New Shared Employee- Homework to Validate

We will be importing your shared employees to Paycom for you by creating an exact copy of their current record in the system. Once this has been done, your Paycom Specialist will be reaching out to you. They will walk you through validating and updating the employee's information in Paycom as needed. Here are the key items they will help you ensure are correct on your employee.

Please take a look at all of your shared employees and confirm the below:

Form 1

- Pay Type
- Pay Rate
- Rates by Allocation (if paid different for different positions)
- Tax Set Up (including blocked SS and Medicare for Priests)

Form 2

- Scheduled Earnings
- Scheduled Deductions – only one parish will own benefit enrollment for each employee. If you are the home parish, ensure all deductions are accurate. If you are the secondary parish, your employee should not have benefit deductions taken out at your parish.

Form 3

- Hire Date
- Term Date (if applicable, meaning the employee was termed from your parish)
- Re-Hire Date (if applicable, meaning you have re-hired this employee at your parish)

Form 6

- Time off Setup (sick, vacation, PTO)

Form 10

- Pay Class
- Terminal Access Group
- Badge ID (if using Kiosk mode)

You will also want to give your shared employee their NEW Employee Self-Service login information to Paycom to ensure they have the correct username and password when working at your parish. They will need to login to their specific employee self-service account at your parish when working there. Employees will see a message that lets them know which parish they are signed into.

You can find their login credentials by navigating to the Employees tab and clicking on Employee Self-Service.
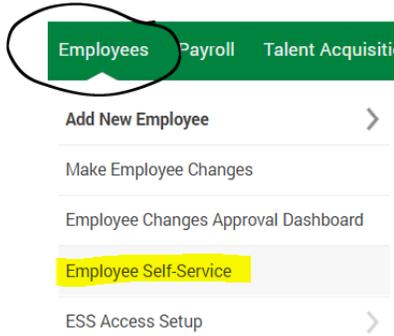
Please communicate to your shared employees that they will have a different login for each parish they work for.