

CLOSE JOB POST IN PAYCOM

>Applicant Tracking >Recruiter Dashboard

****BENEFIT NOTE PRIOR TO SET UP**

PRIEST/RELIGIOUS:

See Priest Transition Communication from the Office of People Support for details on this process.

AOD Human Resources **will transfer the benefits** enrollment data from the former location to the new location with coverage at the new location effective 7/1 (first benefit premium deduction will impact the first new fiscal year paycheck) so **ensure your new priest record is set up to 2 weeks of prior to their first payroll to avoid delays in the process.**

RELOCATING TEACHERS:

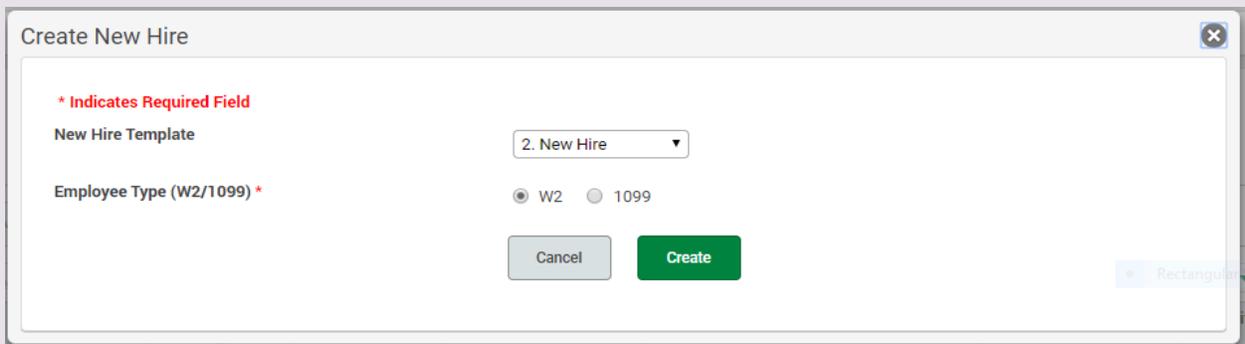
See the Teacher Employment Change Guide for more details on the Teacher employment process.

Relocating Teachers will have benefits at their former location terminated effective 7/31, therefore, Business Managers **need to use 8/01**, as their effective new hire date so there is no lapse in benefit coverage. Teachers must RE-ENROLL in Benefits at their new location (within 30 days of hire date) to have coverage the month of August effective 8/01.

NEW HIRE PROCESS

Step 1

Create New Hire (almost always W2 applicable, as 1099 is typically used for independent contractors and some religious orders) – please refer to “HOW TO SET UP DIOCESAN, EXTERN AND RELIGIOUS ORDER PRIESTS AND MEMBERS IN PAYCOM – Revised for Earnings Codes” Document



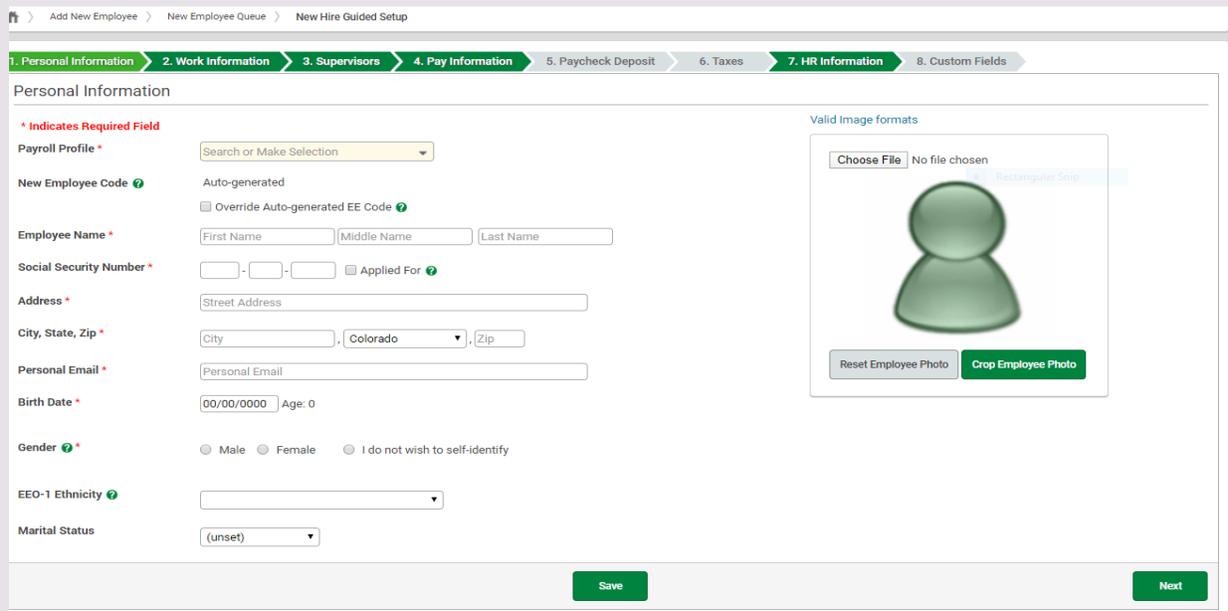
Create New Hire

* Indicates Required Field

New Hire Template: 2. New Hire

Employee Type (W2/1099) *
 W2 1099

Cancel Create



Add New Employee > New Employee Queue > New Hire Guided Setup

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

Personal Information

* Indicates Required Field

Payroll Profile *
Search or Make Selection

New Employee Code *
Auto-generated
 Override Auto-generated EE Code

Employee Name *
First Name Middle Name Last Name

Social Security Number *
- - - Applied For

Address *
Street Address

City, State, Zip *
City Colorado Zip

Personal Email *
Personal Email

Birth Date *
00/00/0000 Age: 0

Gender *
 Male Female I do not wish to self-identify

EEO-1 Ethnicity *
-

Marital Status
(unset)

Valid Image formats
Choose File No file chosen
Reset Employee Photo Crop Employee Photo

Save Next

NEW HIRE PROCESS
STEP#3: Best Way to Hire an Employee
Applicable to: Priests/Religious & Lay Employees
April 2022

- **Personal Information** – complete required fields marked with a red asterisk * (all other fields are optional and should be left blank for the new hire to complete as necessary)
- Required information to gather:
 - **Social Security Number** (please get this information from your new priest) *Social Security Number might flag with an error message stating “already in use” so change one digit of the number as a temporary “placeholder” until all 8 steps are completed, and the record has been “pushed” out of the pending new hire queue
 - **Address** - out of state addresses are prohibited - use parish address if priest does not have local addresses at the time of setting up the record in Paycom (out of state address triggers multi-state payroll taxation issues)
 - **Personal Email** - New employee/priest cannot use the same personal email address as they used for access to Paycom under their former location (contact AOD Human Resources to reference email used)
 - **Date of birth** (please get this information from your new priest)

Step 2 Work Information

- **Hire Date** – always date hired to work for the location (default of “Pre-hire” Status (do not override or uncheck the box as the new hire must complete the required on boarding process to be moved to “Active” Status via the Pre-hire to Active PAF process in Paycom))
- **Labor Allocation Profile** – Parishes should choose the word ‘Parish’ to align with the General Ledger (GL) in ParishSoft
- **Home Allocation** - this is the labor allocation for interface to the general ledger. Click on the Home Allocation hyperlink to fill out the required fields
 - **Department** – use pull down menu to select option that ties to the employee’s salary expense code’s cost center budgeted for in ParishSoft
 - **Employee Type** - use pull down menu to indicate the type of clergy member (this is important as it impacts taxation and compensation)
 - **Entity** – the entity is always PAR GEN to align with the General Ledger
 - **Position Code** – This is the salary expense code budgeted for in ParishSoft (Ex: PAR 4001 Priest, PAR 4020 Teacher, PAR 4080 Business Manager, etc)
- **DOL Status** – Full-time, Part-time, Commission, Unit Pay (select only one option)

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- **Full-Time Employment Factor (FTE)**-divide the scheduled pay period hours by 80 hours in a bi-weekly payroll
 - Employees that work 70.00 hours are .875 (70/80)
 - Employees that work 60 hours are .75 (75/80)
 - Employees that work 40 hours are .50 (50/80)
 - Employees that work 20 hours are .25

HOW TO SET UP DIOCESAN, EXTERN AND RELIGIOUS ORDER PRIESTS AND MEMBERS IN PAYCOM – Revised for Earnings Codes
 (Copied from the separate guide)

Area	Diocesan	Extern	Religious Order
Tax form type	W-2	W-2	W-2
Employee Type <i>For Labor Allocations</i>	Clergy	Extern Clergy	Order Clergy, <i>except for Members use Religious</i>
Employee Pay Rates <i>Form 1/Pay Rates</i>	Clergy Compensation Schedule	Clergy Compensation Schedule	Clergy Compensation Schedule <i>except for Members per agreement with Order</i>
Mass Offerings <i>Form 2/Scheduled Earnings</i>	Code CMO or MAS Set as 3800.00MASOFF	Code CMO or MAS Set as 3800.00MASOFF	Code CMO or MAS Set as 3800.00MASOFF
Direct Deposit	Personal Bank Account	Personal Bank Account	Order Bank Account
Payroll Taxes <i>Form 1/Tax Setup:</i>			
Social security tax	Exempt – EE & ER	Exempt – EE & ER	Exempt – EE & ER
Medicare tax	Exempt – EE & ER	Exempt – EE & ER	Exempt – EE & ER
Federal Withholding	Subject to tax	Subject to tax	Exempt
Colorado Withholding	Subject to tax	Subject to tax	Exempt
Local OPT (Denver, Aurora & Sheridan)	Subject to if applicable	Subject to if applicable	Subject to if applicable
Include in W2/941?	Yes	Yes	No – Check box ²
Print Check Message <i>Demographics/Other</i>	No	No	Yes “FBO [Religious Order Name]”
Health/Dental/Vision <i>Form 2/Scheduled Deductions</i>	Pre-tax deduction	Pre-tax deduction	Post-tax deduction

SPECIAL TAX NOTE:

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The Archdiocese will exempt the priest from Tax Withholding, however, please *verify* this has been completed prior to the first payroll. Notify people.support@archden.org if adjustments are needed.

Step 3

Supervisors - ensure the business manager is designated as the Tertiary Supervisor and the Pastor as the Quaternary supervisor (required for Paycom notifications and workflow approval process for PAF functionality)

Home > Add New Employee > New Employee Queue > New Hire Guided Setup

1. Personal Information > 2. Work Information > 3. Supervisors > 4. Pay Information > 5. Paycheck Deposit

Supervisors

Notification Settings

Time-Off Approval Supervisor ⓘ Search or Make Selection

Primary Supervisor DOO, SCOOBY

Secondary Supervisor Search or Make Selection

Tertiary Supervisor Search or Make Selection

Quaternary Supervisor Search or Make Selection

Talent Management Supervisor Search or Make Selection

Step 4

Pay Information – complete all required fields ensuring the scheduled pay period hours and associated FTE fields are populated appropriately by dividing the scheduled pay period hours by 80 (see examples below). Employees that work 80.00 hours are 1.00 FTE (80/80)

- Employees that work 70.00 hours are .875 (70/80)
- Employees that work 60 hours are .75 (75/80)
- Employees that work 40 hours are .50 (50/80)
- Employees that work 20 hours are .25

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The screenshot shows the 'Pay Information' step in a guided setup process. The breadcrumb trail is: Add New Employee > New Employee Queue > New Hire Guided Setup. The progress bar shows steps 1 through 8, with '4. Pay Information' highlighted. The form fields are: Processing Schedule (dropdown), Pay Frequency (dropdown with 'Rectangular Snp' tooltip), Pay Type (dropdown), Pay Basis Check Display (dropdown), Exempt Status (radio buttons for Exempt and Non-Exempt), Estimated Annual Salary (text field with '\$0.00/yr'), and Scheduled Pay Period Hours (text field with '0'). Navigation buttons 'Previous', 'Save', and 'Next' are at the bottom.

Step 5

Paycheck Deposit – let this default to “paper” until the new hire does their checklist and adds this information themselves (***Do not enter this information on behalf of the employee due to liability issues***)

The screenshot shows the 'Paycheck Deposit' step in the guided setup process. The breadcrumb trail is: Add New Employee > New Employee Queue > New Hire Guided Setup. The progress bar shows steps 1 through 8, with '5. Paycheck Deposit' highlighted. The form has a 'Paycheck Deposit' section with radio buttons for 'Direct Deposit' and 'Paper Check'. Navigation buttons 'Previous', 'Save', and 'Next' are at the bottom.

Step 6

Taxes – let this default to Colorado. ***Do not enter individual tax information on behalf of the employee due to liability issues.***

- If the employment location is in Denver, Aurora, or Sheridan this requires Occupational Tax set up – ***EE Local Tax Agency 1*** it is Employee Tax only (do not choose associated Employer /Client Tax Agency 1)

TROUBLESHOOTING TIPS:

- *If the system will not allow saving the information, try clicking on the State once more and click on Next to proceed.*

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- If this form requires entering the filing status, choose any status to proceed knowing that the Employee's W4 content in their Self-Onboarding will override your entry.

Step 7 - HR Information
Employee Self Service

Ensure the correct checklists are check marked:

- **"New hire on boarding..."** (Parish for your Parish new hires, School for your school new hires, or Priest for your new priests)
- **"Welcome to Paycom"** (this is the default) - only two (2) checklists are assigned to the new hire (all the compliance tasks are built into the checklists)

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Step 7 – HR Information

Time and Attendance Ensure all required fields are completed

- Badge Number - you can either make one up or use the system generated number from the "other" tab (last tab in step 7) called "clock sequence number" (this is a unique employee identifier)
- Pay Class and Terminal Access Group (TAG) depends on what the location implemented for their time keeping mechanism policy correlating with how paid) i.e., **salary requires Salary**, since no time entry is required, **Unit based pay must include Units** in their TAG.

The screenshot shows the 'New Hire Guided Setup' interface. At the top, there are navigation tabs: 1. Personal Information, 2. Work Information, 3. Supervisors, 4. Pay Information, 5. Paycheck Deposit, 6. Taxes, 7. HR Information (highlighted), and 8. Custom Fields. Below the tabs, there are sub-tabs for 'Employee Self Service', 'Time and Attendance' (highlighted), 'Documents', 'Benefits and ACA', and 'Other'. The 'Time and Attendance' section contains three fields: 'Badge Number' with a numeric character only validation, 'Pay Class' with a search or make selection dropdown, and 'Terminal Access Group' with a search or make selection dropdown. At the bottom, there are 'Previous', 'Save', and 'Next' buttons.

Step 7 –

Step 7 – HR Information
Documents

You can skip this tab during set up

Step 7 - HR Information
Benefits and ACA

Use pull down menu and select option for In Area or Out of Area and Religious or Not Religious (associated with the employee type)

- Profile Effective Date – this is the hire date
- ACA initial status – use pull down menu to select one of the following:
 - **ACA Full Time** (employee scheduled to work for 30 hours or more per week)
 - **ACA Variable Hour** (employees working less than 30 hours per week)
 - **None** (pertains to substitute, temporary, or seasonal positions that typically have a start date and end date)

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

HR Information

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

Benefits Eligibility Profile * [View Help](#)

Profile Effective Date *

ACA Initial Status *

Step 7 - HR Information
Other

Use pull down menu for Workers' Comp Code

Home > Add New Employee > New Employee Queue > New Hire Guided Setup

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

HR Information

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

Workers Comp Code * [View Help](#)

Clock Sequence Number * ✓

Accruals *

NEW HIRE (LAY EMPLOYEE):

- **WC Code:** Most used option is CO008868 Misc Church Teachers Office (Rate=0.005800) or CO009101 Janitor Custodian Cafeteria (Rate=0.042100) - these must be accurate for Workers' Compensation Billing

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- **Clock Sequence Number:** this is defaulted to a unique employee identifier (which can be used for Time and Attendance Badge Number)
- **Accrual Profile:** Use current Accrual Profile(s) for your location and/or manual tracking option(s).

NEW HIRE PRIEST/RELIGIOUS:

- **Priest WC Code is:** CO008810 Clerical Rate
- **Clock Sequence Number** – this is defaulted to a unique employee identifier (which can be used for Time and Attendance Badge Number)
- **Accrual Profile** - Per Pastoral Handbook, clergy receive 4 weeks' vacation. Most clergy positions are not tracked in Paycom, so the position is not eligible for paid time off. Select **Not Eligible for Time Off, unless this is being tracked in Paycom.** **(This includes clergy, part-time status, temporary, subs)**

Step 8

Custom Fields For Lay Pension: Not applicable to priests or religious orders, but still required to complete the required fields) – complete all required fields using the pull-down menu:

The screenshot shows the 'New Hire Guided Setup' form in Paycom, specifically Step 8: Custom Fields. The breadcrumb trail at the top indicates the user is at 'Add New Employee > New Employee Queue > New Hire Guided Setup'. The progress bar shows steps 1 through 8, with '8. Custom Fields' highlighted in green. The main content area is titled 'Custom Fields' and contains a section for 'Lay Pension'. Under 'Custom SELECT Fields', there are three required fields, each with a dropdown menu set to '(none)': 'Pension Eligible', 'Pension Shared EE', and 'Pension EE Type'. A red circle highlights the 'Complete' button at the bottom right of the form.

NEW HIRE (LAY EMPLOYEE):

- Pension Eligible = YES (if Full-Time or Shared hours constitutes Full-Time)
- Pension Shared = YES (if Shared hours constitutes Pension Eligible)
- Pension EE Type = Select the appropriate category (religious workers are not eligible to participate in the Lay Pension Plan)

NEW HIRE PRIEST/RELIGIOUS:

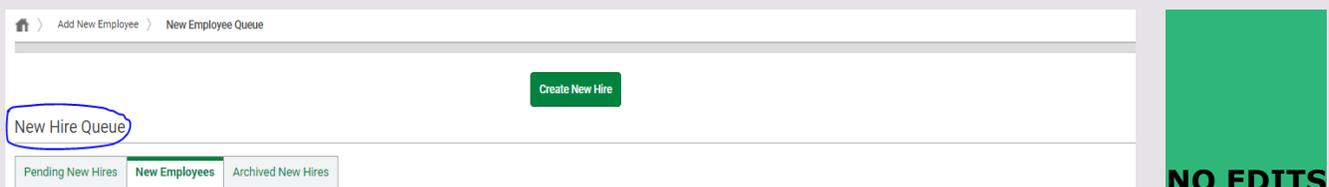
- Pension Eligible = NO
- Pension Shared = NO Pension EE Type = Non-School Full-Time (religious workers are not eligible to participate in the Lay Pension Plan)

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Select "COMPLETE" to complete the New Hire Set-Up
Paycom system sends the invitation to the new hire to the associated personal email address to start the **onboarding CHECKLIST** process; *If the Complete button is greyed out, they haven't completed their side of the Self-Onboarding process. You cannot continue until they do.*

Once the Complete button is pressed, a box showing "validating" pops up when it is successful and the new employee will no longer be visible in the "pending new hire queue".

FROM THIS POINT ON: All changes to the record must be made under "Make Employee Changes" as you cannot modify the record from the "New Hire Queue":



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IMPORTANT NOTE: When an Employee record has been created, go to this employee's Checklists on their Form #16

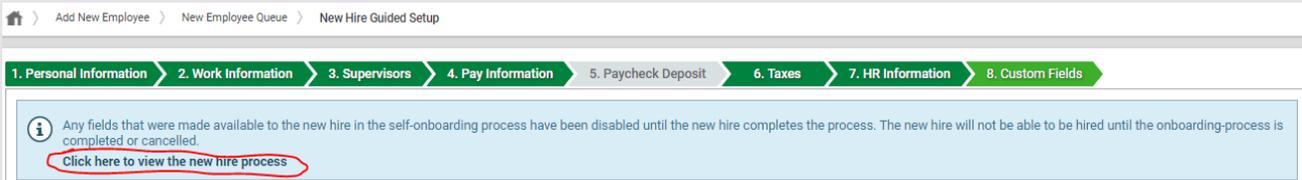
> Employees > Make Employee Changes > [search employee name] > Click on the employee's Form #16

Now be sure to complete the Employer checklists highlighted in yellow (I-9, Worker's Compensation acknowledgement, Company Equipment acknowledgement and the Labor Allocation verification Prehire to Active PAF (Personal Action Form)).

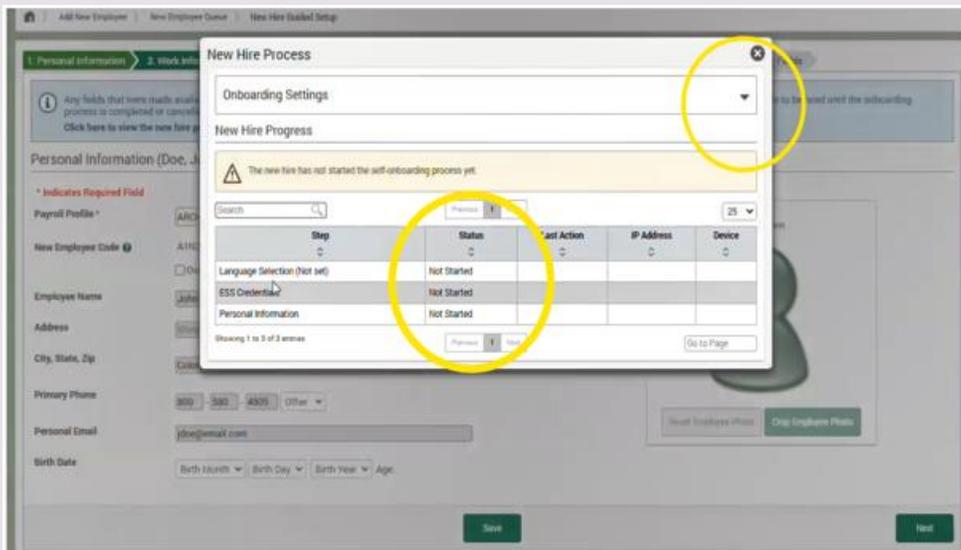
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KEY TROUBLESHOOTING TIPS:

To view where your new employee is in completing their own Self-Onboarding, remain in Step 8 and "click here to view the new hire process" in the blue box



The next screen allows you to see the completion status of tasks assigned in the Self-Onboarding.



KEY TROUBLESHOOTING TIPS:
Continued

Click on the Onboarding Setting drop down menu to make updates to:

- Phone Number
- Email Address
- Cancel the Self-Onboarding if needed (options can be to cancel and Hire by Employer instead, if the new employee is having trouble).
- Enable/Disable the ESS Access

Re-Send the Self-Onboarding invitation (the invitation link to Self-Onboard is active for 30 days)

New Hire Process

Onboarding Settings

Access [?](#) Active Disable Access

Cancel Process [?](#) **Cancel**

Personal Email [?](#) elsa@schroederentertainment.com [Change Email](#)

Primary Phone Number [?](#) 303 - 588 - 8542 [Change Number](#)

[Send Invitation](#)

Invitation URL	Sent On	Expires In	Cancel
https://www.paycomonline.net/v4/ee/web.php/onboard/verify?token=Zjk3NDBiYjQ5ZmJIN2JlZWRlMTgxZjlmYzE4Njk0MmU=	06/09/2020 06:22 PM	29 Days	
https://www.paycomonline.net/v4/ee/web.php/onboard/verify?token=ZTg3MmZlMDFhNDUzMDEyYThiMzQ4MDJkMmYxNWYyYjE=	06/10/2020 12:29 PM	29 Days	

New Hire Progress

The new hire has not started the self-onboarding process yet.

Search Previous 1 Next 25

Step	Status	Last Action	IP Address	Device
Language Selection (Not set)	Not Started			
ESS Credentials	Not Started			
Personal Information	Not Started			

Showing 1 to 3 of 3 entries Previous 1 Next Go to Page

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URGENT STEPS/TIPS:

Once all 8 steps of the new hire guided set up is completed, please do the following **immediately:**

- If a SSN needs to be corrected, **PRIOR** to the employee starting their checklists, please complete a PAF to request a SSN correction.
 - **If you fail to do this step, the benefits eligibility/enrollment, W-4 form, W-2 form, and all year end reporting will be incorrect and cost money to issue corrected forms (Paycom fees)**
 - **Once the SSN PAF is approved, the new employee can complete their checklist.**
- Double check all information on Form 1 for accuracy (impacts accrual rates, headcount, Workers' Compensation billing, and year-end ACA reporting). It is good practice to check each of the employee's Forms in the personnel record to verify accuracy.

Submit PAF's if updates/changes are needed:

- Social Security Number
 - Scheduled Pay Period Hours
 - FTE
 - Workers' Compensation Code
 - GL Salary Expense Code
 - Contact Information
 - Et al
- Contact the new hire and confirm if they received their Paycom user access information and invitation to do their onboarding **checklists**, as sometimes these messages get sent to "spam/junk" folders depending on system firewall and security settings
 - If the new hire did not get this information, and they checked their spam and junk filters, please do the following:
 - ✓ >Employees > Employee Self-Service > [Search employee name]
 - ✓ Send the Paycom User Name and Password to their email address using the "Action" pull down menu or Generate/Print Report & send
 - ✓ >Employees >Make Employee Changes [Search employee name], then go to Form 16 Checklist. Send reminders to complete their checklists using the reminder bell to the far right of the checklist.

Select	List ID	Checklist Description	Checklist Type	Number of Items	Percent Completed	Date of Completion	Last Reminder	Reminder	Delete
<input type="checkbox"/>	1060	Welcome to Paycom!	On Boarding	6	0	N/A	05/27/2020 03:16:45 PM		
<input type="checkbox"/>	1583	New Hire Onboarding Priests	On Boarding	20	35	N/A	06/15/2020 02:34:03 PM		

For Questions, contact People.Support@archden.org

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