



To: Pastoral Coordinators, Principals, Pastoral Assistants for Administration, and Payroll Managers

From: Arlene Seifert, Chief Human Resources Officer

Date: November 15, 2021

Re: PayCom Transition Updates

Thank you for your patience as we continue to transition over to PayCom. A few reminders for you:

1. We have disabled the feature allowing payroll administrators to edit timesheets.

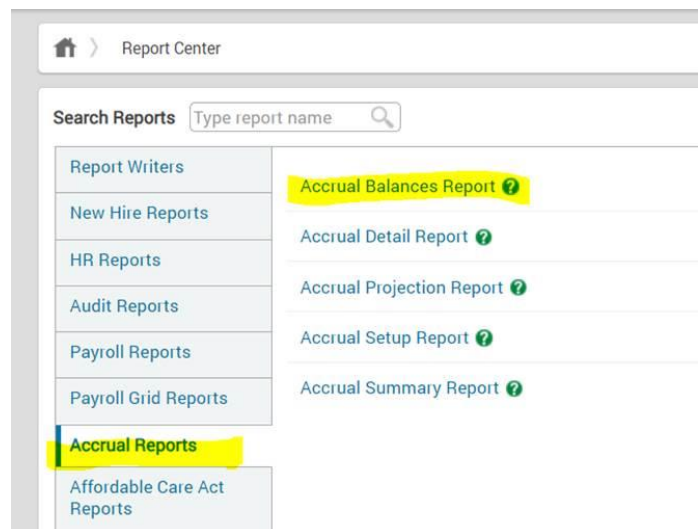
Going forward, employees are responsible for entering and correcting their own timesheets. This feature was activated only for the initial payroll runs.

a. Completing Timesheets

- i. Exempt/Salaried employees – submit timesheets ONLY if sick/vacation/personal time were taken. [Exempt tip sheet HERE.](#)
- ii. Non-Exempt/Hourly – must review and complete their own timesheets EVERY PAY PERIOD. [Hourly tip sheet HERE.](#)
- iii. Employees with multiple pay codes or locations
 1. These employees must select the [DDR] earnings code in their timesheet to reflect the correct rates for their multiple jobs or locations.

b. Time Off Requests

- i. To view (and edit if need) an employee's available hours, you can do that by going to Form 6. You can also view all the balances by generating the accrual balances report in the report center. The way Ulti-Pro provides the information is not always accurate so please be sure to use the report to review your employees balances carefully. How to pull an accrual balance report:



2. Pulling Reports for General Ledger Entries

a. Instructions

- [How to Generate Payroll Sweep Report](#)
- [How to Generate Payroll Reports for Journal Entry](#)

Questions: please contact payrollservices@seattlearch.org.

Arlene Seifert

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Human Resources | Payroll | Benefits | Safe Environment

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The time is always right to do what is right.

[Martin Luther King, Jr.](#)