

Paycom Update – December 17, 2021



This week we hired additional staff to support with project management, issues management and audit work. This will expedite our response times for any issues that arise. If you have any issues with Paycom, please use the new email to reach us at: HRSharedServices@seattlearch.org

What you need to know:

- **Worker's Comp Reporting** – In order to build the Worker's Compensation report based on the rules for WA State, we needed to add 2 new codes on the employee paycheck, which represent the employer contribution. This is not a new deduction, nor does it impact overall payment. It is just the first time this employer contribution will appear on employee paychecks.
- **WA Cares Act Exemption** – The WA Cares Act (Long Term Care) tax has been delayed. So there will be no tax taken January 1, 2022 as originally planned. Please note that only the official letter from the Employee Security Department will be accepted. Please see a [sample letter here](#).
- **Audit in process** – We are auditing nearly 2500 employee benefit records from Benefit Focus and comparing them to Paycom records. We are validating or correcting any variances.
- **W2** – Once all the current audit work is complete, all employees will receive a W2 generated from Paycom. They will receive nothing from UltiPro.

Resolved system issues:

- **Sweep reports** – Sweep reports have been corrected and will be accurate going forward. Please alert us if you experience an issue.

Upcoming Training:

- We have 2 upcoming trainings with Paycom for you to ask questions: Dec 22nd or Dec 29th 10 am
Here is the Zoom link:
<https://paycom.zoom.us/j/92740365372?pwd=VHhWZ0QxeFRUdDF2S1RRb2tvMURkZz09>

CONTACT

HRSharedServices@Seattlearch.org

- Here are the links to the recent sessions:

- October 20th Session

- Passcode: gf@92BnL

- October 28th Session

- Passcode: @H4+%d1@

Please note the next Paycom Communication will go out in January. Have a very Merry Christmas!