

Understanding Paycom Labor Allocation and ParishSoft General Ledger

Once a payroll is processed in Paycom, the business manager must enter the payroll into their ParishSoft general ledger. Paycom has provided us with an export report that can be uploaded to your location's accounting system.

Parish Labor Allocation Setup in Paycom in relation to ParishSoft Shortcut Numbers

Paycom has mapped each location's chart of accounts to a general ledger account. This is done through the Labor Allocation Profile found in each employee's Form 1 - Demographics, Pay Rates and Taxes screen, located just below the Employee Demographics section and just above the Employee Pay Rates section.

In the Labor Allocation Profile, make sure the "Parish" profile is selected. Changes can be made by clicking on the Change/Edit button to the right.

After clicking on the Change/Edit button an Edit Labor Allocation Details screen will open as below:

The screenshot shows the 'Edit Labor Allocation Details' form. It contains the following fields:

- Department: 100 Church [CHU]
- Payroll Profile: ST ELIZABETH ANN SETON PARISH [0]
- Employee Type: Non-School Full-Time [NSFT]
- Entity: GEN General [GEN]
- Position: 4081 Office Personnel Allocation [OffA]

Buttons: Cancel, Save

These fields should be completed for each employee. An employee with more than one job, or position, may have more than one labor allocation if the work is to be charged to a different general ledger salary expense account. Each field is described below:

Department Select, from the drop-down list, an option that ties to the employee's department in **ParishSoft**.

Payroll Profile This will be your parish or, if you access more than one parish, select the parish from the drop-down list.

Employee Type Select from the drop-down list the Employee Type (most used at a parish):

Priests-AOD:	Clergy [CLE]	School FT:	School Full-time [SFT]
Priests-Order:	Order Clergy [ORCLE]	School PT:	School Part-time [SPT]
Priests-Extern:	Extern Clergy [EXCL]	School Season:	School Seasonal [SSEA]
Parish FT:	Non-school Full-time [NSFT]	School Temp:	School Temporary [STEMP]
Parish PT:	Non-School Part-time [NSPT]	School Teacher:	Teacher [TEA]
Parish Season:	Non-School Seasonal [NSSEAS]	School Sub:	Substitute [SUB]
Parish Temp:	Non-School Temporary [NSTEMP]	Religious Order:	Religious [REL]

Entity Select from the drop-down list an option that ties to the employee’s department in **ParishSoft**.

Position Select from the drop down list an option that ties to the employee’s salary expense account in **ParishSoft**.

Note that three of the above five fields relate to **ParishSoft**, specifically to items found in the shortcut numbers for salary expense accounts. Paycom uses each of the three ParishSoft fields to string together the salary expense account for each employee.

Example: Holy Mackerel Parish charges a full-time non-school employee’s salary to 4080.00GENCHU in the current payroll system. The employee’s Edit Labor Allocation Details would look like this:

Department 100 Church [CHU]
Payroll Profile Holy Mackerel Parish
Employee Type Non-School Full-Time [NSFT]
Entity GEN General [GEN]
Position 4080 Office Personnel [Office]

First, using the Position field, Paycom selects the salary account, in this example: 4080

Second Paycom adds the Entity, starting with .00 and then the entity, in this example: .00GEN

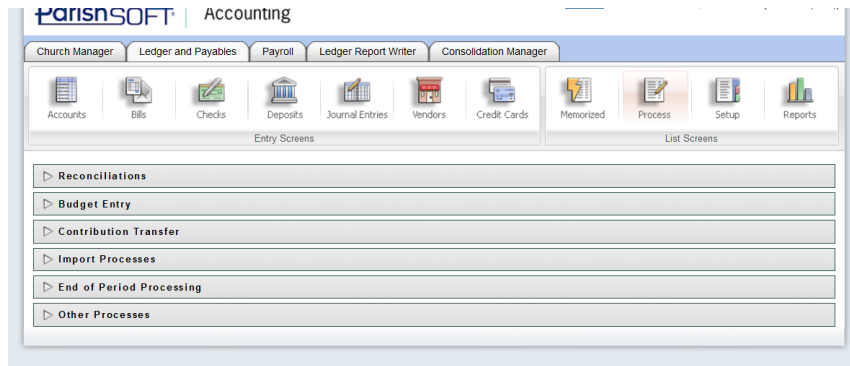
Lastly Paycom adds the Department, in this example: CHU

Paycom then strings these three fields together to arrive at the ParishSoft short cut number:

Position + Entity + Department = 4080.00GENCHU

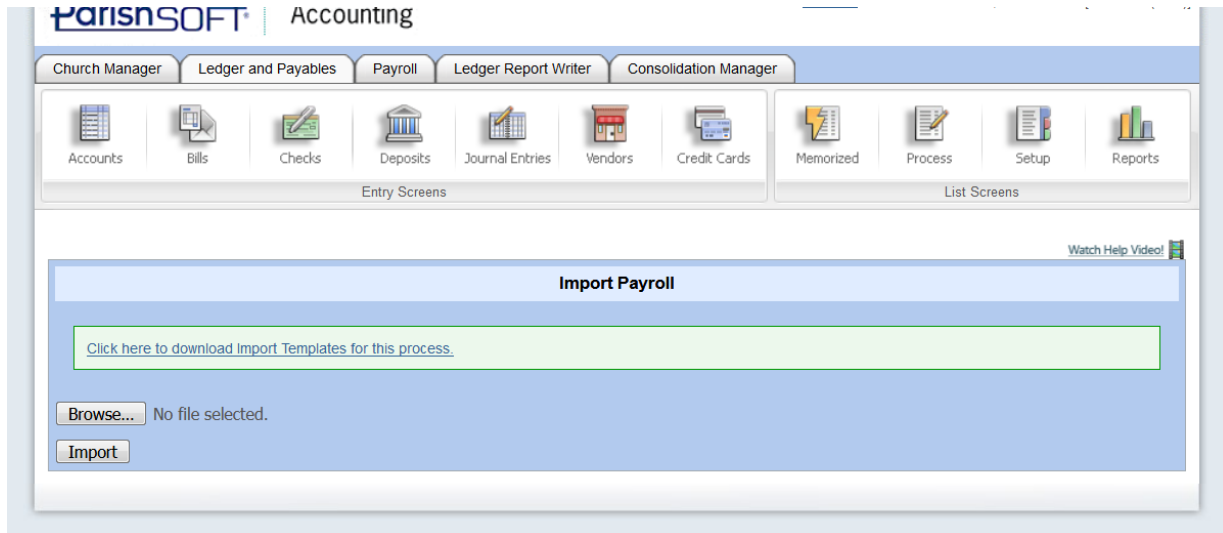
Pulling the Paycom General Ledger report and Uploading to ParishSoft

Paycom will produce a GL Report that you can pull after each payroll is complete. This report is ready for uploading directly into ParishSoft. Paycom has produced a custom manual on how to pull the report that is available at the www.denverparish.org/paycom website.



Once the report is generated and saved to your computer, you will import it to ParishSoft as follows:

- Click on the Process icon, see above screenshot
- Click Import Processes, see above screenshot
- Click Import Payroll



- Click on the Browse button and navigate to where you saved the Paycom GL report on your computer
- Then click the Import button, see above screenshot
- ParishSoft will create and post a Payroll Journal that you can view in the Journal Entries screen.

SPECIAL NOTE RE: GL BANK ACCOUNT – Because each parish uses a specific bank account, the credit to cash cannot be standardized to one GL account. Therefore, your payroll journal will not show a shortcut number for the credit to cash. Instead there will be a note “Enter ParishSoft Bank Acct Num”. Overwrite this note with the specific GL bank account number that you have set up with Paycom, for example 1003.01GEN.

How Paycom Labor Allocation Affects your UMR Billing

Since payroll related general ledger accounts have been standardized in Paycom, the payroll journal that will be uploaded to ParishSoft may be posted in a different way than your current payroll was posted. If so, your payroll liability and expense balances may be incorrect until you change the way your UMR billing is posted.

How Paycom posts Employee Health Deductions (Note that Entity and Department will match those for the employee’s earnings labor allocation, however, we are using GEN and CHU for this example):

Health (Medical) Insurance	Debit: Parish Bank Acct *	Credit: 2003.00GEN
Dental Insurance	Debit: Parish Bank Acct *	Credit: 2003.00GEN
Vision Insurance	Debit: Parish Bank Acct *	Credit: 2003.00GEN
Voluntary Benefits	Debit: Parish Bank Acct *	Credit: 2003.00GEN

How Paycom posts Employer Health Benefits (Note that Entity and Department will match those for the employee’s earnings labor allocation, however, we are using GEN and CHU for this example):

Health (Medical) Insurance	Debit: 4440.00GENCHU	Credit: 2003.00GEN
Dental Insurance	Debit: 4450.00GENCHU	Credit: 2003.00GEN
Vision Insurance	Debit: 4455.00GENCHU	Credit: 2003.00GEN
Life & ADD&D	Debit: 4460.00GENCHU	Credit: 2003.00GEN

If you set up employee deductions only in Paycom, and do not set up employer benefits, then the Paycom payroll journal will record the credit to 2003.00GEN for the employee portion of the premium only. You will code your UMR bill to 2003.00GEN for the employee deduction amount only. You will record the employer portion of the premium to Retirement Program – Lay expense accounts on the bill screen.

However, if you set up employer benefits in Paycom, then both the employee and employer premiums have been credited to 2003.00GEN and the expenses have been posted through the Paycom Payroll Journal, as noted above. You will simply code your UMR bill to 2003.00GEN.

As you can see, it is important to coordinate the way you code your UMR bill with the way you have set up your payroll deductions and benefits, so that the liability account and healthcare expense accounts are correct. This will help to avoid the need for time-consuming corrections.

Standard General Ledger Chart of Accounts for Deductions

In addition to the salary expense accounts, Paycom has set up the related liability and expense accounts needed for deductions and benefits. Based on ParishSoft’s standard chart of accounts, a standard general ledger account was selected for each deduction. We recommend that you use these standard accounts in your general ledger.

ACCOUNT NOTE (for the chart below): Paycom’s payroll journal posts the deduction to the Entity and Department that matches those for the employee’s earnings labor allocation, e.g., a school employee’s deductions will be posted to GENSCH. However, we are using GEN and CHU as examples below:

Employee Deductions		
Deduction (Number of Deductions)	Debit Account (ACCOUNT NOTE)	Credit Account (ACCOUNT NOTE)
Federal W/H Payable	Parish Bank Account *	2020.00GEN
FICA Tax Payable [SS]	Parish Bank Account *	2021.00GEN
FICA Tax Payable [MC]	Parish Bank Account *	2022.00GEN
CO State W/H Payable	Parish Bank Account *	2023.00GEN
Local Tax Payable [OPT]	Parish Bank Account *	2024.00GEN
TSA/403b Payable	Parish Bank Account *	2006.00GEN
Advance Payable	Parish Bank Account *	1201.00GEN
Bonus/Cash/Gift Card Payable	Parish Bank Account *	2012.00GEN
Building Donation	Parish Bank Account *	3633.00CAPCAP
Cell Phone Repayment	Parish Bank Account *	5469.00GENCHU

Contributions Payable	Parish Bank Account *	3011.00GENCHU
Dental Insurance Payable	Parish Bank Account *	2003.00GEN
FSA Payable	Parish Bank Account *	2001.00GEN
Garnishments	Parish Bank Account *	2010.00GEN
Lay Pension Loan Payable	Parish Bank Account *	2009.00GEN
Lay Taxable Housing Payable	Parish Bank Account *	2012.00GEN
Life Insurance Payable	Parish Bank Account *	2003.00GEN
Medical Insurance Payable	Parish Bank Account *	2003.00GEN
Offertory Contributions	Parish Bank Account *	3001.00GENCHU
Optional Benefits Payable	Parish Bank Account *	2003.00GEN
Tuition Payable	Parish Bank Account *	3201.00GENSCH
Vision Insurance Payable	Parish Bank Account *	2003.00GEN

Employer Benefits		
Benefit (Number of Benefits)	Debit Account (ACCOUNT NOTE)	Credit Account (ACCOUNT NOTE)
FICA Tax Payable [SS]	4480.00GENCHU	2021.00GEN
FICA Tax Payable [MC]	4480.00GENCHU	2022.00GEN
AoD Lay Employee [Pension]	4530.00GENCHU	2011.00GEN
Extern Priest Pension Contribution	4520.00GENCHU	4520.00GENCHU
Dental Insurance Payable	4450.00GENCHU	2003.00GEN
Life Insurance Payable	4460.00GENCHU	2003.00GEN
Medical Insurance Payable	4440.00GENCHU	2003.00GEN

Paycom ACH Payments		
Net Paychecks	Employee Earnings Reduced by Employee Deductions	Parish Bank Account
Payroll Taxes Paid	2020.00GEN 2021.00GEN 2022.00GEN 2023.00GEN 2024.00GEN	Parish Bank Account
Garnishments Paid	2010.00GEN	Parish Bank Account
Paycom Payroll Fee	5257.00GENCHU	Parish Bank Account

Parish Pays		
UMR	See "How Paycom Labor Allocation Affects your UMR Billing", <i>above</i>	
AOD Lay Employee's Pension	2011.00GEN	Parish Bank Account
Pension Loan Repayments	2009.00GEN	Parish Bank Account
TSA/403b	2006.00GEN	Parish Bank Account
FSA Plan	2001.00GEN	Parish Bank Account
Extern Priest Pension Contrib	4520.00GEN	Parish Bank Account

**This debit to cash reduces cash that Paycom will pull from the parish bank account for Net Paychecks.*