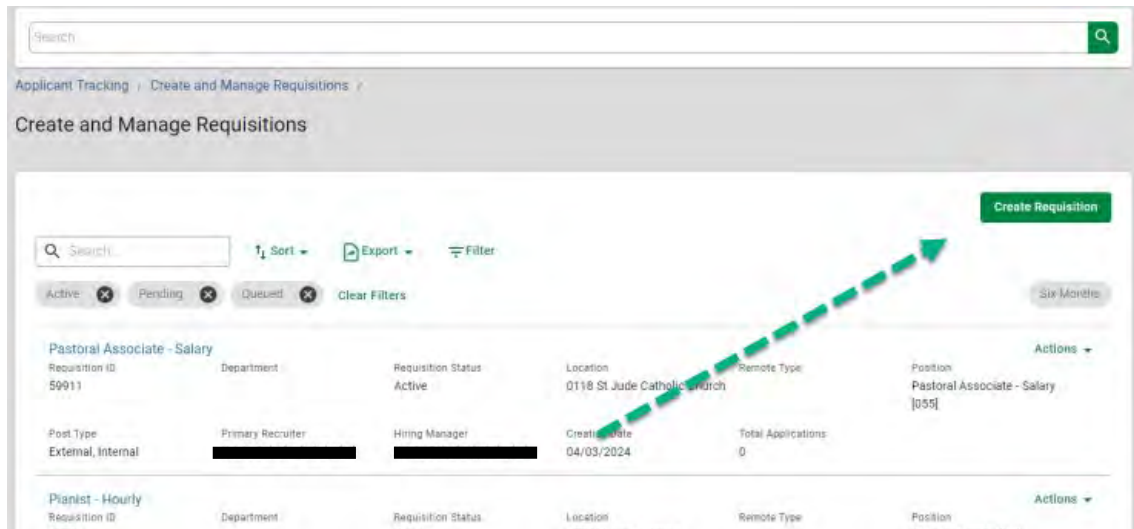
Note: A requisition cannot be saved as a draft. Begin building your requisition in a fresh tab and close any other open Paycom tabs.

Start by logging into your Client User Account

Navigate to the **Talent Acquisition** menu and hover over to open the drop-down options. Hover over the **Applicant Tracking** text and follow the right arrow to the additional menu that appears. In the **Manage Requisitions** section of this menu, click **Create and Manage Requisitions**.



From this page, navigate to the **Create Requisition** green button to begin building your job request for posting.



Daycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports User Options

Current Year: 2024 [TTSS] 4000 ARCHDIOCESE OF SEATTLE PAYROLL SVC ALLEPTS Admin Menu Main Menu Account Security Secure Uploader (S) Client Action Cent

Home / Applicant Tracking / Create and Manage Requisitions / Create Requisition

Search...

Create Requisition

* Indicates Required Field

Position Family *

Position Title *

Reason for Requisition

Request Type *

Number of Positions *

Anticipated Start Date

Primary Recruiter *

Hiring Manager

Location *

Offsite Location

Remote Job

Additional Comments

The first step in creating your requisition begins with choosing **Position Family** from the drop down. Click into the search box to select Archdiocese of Seattle [001]

Tip:
Position Family will **ALWAYS** be Archdiocese of Seattle.

The next step is to choose the **Position Title** that most closely describes the job from the drop-down menu. You can either type the name of the position or scroll to find the title.

Tip:
If your desired position title does not appear on this list, please reach out to hr@seattlearch.org for assistance.

Continue to fill out the remainder of the required fields.

The **Reason for Requisition** can be left blank.

Request type: Choose the best option that best describes request type.

For **Primary Recruiter** and **Hiring Manager*** see more below.

Tip: Anyone listed as the **Hiring Manager MUST** have signing authority to approve the offer letter.

Location will be your location – this is advertised.

Remote Job: Most positions in the Archdiocese are onsite or hybrid, do not choose this option unless the role is completely remote.

Job Details:

First 3 fields will be advertised. Ex. Job title can be the operating title to attract candidates to the role.

Position Type: choose the option from the drop down, if the position is more than 30 hours it will be fulltime.

Wage Range is a required field and pay type will align with the selected position title (admin assistant – hourly will be hourly). indicative

Payroll Profile will be OTT54 – Archdiocese of Seattle Payroll Profile except for [Blessed Sacrament Church](#), [Associated Catholic Cemeteries](#), [Fulcrum Foundation](#), [St. Elizabeth Ann Seton High School](#), [Pope John Paul II High School](#), [Bishop Blanchet High School](#), and [O’Dea High School](#), all of which should instead choose the option corresponding to their respective location name.

Global Question Template will be Archdiocese of Seattle

Legalese will be 4000 Arch of Seattle

***Hiring Manager vs. Primary Recruiter**

When choosing the recruiter or hiring manager, please ensure the selected party has Client-side access. Automatically the Primary Recruiter will receive the notifications for any fully completed applications to the job posting. Notification emails will only be sent once an application has been fully completed and signed off on by applicants. Both the Hiring Manager and Recruiter on the Requisition will be able to see new applications as they are submitted in the Recruiter Dashboard. **If you would like to add additional recruiters, manager, or any additional people will need client user access to receive email notifications when an application is submitted, please make note in your requisition request.**

If you have any questions about client access, please email hr@seattlearch.org

The screenshot displays a web-based form for creating a job requisition. It features two main text entry areas, each with a rich text editor toolbar. The first area is labeled 'Job Description' and is currently empty. The second area is labeled 'Job Qualifications' and contains pre-written text: 'Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.' and 'Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term'. Below these sections is an 'Application Completion Message' dropdown menu with 'Thank You' selected.

Job Description: Enter the job description into the box and edit the information as needed. There is a bank of job descriptions available in the [HR Toolkit](#) on the Archdiocese of Seattle website. Job description templates from the toolkit can be edited to fit the needs of the parish, [75%](#) of the duties should remain unchanged – more than [25%](#) different or if **ANY** duties are subtracted from the template, please engage with HR@seattlearch.org.

Job Qualifications: Add the job’s qualifications into the box and edit and format as needed. **Do not remove the preloaded text** regarding benefit offerings. We are required by law to include information about our benefits offering when posting jobs. This language has been approved and should not be edited or adjusted in Job Requisitions.

Leave the [Application Completion Message](#) as the default “Thank You”.

Complete all required [Requisition Questions](#). These questions are reviewed by Human Resources and considered when approving the Requisition request.

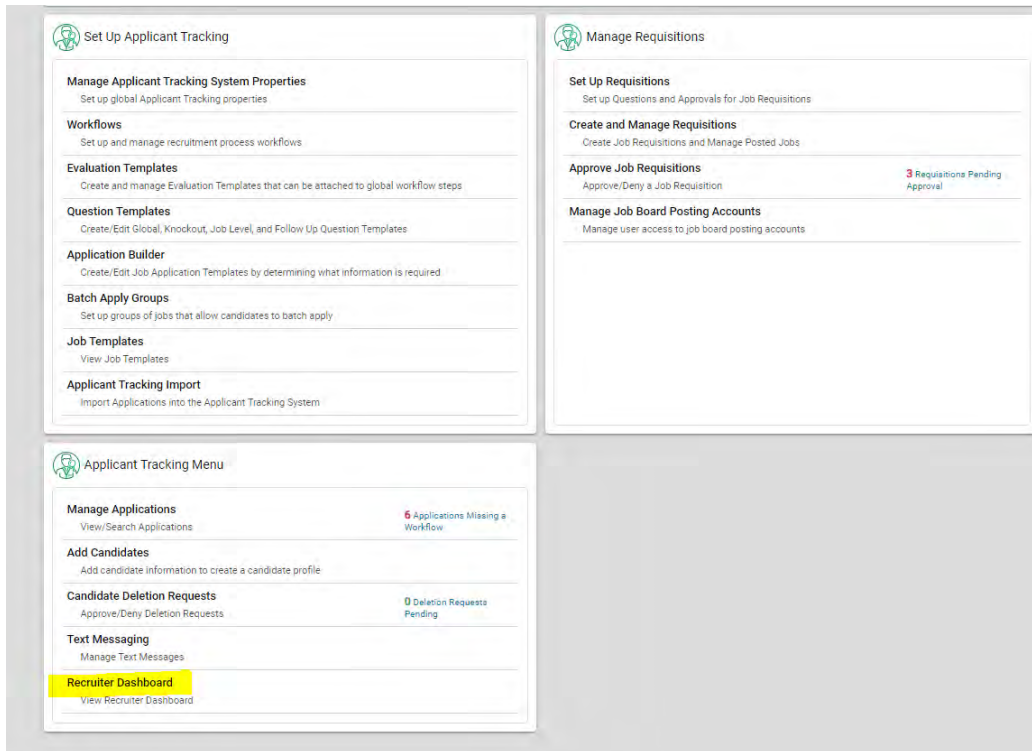
Upload any supporting documentation that would be applicable to the request, this could be a position justification form, or budget worksheet for the role. This is **NOT** a required field.

Finally add in any additional recruiters or hiring managers who should be part of the recruiting process. These will need to be individuals how have client access.

Click **Submit** to send the requisition to HR to review.

Reminder: There is not a save button to save the requisition as a draft. Begin building your requisition in a fresh tab.

The screenshot shows a web form titled "Requisition Questions". It contains several text input fields and a radio button group. The questions are: "If replacement, who is being replaced? (Not replacement put N/A)", "What are the major responsibilities of this position? Why does this job exist? (Include 2-4 brief, clear, concise statements.)", "For new positions, what significant new work will be done with the addition of this position?", "Is this a budgeted position?" (with Yes/No radio buttons), "Attach any supplemental approval documents (i.e. budget worksheet or justification form)" (with a file upload button), and "Are there additional recruiters or hiring managers who need to be added to the workflow for this position? (Any additional recruiters/hiring managers will need to have client access. - contact HR if you have questions)". Below the form is an "Additional Comments" section with a text area. At the bottom right, there are "Cancel" and "Submit" buttons, with the "Submit" button circled in blue.



Step 2: Managing your open requisition.

Once your position has been approved by Human Resources and posted externally, your job will show up in the Recruiter Dashboard. Here you can manage new applications, schedule interviews, rate, and disposition candidates.

The Recruiter Dashboard can be found under the Applicant Tracking tab of your top menu, navigate to the bottom of the menu options to find your Recruiter Dashboard.

Job ID	Hiring Manager	Review Application	Interview Scheduled	Interview	Application Completion	Final Interview	Application Completion	Reference Checks
58492	Pastoral Assistant Faith Formation 1 - ... MENTEL, SHARILYN G - Hiring Manager	3	0	0	0			
59877	Accounting Temporary Employee AKERS, MARY - Hiring Manager	4	0	0	0			
59535	Administrative Assistant 2 - Hourly MENDEZ, VERONICA YAZMIN - Hiring Manager	13	0	0	0			
58799	Administrative Assistant 2 - Hourly SMITH, ERIN - Hiring Manager	58	0	0	0			
57951	Assistant Camp Director Summer Season-Ca... FOUGERE, EMMA KATHERINE - Hiring Manager	0	0	0	0			
59794	Assistant Director - Development Operati... DEST-LARSEN, ERIN JOYCE - Hiring Manager	9	0	0	0	0	0	0

Once you have opened the Dashboard, there will be a bar of colorful boxes along the top with different widgets, available for you to customize.

[Show Me How: to Customize the Recruiter Dashboard](#) Find more information on how to customize your dashboard in the link above.

The screenshot displays the Recruiter Dashboard interface. At the top, there is a navigation bar with several widgets: 'Today's Candidates' (5), 'Active Applications' (1.0k), 'Requisitions' (85), 'Today's Notes' (0), and 'Pending Job Requisitions' (3). Below this is the 'Recruiter Dashboard' header with a 'Jump To' dropdown and 'Customize Widgets' button. The main section is titled 'Recruitment Process (81)' and contains a table of job listings with their respective workflow steps and applicant counts. The bottom section is divided into 'Candidates (5)' and 'Requisitions (81)'. The 'Candidates' section shows a candidate named Emanuelle Rodriguez with 1 application and a 'Contact' button. The 'Requisitions' section shows a job listing for 'Pastoral Associate - Salary (59911)' with 3 applications and an 'Active' status.

Job Listing	Review Application	Interview Scheduled	Interview	Application Completion
58492 Pastoral Assistant Faith Formation 1 - ... MENTEL, SHARILYN G - Hiring Manager	3	0	0	0
59877 Accounting Temporary Employee AKERS, MARY - Hiring Manager	4	0	0	0
59535 Administrative Assistant 2 - Hourly MENDEZ, VERONICA YAZMIN - Hiring Manager	13	0	0	0
58799 Administrative Assistant 2 - Hourly SMITH, ERIN - Hiring Manager	58	0	0	0
57951 Assistant Camp Director Summer Season-Ca... FOUGERE, EMMA KATHERINE - Hiring Manager	0	0	0	0
59794 Assistant Director - Development Operati... OESTLARSEN, ERIN JOYCE - Hiring Manager	9	0	0	0

Candidate	Applications	Last Activity
Emanuelle Rodriguez Applied: 04/04/24	1	04/04/2024

Requisition	Applications	Status
Pastoral Associate - Salary (59911) 0118 St Jude Catholic Church	No Applications	Active

In the recruitment process section, you can access your posted job and the current applicants. The blue number indicates the number of applicants in the assigned workflow step. You can click on the number to review the candidate profile in the specific step (Review Application, Interview Scheduled, etc.)

From your step in the Recruitment Process widget, select the blue hyperlink number and click "View Applications in Step" in the popup.

Name	Job Title	Last Action Date	Application Date
Hirsch, Margaret	Communications Coordinator	04/15/2024	04/15/2024
Mastabek, John	Communications Coordinator	04/14/2024	04/14/2024
Kim, Justin	Communications Coordinator	04/14/2024	04/14/2024
Dudek, Krystal	Communications Coordinator	04/12/2024	04/12/2024
Kornbluth, Brandon	Communications Coordinator	04/12/2024	04/12/2024
Barton, Katelynn	Communications Coordinator	04/12/2024	04/12/2024
Whalen, Nathan	Communications Coordinator	04/12/2024	04/12/2024
SIDIBE, AISSA	Communications Coordinator	04/12/2024	04/12/2024
Aguiar Campos, Amarae	Communications Coordinator	04/12/2024	04/12/2024
VANDEWARK, SOPHIA	Communications Coordinator	04/11/2024	04/11/2024

A pop-up window with a list of the applicants will open. Look closer at each application by clicking the applicant's name in blue text.

*Tip: If more than 10 applications have been received, make sure to check all pages at the bottom of the pop-up box.

This is an example of a candidate profile; the highlighted section shows the areas of the application to review. Review each area of the candidate's application.

Home / Applicant Tracking / Recruiter Dashboard / Application: Test Test

Search...

Back to Dashboard < Test Test (98321) > ☆☆☆☆☆

TT

Test T Test (98321)

Email Address
ryan.domingos@paycomonline.com

Application Phone
7209823330

Application Address
123 MAIN STREET
SEATTLE, WA 99999
USA

Application Recruiting Contact
LILLIAN E. MCGARRY

Application Documents
No documents provided

Manage Applications
View All Applications (3)

Accounting Manager (AP/AR) History Application Actions

Hired

Requisition 41257	Application Started On 09/01/2021	Signature Yes [09/01/2021]
Pending Start Stage 09/07/2021 (Start Date)	Hired By KATHRYN DAILY	Start Date 09/07/2021

Application Questions | Application Information | Resume and Documents | Availability & Tasks | Offer

Search...

Knockout Questions Answered 09/01/2021 | 2:21:46 PM

- Are you 18 years of age or older?
Yes
- Can you provide the necessary documentation to prove that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?
Yes
- Do you have reliable transportation?
Yes
- If extended a job offer, are you willing to submit to a detailed background check and drug screen?
Yes

- **Application Questions:** The Application Questions tab contains the candidate's answers to the knockout, global, job level and/or follow up questions tied to the applications.
- **Application Information:** The Application Information tab contains the candidate's education, employment and references. This is completed by the candidate in the initial application submission.
- **Resume and Documents:** On the Resume and Documents tab, you can view the resume and/or cover letter the candidate uploaded to the application. Click the three-dot icon to view, print or download a file.
- **Availability and Tasks:** Review and manage the interview process and workflow for each candidate. Inside the window the candidate's workflow tasks indicate where they are in the interview process. You can move candidates forward by clicking **Send to Next Step**. You can also reject a candidate in this stage from moving forward in the interview process.

Email Address
ryan.domingos@paycomonline.com

Application Phone
7209823330

Application Address
123 MAIN STREET
SEATTLE, WA 99999
USA

Application Recruiting Contact
LILLIAN E. MCGARRY

Application Documents
No documents provided

Manage Applications
[View All Applications \(3\)](#)

Candidate Folders
Not added to any folders

Candidate Tags
No tags added

Remaining open date
09/07/2021 (Start Date)
Hired by
KATHRYN DAILY
Open date
09/07/2021

Application Information
Resume and Documents
Availability & Tasks
Offer
Notes
Sessions

Candidate Availability

←
Mar 31 - Apr 6, 2024
→

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 Any Time	1 Any Time	2 Any Time	3 Any Time	4 Any Time	5 Any Time	6 Any Time

Hiring Group
Global Workflow
Availability Last Updated
09/23/2021 | 9:30:15 AM
Candidate Time Zone
America, Denver - MDT

Workflow Tasks

1 Review Application

LM LILLIAN E. MCGARRY

⚠️ The specification is currently inactive.

[+ Add Assignee](#)

[Schedule](#) **Complete** ⌵

Send to Next Step

Reject

Skip Step

2 Interview Scheduled

LM + ⚠️ 1 Warning

[Schedule](#) **Complete** ⌵

3 Interview

LM + ⚠️ 1 Warning

[Schedule](#) **Complete** ⌵

4 Submit Offer

+

[Schedule](#) **Complete** ⌵

[← Back to Application](#)
Scheduling Invite
 Interview Instructions - Chancery
Schedule
 Date *
 MM / DD / YYYY
 Use date order Month/Day/Year
 Start Time * 12:00 AM
 Duration * 1 hour
 Time Zone * (UTC-06:00) Central Time (US and Canada)
 Reminder 1 Day Before
Location
 Physical Virtual Phone Unspecified
 Location * 0301 The Chancery
 Candidate Invite
 Interviewer Invite
 Cancel Save

Within the availability and tasks tab, you can schedule candidates. This is what the screen will display to invite candidates directly through Paycom.

Choose the appropriate template for the candidate to receive instructions at the top of the window first.

Tip: Always customize the Time Zone to **Pacific Standard Time**, Paycom will default to Central time.

Location will populate based on the option chosen. If it is a phone

interview, enter in the number that will be used to call the candidate, if it is a virtual interview, the link can be added here. Physical interviews.

Candidate invite: If you need to add specifics of the interview location, this can be added here. This section will act as an email to your candidate.

Interviewer Invite: Additional People can be added to receive the interview invite. The email will also be sent to the other Hiring Managers or Recruiters assigned to the step. Click Save and the invite will be sent to candidate and interview panel participants.

The screenshot displays the Paycom Recruiter Dashboard for a candidate named 'Test T Test (98321)'. The application is for the position 'Accounting Manager (AP/AR)' and is currently 'In Hiring Process'. The dashboard includes a search bar, navigation tabs, and an 'Application Actions' dropdown menu with options like 'Offer', 'Reject', and 'Save For Later'. A 'Candidate Availability' calendar is also visible, showing availability for 'Any Time' from Sunday to Saturday.

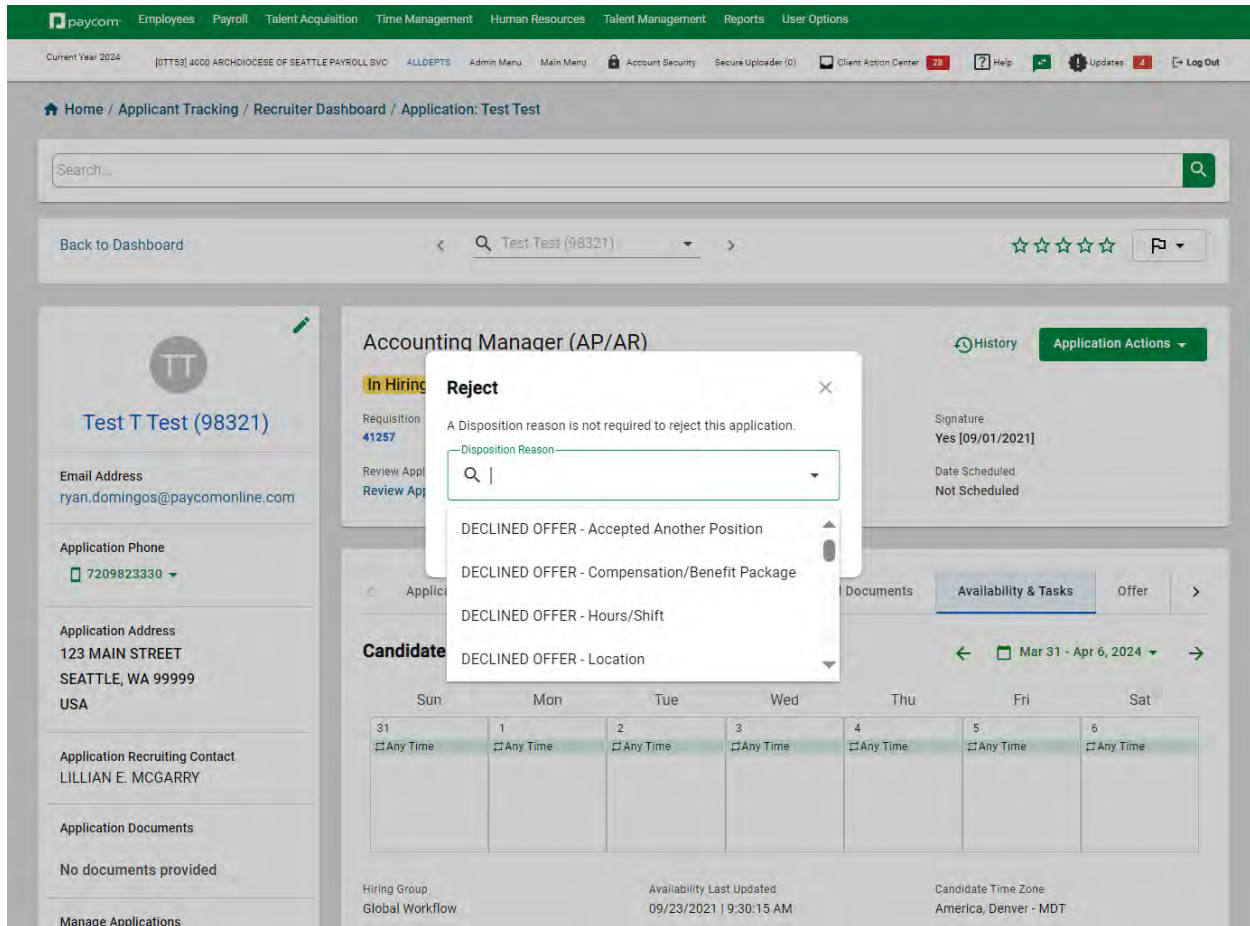
After you have finished your interview process, [Application Actions](#) drop-down menu allows you to take quick action on a candidate’s application. Let’s review each action you can accomplish through the Actions drop-down menu.

Application Actions:

Offer: Allows you to move the candidate into the Offered Candidates section of the dashboard. When this is selected, a pop-up window will let you choose the offer template to be sent to the candidate.

Reject: Reject can happen at any step in the interview process, from the initial screen to the physical interview. This will remove the candidate from the pool of applications for the position. This can always be reversed, and the application can be made active if necessary.

Save for Later: This should only be used if you do not want to consider this candidate at this time, but do not want to fully disposition them. These would be the candidate you want to “keep warm.”



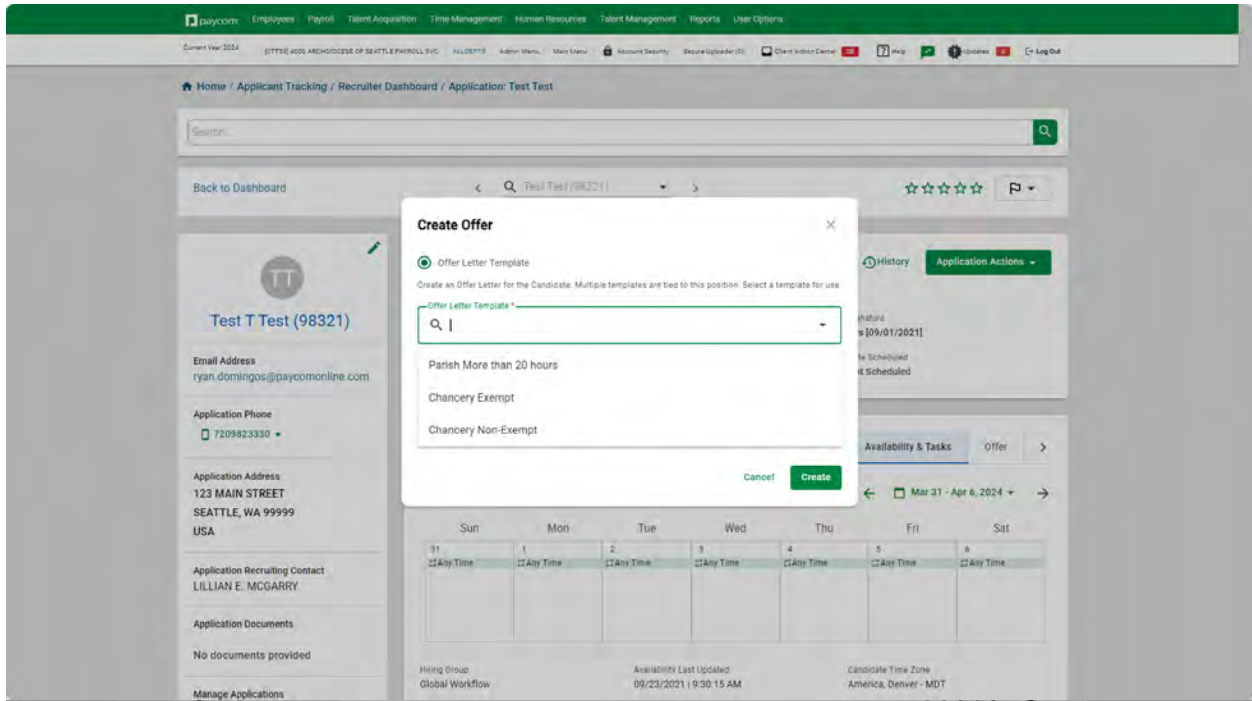
Rejecting candidates is also referred to as **dispositioning candidates**. This will help with categorizing the candidate with the most accurate reason why the applicant was not selected for the position.

Creating the Offer

When you choose Offer in under application actions, the pop-up window as previously mentioned will appear for a template to be chosen.

The available templates can be chosen from the dropdown. Each dynamic field tied to the selected offer letter template displays beneath the Offer Details section so you can enter the necessary information into the offer letter.

In the offer details, enter in the correct dates and corresponding information to be included in the offer. All areas highlighted can be edited before sending to the candidate.



Close

Create Offer Letter

Offer Details

Template:
 Approval Workflow:
 Confidential Offer

Anticipated Start Date:
 Offer Expiration Date:
 Hiring Manager:
 Job Location:

September 6, 2021 Use date order Month/Day/Year

Pay Rate

Pay Type:
 Pay Frequency:
 Annual Pay Period:

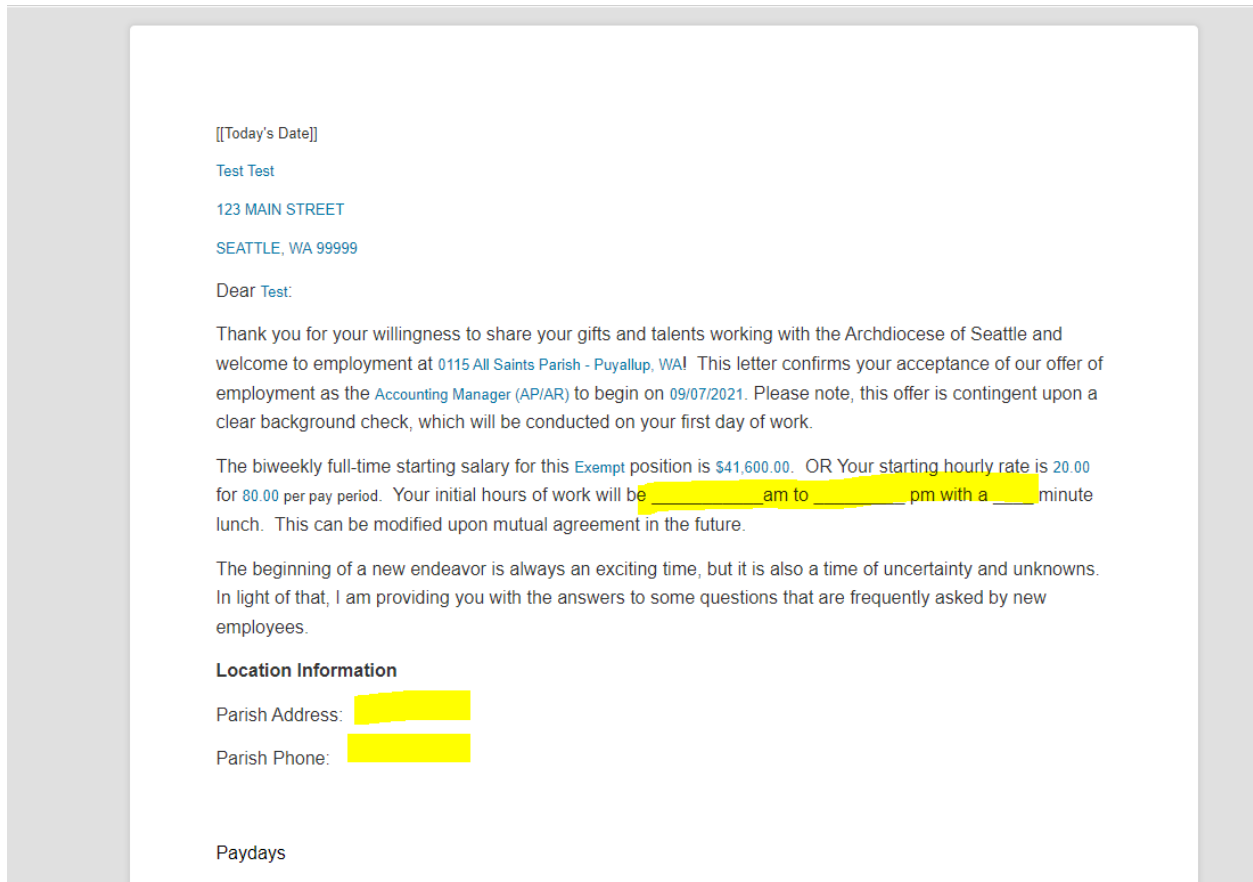
Minimum Rate:
 Estimated Pay: 1600.00/Pay Period

Drag or Select to Upload (5.00 MB max)

My Device
 Google Drive
 Dropbox
 OneDrive

When the offer is ready, click “Send to Approver” from the Offer Letter Approval Status section to send it through the approval workflow.

Each approver will receive an email notification when it’s their turn to approve the offer letter



Review the information and details in the body of the offer letter, such as the shift times, the work address, and best phone number for the work location.

In the [Send Offer Message](#) pop-up window, preview the email that will send to the candidate and make any necessary edits. When finished, click “Send.” Or click “Skip Message” to push the offer letter to the candidate’s profile without sending an email. When the candidate views the offer letter, the Candidate Review Status section updates to reflect the action.

Finishing the Offer Process

If you navigate back to the Recruiter Dashboard, in the top bar you will find the Offered Candidates section. All candidates who have been made offers within the Archdiocese will appear here.



Click right arrow under Customize Shortcuts to reveal “Offered Candidates.”

Home / Applicant Tracking / Recruiter Dashboard / Application: Olive Sichel

Search...

Go to My Analytics Customize Shortcuts

0 My Candidates 2 Pending Job Requisitions 0 Today's Tasks **20 Offered Candidates** 0 Offer Approval Needed

Back to Dashboard ☆☆☆☆☆

Find your candidate from the list to assess the current status of the offer. If anything is missing, such as the offer is not signed (shown in the image) do not continue to hire the candidate until all steps have been completed.

- If the offer letter is incomplete, it can be addressed by clicking the blue text. This will open the candidate's profile in the offer step. Finish the necessary tasks to send the offer letter to your candidate.

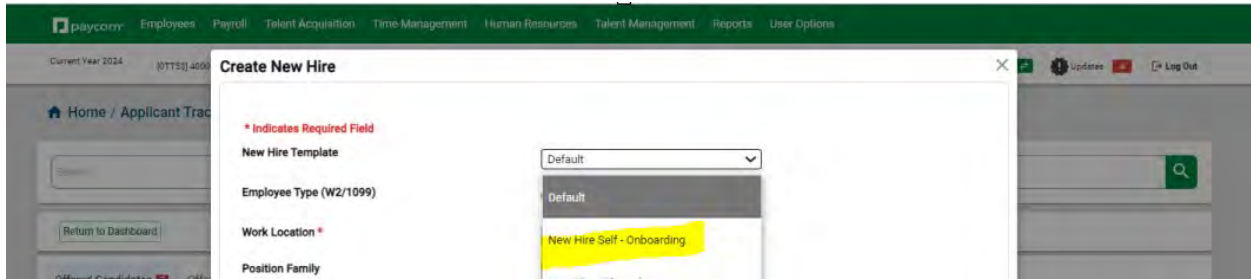
Return to Dashboard

Offered Candidates **20** Offer Letters **0**

mi Previous 1 Next 0 25

Select All	Application	Anticipated Start Date	Resume	Job Title	Email Address	Hiring Process	Offer Letter Status	Offer Sent Date	Employee Actions
<input type="checkbox"/>	Bauder, Sarah (756816)	06/12/2024		Waterfront Director for Summer Season-Camp Hamilton in Monroe, WA	sbauderbleu@gmail.com	Review Application	No Offer Letter	None	Hire
<input type="checkbox"/>	Cimino, Olivia (742069)	06/12/2024		Lodge Leader for Summer Season-Camp Don Bosco in Carnation, WA	oliviacimino2@gmail.com	Review Application	No Offer Letter	None	Hire
<input type="checkbox"/>	Elbert, TJ (750025)	06/12/2024		Lifeguard for Summer Season-Camp Hamilton in Monroe, WA	taydemelbert@gmail.com	Review Application	No Offer Letter	None	Hire
<input type="checkbox"/>	Harvey, Sarah (757566)	06/12/2024		Camp Director for Summer Season-Camp Hamilton in Monroe, WA	sarah.victoria.harvey94@gmail.com	Review Application	No Offer Letter	None	Hire
<input type="checkbox"/>	Milewska, Dorota (802094)	03/11/2024		Data Coordinator	dkmilewska@gmail.com	Application Completion	No Offer Letter	None	Hire
<input type="checkbox"/>	Tangen, Miriam (730100)	06/12/2024		Head Wrangler for Summer Season-Camp Don Bosco in Carnation, WA	mtangen0206@gmail.com	Submit Offer	No Offer Letter	None	Hire
<input type="checkbox"/>	Test, Test (98321)	09/07/2021	None	Accounting Manager (AP/AR)	ryan.domingos@paycomonline.com	Review Application	Offer Incomplete	None	Rehire

Showing 1 to 7 of 7 entries Previous 1 Next Go to Page



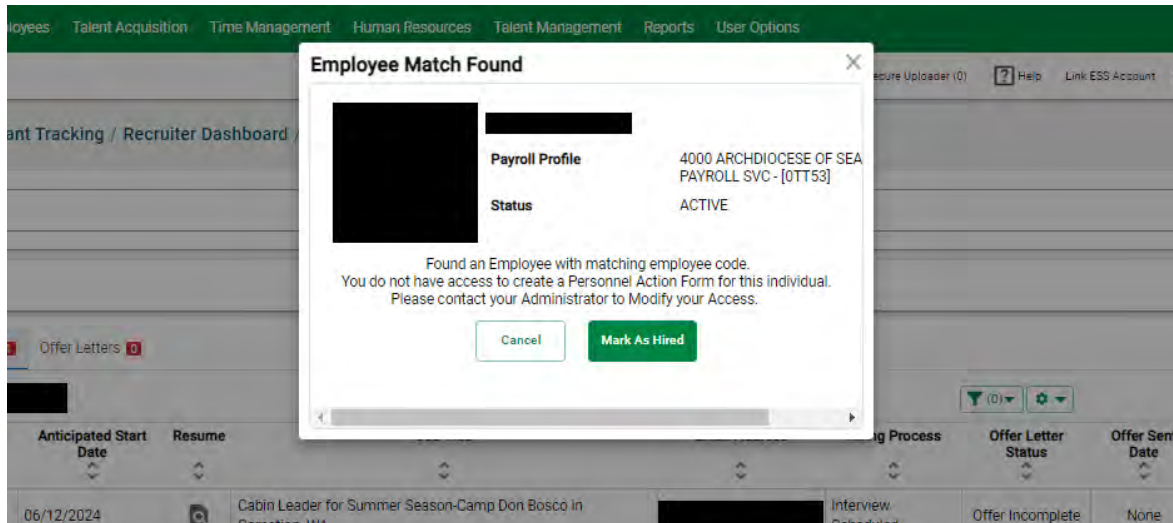
When you hit the hire button, you will create the invitation to for the New Hire. You will need to select the template – **New Hire Self-Onboarding**. If your screen shows other additional templates, please do not select any other option than New Hire Self-Onboarding.

The remainder of the fields should autofill with the information the applicant used in completing their application. Once all information in the Create New Hire window has been filled in and verified, click the Create and Send Invitation button.

This will move the candidate from the Applicant Tracking section to the New Hire Queue.

If the candidate was a previous employee, a pop-up screen will appear letting you know the Personnel Action Form for a rehire can be created directly from the My Offers screen.

***Tip:** To identify rehires, Paycom will compare the candidate’s Social Security number and/or employee code to your employee records.

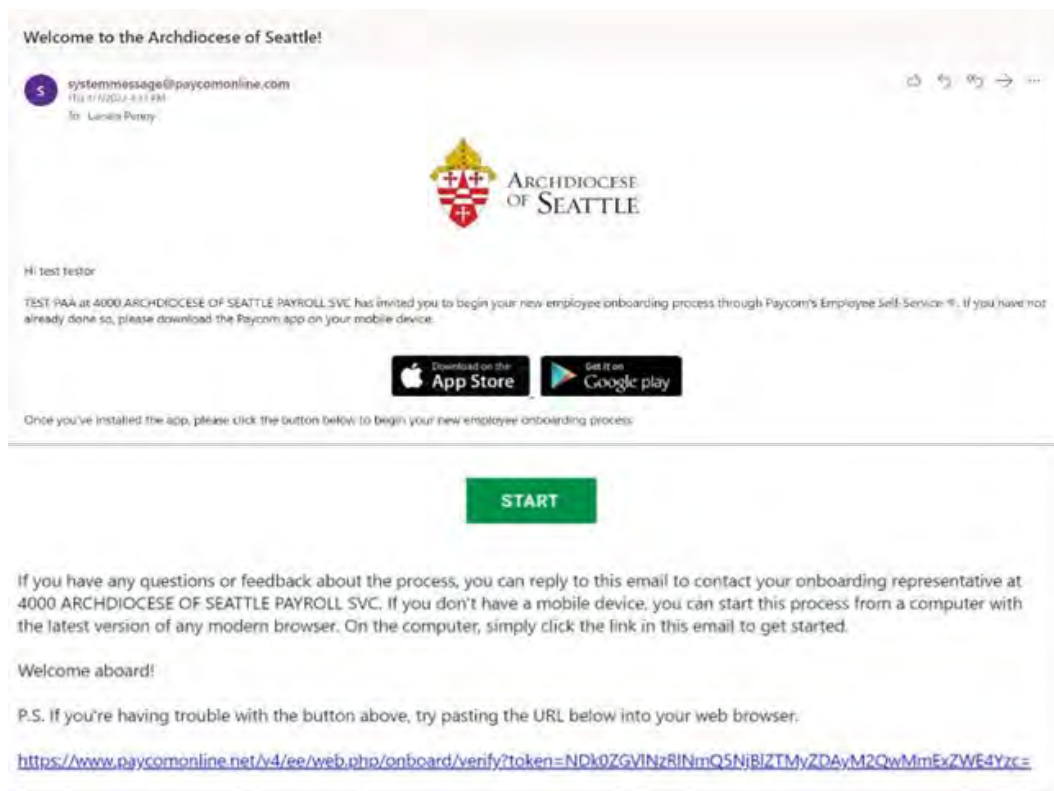


*Rehires returning to the same location can proceed with the Rehire PAF if the employee existed in the location previously. A paper PAF Transfer or Rehire form does not need to be submitted if the employee is returning to the same location.

New Employee Profile Invitation

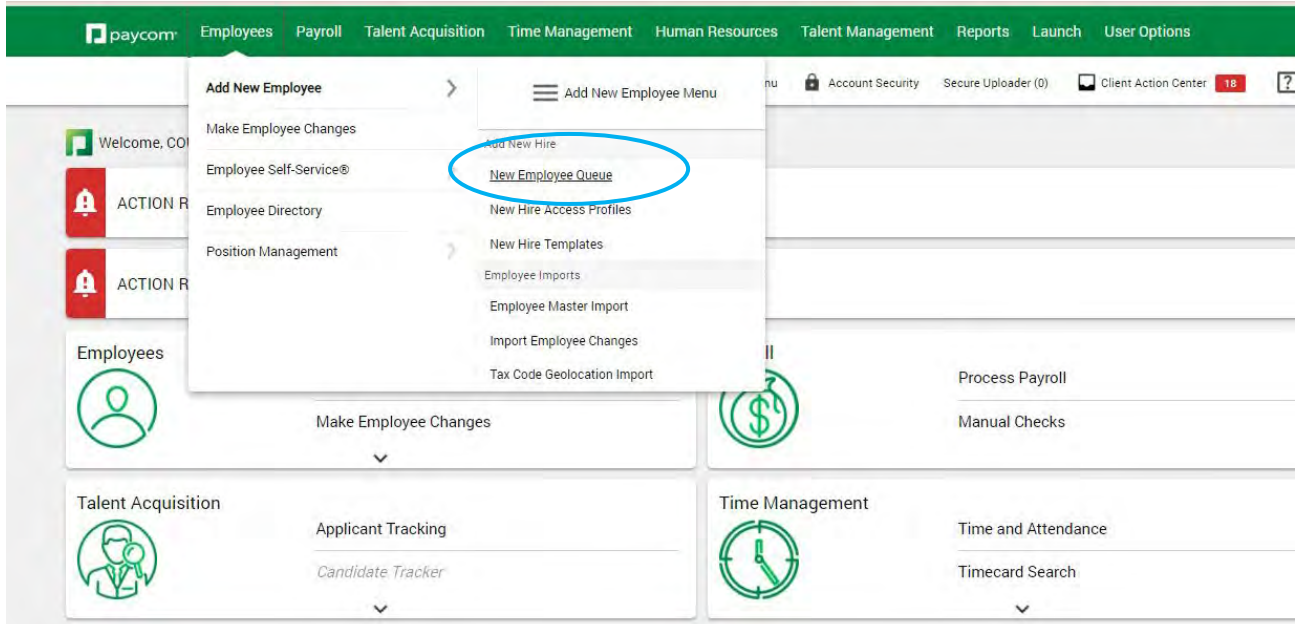
An invitation will be sent to the candidate for them to begin their portion of the new hire process. This is a sample of the email employees receive from Paycom.

Reminder: Background checks are completed through Virtus, and all offers of employment are contingent upon clearing a background check. Make sure the candidate understands this requirement. If the candidate does not pass the background check, the offer will be withdrawn.



New Hire Queue

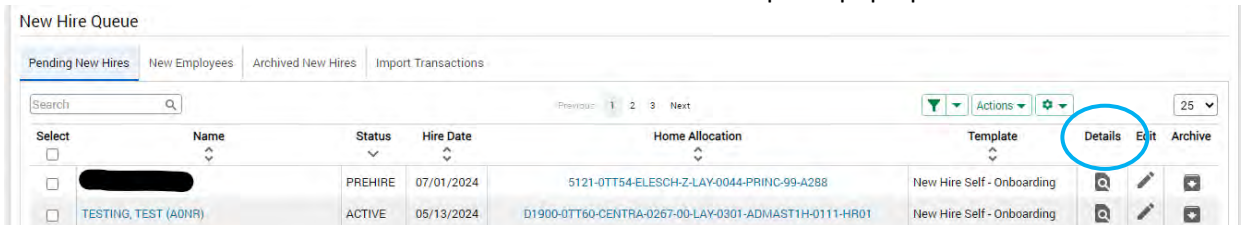
Navigate to the New Hire Queue found under the **Employees** menu title. Select the **New Employee Queue** from the menu to open a new page.



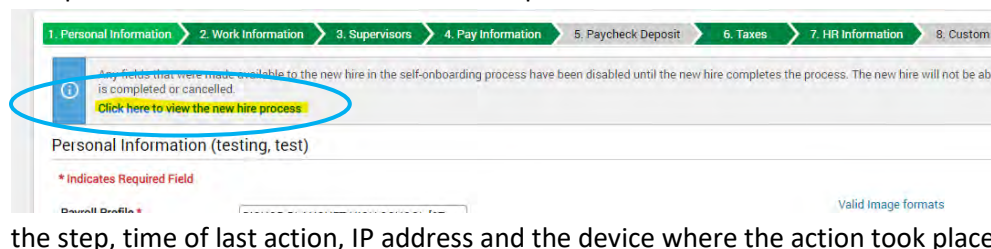
Monitoring Self-Onboarding Progress

After the Self-Onboarding invitation is sent a new hire, you can monitor their Self-Onboarding progress from the New Hire Queue.

Find your employee in the Pending New Hires list by either using the search bar or scrolling through to find their name. Click the icon in the Details column which will open a pop-up window.

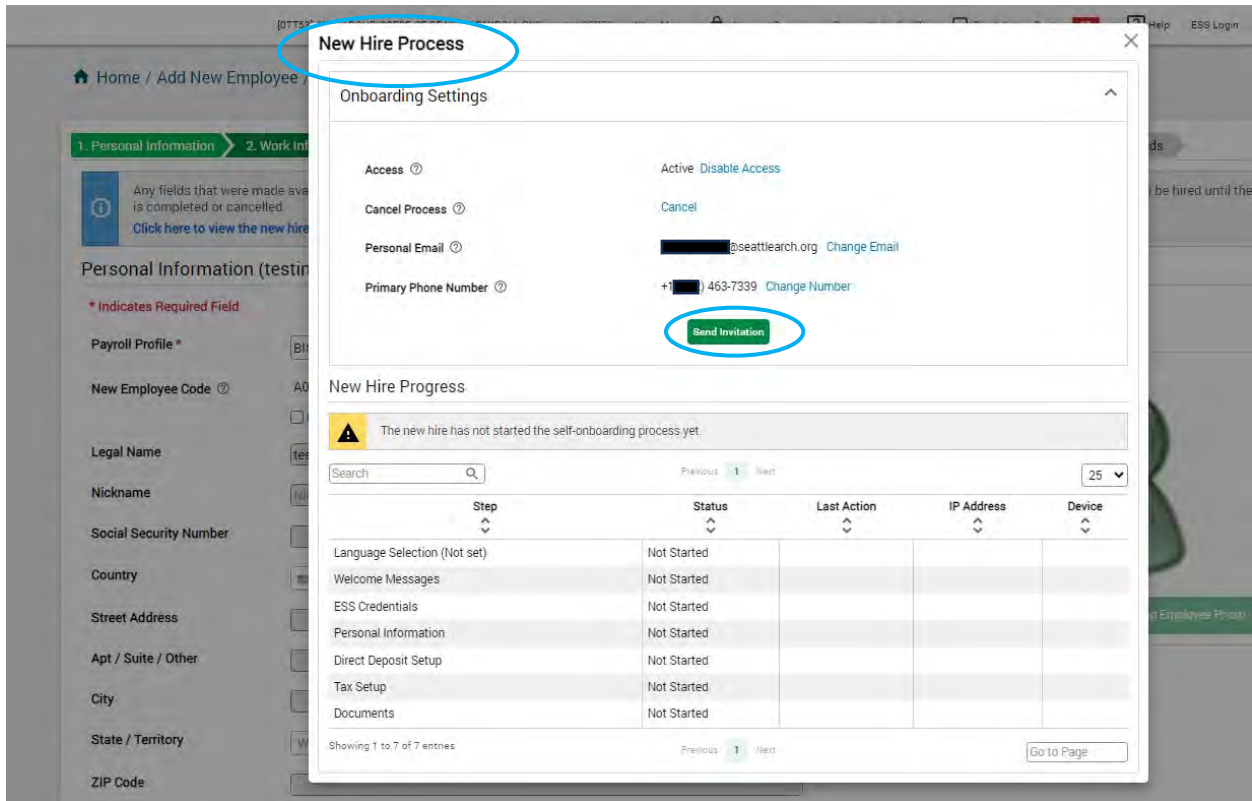


You can also view the new hire's Self-Onboarding progress by clicking the "Click here to view the new hire process" link in the blue banner on Step 1: Personal Information of the New Hire Guided Setup.



The following pop-up window displays, allowing you to view the steps of the Self-Onboarding process, status of

the step, time of last action, IP address and the device where the action took place.

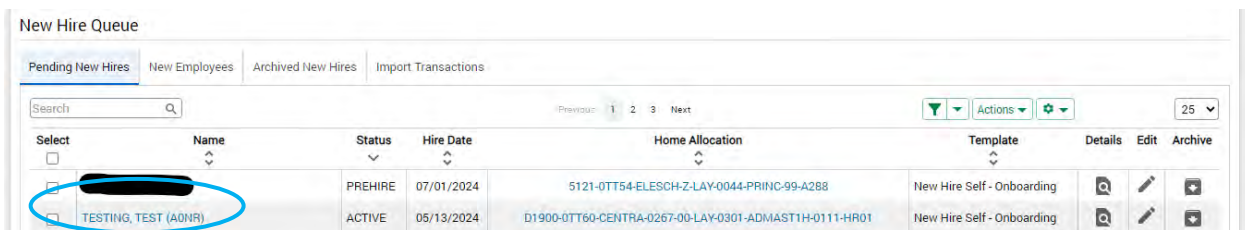


This window also allows you to update the cell phone number or email used to send the invitation to your employee.

Tip: Make sure to resend the invitation if the cell number or email is changed to ensure your employee receives the email from Paycom.

Guided Setup

Select the employee's name to begin the setup. There is a lot of information throughout the setup that



will fill automatically for your convenience. Please leave the auto filled fields as is unless you have a question to discuss with HR regarding an individual's setup.

Tab 1. Personal Information

Employees will complete the first tab containing their personal information. This cannot be edited by administrators.

Administrators will begin on **Tab 2. Work Information.**

Tab 2. Work Information

The page can be saved and worked on later once all values have been completed on each page.

Enter in the required information marked with an asterisk, beginning with hire date.

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

Work Information (testing, test)

* Indicates Required Field

Employee Status * ACTIVE

Include on New Hire Report

Hire Date * 05/13/2024 Pre-hire

Seniority Date 00/00/0000

DOL Status * Full Time

Full Time Employment Factor * 1.000000

Work Email Work Email

Position Family * Archdiocese of Seattle

Position Title * Administrative Assistant - Hourly

Labor Allocation Profile * Home Labor Allocation

Home Allocation * [D1900-0TT60-CENTRA-0267-00-LAY-0301-ADMAST1H-0111-HR01](#)

Work Location * 0301 The Chancery

Previous Save Next

DOL Status: Choose the option from the drop-down menus – Fulltime, Part-time (under 60 hours/ pay period), Seasonal, Temporary.

Full Time Employment Factor (FTE): this will correspond with the hours the employee works per pay period. 1.0 = 80 hours per pay period. Find the FTE by dividing hours worked by 80 (example: 35 hours per pay period divided by 80 = .4375 FTE).

Position Family: Always choose Archdiocese of Seattle

Position Title: Type in the search box to choose the title for the position from the drop down.

Labor Allocation Profile: Always choose **Home Labor Allocation**

Home Allocation: Click the blue text to open a pop-up window to fill in the following information.

- **Department:** If you know this, enter, if not contact your Bookkeeper or PAA, if not used: select NONE(Z)

- **Org Level 1:** Select the most appropriate option from the list a Parish will choose Parish for example.
- **Ord Level 3:** If you know this, enter if not contact your bookkeeper or PAA, if not used: select **NONE(Z)**
- **Employee Type:** Most employees will be lay (non-religious), review the list to be certain.
- **Location:** Select the main work location from list.
- **Job:** Select the job that aligns with the position you chose. If you do not know contact HR@seattlearch.org
- **Fund:** most locations do not use this except the chancery, please select **UNASSIGNED** or contact HR with questions.

SCROLL DOWN in the popup window.

- **Supervisor:** Choose the actual supervisor of this job, if they are not in the drop down and do not use Paycom, this often happens with the priest being the supervisor, then choose the supervisor of payroll/Paycom.
- Then click **SAVE**.

After entering in all the required information on the Work information tab, select NEXT to save the page and move to the next tab.

Tab 3. Supervisors

Choose the primary supervisor from the drop down if the name listed is not accurate. This field should automatically fill with the name used on the requisition posting.

Some locations have a secondary supervisor, this will not automatically fill. Select the name if applicable, from the drop-down menu.

Click **Next** to save the page and move forward with the setup or select **Save** to save the current page and return later.

Tab 4. Pay Information

The screenshot shows a web-based form for setting up a new employee. At the top, a breadcrumb trail reads: Home / Add New Employee / New Employee Queue / New Hire Guided Setup. Below this is a progress bar with eight steps: 1. Personal Information, 2. Work Information, 3. Supervisors, 4. Pay Information (highlighted with a blue circle), 5. Paycheck Deposit, 6. Taxes, 7. HR Information, and 8. Custom Fields. The main form area is titled "Pay Information (testing, test)". A red asterisk indicates required fields. The form contains the following fields and values:

Field	Value
Processing Schedule *	Bi Weekly 2 Tuesday
Pay Frequency	Bi-Weekly
Pay Type *	Hourly
Pay Basis Check Display *	Hourly
Paycode Profile *	White Collar [WCW]
Exempt Status *	<input type="radio"/> Exempt <input checked="" type="radio"/> Non-Exempt
Estimated Annual Salary	\$45,760.00/yr
Rate 1 *	22.00
Scheduled Pay Period Hours *	80

At the bottom of the form are three buttons: "Previous" (disabled), "Save" (green), and "Next" (green). The Paycom logo is visible at the bottom center of the page.

Fill in the required fields beginning with the Processing Schedule.

Processing Schedule: Most locations will choose Biweekly 2 (pay group 2) Tuesday.

Pay Type and Pay Basis Check Display: This will correspond with the position selected in tab 2's set up of the Work Information for the employee. If you have an Hourly employee both will be hourly.

Pay code Profile: will auto-select based on the position chosen in Tab 2. Work Information.

Exempt Status: will correspond with the position and Pay Type. If there is a salaried position, the status will be exempt, Hourly position will be non-exempt. These will never change.

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information

Pay Information (testing, test)

* Indicates Required Field

Processing Schedule ⓘ *

Pay Frequency

Pay Type *

Pay Basis Check Display ⓘ *

Paycode Profile ⓘ *

Exempt Status * Exempt Non-Exempt

Scheduled Pay Period Hours *

Salary ⓘ * (\$32.69/hr)(\$2615.38/pp)

Rate 1: Enter the rate that was agreed upon between you and the employee.

The rate basis will match the Pay Type chosen above. If it is hourly the rate should be in the wage earned per hour. If it is salaried, it will be the salary per annum(year). See screen shot for the Salary set up.

Tab 5 Paycheck Deposit and Tab 6 Taxes will be completed by the employee. Move forward to Tab7.

Tab 7. HR Information

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

HR Information (testing, test)

1 Any fields that were made available to the new hire in the self-onboarding process have been disabled until the new hire completes the process. The new hire will not be able to be hired until the onboarding-process is completed or cancelled.
[Click here to view the new hire process](#)

1 Employee Self Service **3** Time and Attendance **1** Documents **4** Benefits and ACA **2** Other

* Indicates Required Field

ESS Access Profile ⓘ *

Checklist(s) ⓘ *

- 2024 Employee Information Review
- Catholic Cemeteries
- Chancery New Hire Onboarding Checklist
- CVO Camps Checklist
- Employee Verification Checklist

[Show Selected Only](#)

Send ESS Login via Email ⓘ * Send Email

Employee Self-Service

Begin by selecting the checklist for the employee to complete once the employee self-onboarding has been completed. Employees will have access to complete the assigned checklist items once they are hired into the system.

Once this has been selected, **DO NOT CLICK SAVE OR NEXT YET!** Move to the next step.

1 Any fields that were made available to the new hire in the self-onboarding process have been disabled until the new hire completes the process until the onboarding process is completed or cancelled.
[Click here to view the new hire process](#)

Employee Self Service 3 **Time and Attendance 3** Documents 1 Benefits and ACA 4 Other 2

Badge Number ② 016250 ✓ Numeric character only

Pay Class ② * Hourly BW 2 [HB2]

Terminal Access Group ② * Web Time Sheet [T02]

Earnings Profile ② * Hourly

Previous Save

Time and Attendance

Badge Number: will fill automatically, **do not edit this field.**

Pay Class: Choose the corresponding code from the list. For example, an hourly employee in Pay Group 2 will be Hourly BW 2 [HB2].

Terminal Access Group: This is how employees track their time. Most hourly employees use the **Web Time Sheet**, if you utilize the clock system, keep in mind it should be used for all hourly employee to remain consistent. Salaried employees will use the Salary Sheet in the drop-down menu.

Earnings Profile: This will default to Hourly, if your employee is Salary, choose it from the list.

Documents:

This tab does not include any fields that will be altered or edited in the onboarding process. Skip to the next page to the right, Benefits and ACA.

Employee Self Service 3 Time and Attendance 3 **Documents 1** Benefits and ACA 4 Other 2

1 Signed documents are unable to be batch deleted. Please use the Actions button to individually delete signed documents, as this action cannot be undone. Unsigned documents are able to be batch deleted.

Employee Document Group * All Employees [ALL] Update Document Actions

Search Folders Search Folders

Select	Document Name	File/Template	Version	Employee Acknowledgment and/or Signature	Supervisor Acknowledgment and/or Signature	Last Modified	Actions
<input type="checkbox"/>	Internet and Email Policy EE Acceptance	6 - Internet and ...	1	Missing	Missing	04/11/2022 01:39:56 PM plaisen	Actions

Showing 1 to 1 of 1 entries Previous 1 Next Go to Page

Previous Save Next

Benefits and ACA

Your benefit selection will determine the benefits. If you have questions, contact benefits or HR for help if you do not know the benefits selection for your new hire.

The screenshot shows a web-based form titled "HR Information (testing, test)". At the top, there is a progress bar with steps 1 through 8: 1. Personal Information, 2. Work Information, 3. Supervisors, 4. Pay Information, 5. Paycheck Deposit, 6. Taxes, 7. HR Information, and 8. Custom Fields. Below the progress bar, there is a notification box with a blue icon and text: "Any fields that were made available to the new hire in the self-onboarding process have been disabled until the new hire completes the process. The new hire will not be able to be hired until the onboarding-process is completed or cancelled. Click here to view the new hire process". Below the notification, there are five tabs: "Employee Self Service 3", "Time and Attendance 3", "Documents 1", "Benefits and ACA 4", and "Other 2". The "Benefits and ACA" tab is circled in blue. The form fields are: "Benefits Eligibility Profile*" with a dropdown menu showing "[LAY] Lay-Benefit Eligible"; "Profile Effective Date*" with a date input field showing "05/13/2024"; "ACA Initial Status*" with a dropdown menu showing "ACA Full Time"; "ACA Qualifying Offer Date*" with a date input field showing "06/01/2024"; and "What is your default Safe Harbor Code For your employees*" with a dropdown menu showing "Federal Poverty Level". At the bottom of the form, there are three buttons: "Previous", "Save", and "Next".

The profile effective date will automatically populate with the first date of the following month of hire.

ACA Initial Status: Only modify this field if *either* of the following are true:

1. Employee is a first-time Archdiocesan new hire. **-OR-** 2. Employee is being rehired after having a continuous gap in service of 13 weeks or more.

Select **ACA Variable Hour** if *any* of the following are true:

1. Employee is expected to work under 30 hours per week on average. **-OR-** 2. Employee is expected to work a variable schedule that is not clearly established if the average is under or at least 30 hours per week. **-OR-** 3. Employee is Temporary or Seasonal.

Select **ACA Full Time** if both of the following are true:

1. Employee will work at least 30 hours per week. **-AND-** 2. Employee is not Temporary or Seasonal.

The Safe Harbor Code will auto select Federal Poverty Level. **Do not adjust this.**

After selecting and filling all fields, select the final section – Other.

Other – this is where you will enter the Accrual package. Please **do not change** the **Clock Sequence Number OR the Workman’s Comp Code**. These are automatically set and should not be altered.

The accrual package will be chosen based on policy. Please refer to the Parish Personnel Policies linked here for more: [HUMAN RESOURCES: PARISH PERSONNEL POLICIES AND GUIDELINES \(archseattle.org\)](https://www.archseattle.org/human-resources/parish-personnel-policies-and-guidelines)

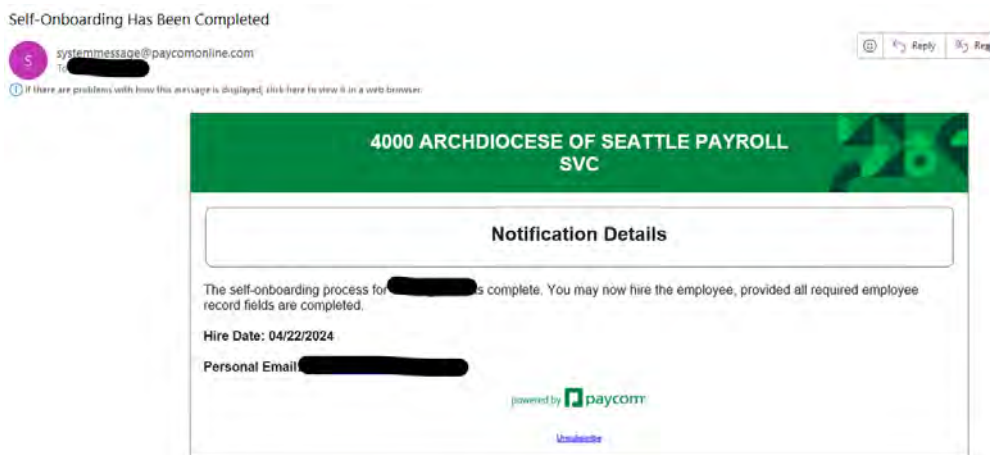
Once all information is complete, select next to move to the final portion of the employee set up. This will save Tab 7's set up.

Tab 8. Custom Fields

Unless you are the Chancery you do not have to fill out anything further on this page.

If you notice that the Complete Button is light green and unable to be clicked this means that the new employee has not finished their portion of the self-onboarding. Please connect with your employee, and remind them to finish setting up their profile in Paycom as soon as possible.

When the employee completes their portion of the self-onboarding process, the information completer who sent the original invite to begin the onboarding will receive a system email



from Paycom. When you receive this

message, log into complete the process and hire the employee into the system officially.

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

Any fields that were made available to the new hire in the self-onboarding process have been disabled until the new hire completes the process. The new hire will not be able to be hired until the onboarding-process is completed or cancelled.
[Click here to view the new hire process](#)

Custom Fields (testing, test)

Custom 1 Custom 3

Custom SELECT Fields

* Indicates Required Field

Workers Comp Contact * No

Previous Save Complete

After clicking complete let the system generate the New Hire without disturbing the screen. When it is complete the new employee will be in your Payroll and can be found under **Make Employee Changes** section.

Tip: The system may take time to update. It may take time for the employee to be findable in **Make Employee Changes. If they do not show up for you, log out and log back into your client access or try refreshing the page.*