

Paycom Tips & Tricks

Drop-down lists – Once an item has been selected for an employee, such as from the Deduction drop-down list, the item will no longer show in the drop-down list. Therefore, you can select an item from the drop-down list only once.



Payroll Profile Search Button – For those with access to more than one location (Payroll Profile) in Paycom, you can select one or more Payroll Profile with a Search Button. Note that once you select the first Payroll Profile, it will remain in the search drop down list. If you search for a second Payroll Profile, employees from both Payroll Profiles will be listed. To review the second Payroll Profile by itself, open the Search drop down and clear the first Payroll Profile.

Make Employee Changes

Filters

Active Employees [dropdown] [gear icon] Payroll Profile [dropdown] is equal to ST JOHN XXIII [OSF08] [dropdown] Search (0) [button]

Part-time Exempt Employees – Rarely, an exempt employee works part-time, for example, a school teacher on a part-time contract working at one location only. The employee earns a salary and does not enter hours in a time sheet. However, for ACA tracking purposes, the employer is required to keep a record of hours worked. This is done by entering Scheduled Hours in Employees/Make Employee Changes Form 1 “Demographics, Pay Rates and Taxes” screen. Go to the Employee Pay Rates section and change the Scheduled Pay Period Hours field from the default of 80 hours (used for all full-time exempt employees) to the number of hours the employee is expected to work each pay period. Part-time employees will have less than 40 hours per pay period so that their hours reflect their ineligibility for enrollment in medical coverage.

Employee Pay Rates

* Indicates Required Field

Base Pay | Rates by Allocation | Base Pay Changes

Data is current as of 01/29/2019 [info icon]

* Date Effective: 02/11/2019

Pay Type: Salary [dropdown]

Processing Schedule [dropdown] View Schedule

Pay Frequency: Bi-Weekly

* Pay Basis Check Display: Salary [dropdown]

Est. Annual Salary: \$ 26,000.00 /yr

Pay-Period Salary: 1000.00

Scheduled Pay Period Hours: 80.00

Mass Offerings – Priests who are assigned to a specific location, generally a parish, where they celebrate Mass will earn Mass Offerings. No hours are associated with these earnings. Mass Offerings are reportable on the priest’s Form W-2. Mass Offerings earned during a pay period should be paid to the priest on the associated pay check. This can most easily be done by using the Add \$ button when viewing an employee’s timecard.

Actions

+ Add Punch + Add Punch Pair + Add Hours + Add Dollars + Add Units + Add/Edit/Delete Comment

Day(s) 02/11/2019 To 00/00/0000 Exclude Weekends

Department 850 Mass Offerings - [OFF]

Payroll Profile Search or Make Selection

Employee Type Search or Make Selection

Entity MAS Mass Offerings - [MAS]

Position 3800 Mass Offering - [MASOFF]

Comment

Tax Profile Search or Make Selection

Pay Code Mass Offerings [CMO]

New Dollars \$ 100.00

Cancel Add Dollars

Assigning Time off Options to New Hires – In the Add new employee section you can add the type of time off for which an employee is eligible. These options are on the HR Information section when adding the new employee to Paycom. If the employee is not eligible for any paid time off, you can select “Not eligible for Time off”. Selecting this option will still allow employees to select “Unpaid time” so you can track the days they are requesting to have off.



Other

* Workers Comp Code [C0000908] Occasional Housekeeper C

* Clock Sequence Number 14116 ✓

* Accruals Search or Make Selection

