

ARREARS OPTIONS IN PAYCOM

Option 3: Parish provides advance to be paid back over time.

If this option is selected, the employee's form 2 can be updated with a scheduled deduction to automatically pull from each payroll until the limit is met.

To set this up, navigate to an employee's form 2 in make employee changes.

Click 'Add' on scheduled deductions

Scheduled Deductions
Hide Add

Select the deduction 'Advance Repayment'- this will add it to Form 2, and you'll need to add the amounts

Scheduled Deductions
Hide Add

Code	Description	Amount(\$)	Percent(%)	Set Limit	Match Policy	Direct Deposit	Benefit Level and Plan Name	Benefit Effective Date	Coverage End Date	Deduction Start Date	Deduction Stop Date	Frequency	Goal Accum
ADV	Advance Repayment	0.00		No Yes 0.00						00/00/0000	00/00/0000	Every Payroll	\$0.00

If this employee was advanced \$1,500, and is going to pay it back in \$100 increments you would fill out the below:

Scheduled Deductions
Hide Add

Code	Description	Amount(\$)	Percent(%)	Set Limit	Match Policy	Direct Deposit	Benefit Level and Plan Name	Benefit Effective Date	Coverage End Date	Deduction Start Date	Deduction Stop Date	Frequency	Goal Accum
ADV	Advance Repayment	100		No Yes 1500						00/00/0000	00/00/0000	Every Payroll	\$0.00

Once you save, this will automatically pull into any payroll this employee is paid on until the goal is reached.

If you want to check on how much the employee still has remaining, at any time you can come back into the form 2, and on the right where it shows 'goal accum' you can see how much they have already contributed.

Once fully paid off this deduction will stop.

Option 4- Advancing an amount for the week, to then pay back upon employee's termination.

This can be tracked and reported on within Paycom.

On form 1 we have created 2 custom fields:

Arrears Advance Amt. & Arrears Adv. Signed (date)

If this option is selected by the parish, the BM's can navigate to the bottom of an employee's form 1 & fill in the amount that the employee was advanced, and the date they signed for the advance.

This can be reported on in our report center, and the BM's, upon termination can check this field to determine if there is an amount to be paid back upon termination.

They would then manually deduct this amount within the employee's final payroll.

Custom Fields

Arrears Advance Amt.	<input type="text"/>
Arrears Adv. Signed	<input type="text" value="00/00/0000"/>

(Note: Changes will not be applied unless you click "UPDATE.")