

System Setup Homework

Needs to be completed before your employees start clocking in:

- _____ Assign Terminal Access Groups – Form 10
- _____ Assign Pay Classes to Employees – Form 10
- _____ Ensure All Employees Are Assigned the Correct Home Labor Allocation – Form 1
- _____ Send Employees their Employee Self Service Log In Information

Needs to be completed before your managers can log in to the client side of Paycom:

- _____ Create Individual Client Side Users

Needs to be completed before we process your first payroll:

- _____ Assign Time-Off Approval Supervisors (Form 3 or Batch Editing)
- _____ Accrual Balance Report after last payroll with Current Provider (provide template)
- _____ Enter New Employees and Make All Employee Changes
- _____ Verify All Employee Data Using saved verification reports in Paycom

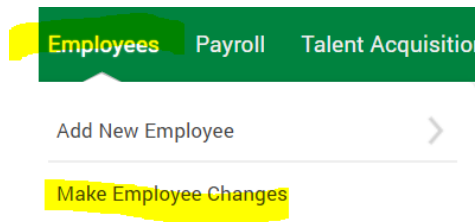
Please send as you process payrolls with your former provider:

- _____ Upload Payroll Registers for each payroll with your Current Provider

Business Manager Homework Instructions

Assigning Labor Allocation to employees on form 1.

Go to Make Employee Changes:



Search for and click on employee's name:

Employee Listing

Found (1) employee matches

scoob

Batch Edit	Employee	Status
<input type="checkbox"/>	DOO, SCOOBY (ZZZZ)	A

Showing 1 to 1 of 1 entries

Click on form 1 of profile:

Employee Menu

- Demographics, Pay Rates and Taxes
- Scheduled Earnings and Deductions
- Dates and HR

Click on Change Edit and ensure all categories are filled in for all of your employees:

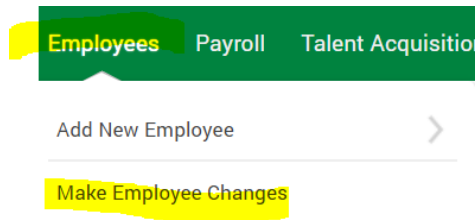
Labor Allocation Change / Edit

Labor Allocation Profile

Department	Payroll Profile	Employee Type	Entity	Position
[CHU] 100 Church	ALL SAINTS ROMAN CATHOLIC PARISH OF[ORJ20]	Non-School Full-Time[NSFT]	101 General[GEN]	Clerk[CLE]

Assigning Terminal Access Groups and Payclasses to your employees:

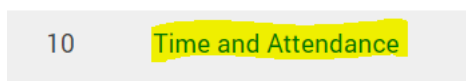
Go to Make Employee Changes:



Search for and click on employee's name:





Click on form 10 of profile:




Ensure all employees are assigned to Payclass and Terminal Access Group:

- Payclass choices are hourly and salary. Choose based on employee's pay type
- Terminal Access Groups:
 - Web Timeclock – this grants access to employee to clock in from anywhere on employee self service using mobile device or any desktop computer
 - Kiosk – this grants access to employees to only have access to clock onsite at location.
 - If using kiosk here is the link to place on any kiosk devices:
<https://www.paycomonline.net/v4/ee/ee-takiosk.php?clientkey=N30NTKvfaEbtjpxlgsbs843m8W6pGmp08186C0tuVfU>.
 - If using kiosk please google, when at your location, "What's my IP address". Send this number to ryan.domingos@paycomonline.com so your kiosk can be registered to allow employees to clock in from location

Time and Attendance Profile

Pay Class  Hourly [HRL] ▼
Terminal Access Group  Web Timeclock/Kiosk - [WTK] ▼

- Lastly – to notify employees of badge number for kiosk you can navigate under Reports > Report Center. Click on Saved Reports Tab. Click Load next to the kiosk report.

Client Inbox	Push Reporting™	Recent Reports	Saved Reports	Agreements
<input type="text" value="Search"/> 		Previous 1 Next		25 ▼
Save Name	Report Name	File Type	Load	
Employee Badge Numbers for Kiosk Mode	Employee Report Writer	XLSX	Load	

Once loaded click on generate report. The badge numbers listed on that report will be what your employees use to clock in/out on the kiosk.

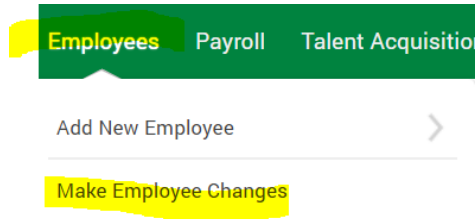
Home > Report Center > Saved Advanced Reports > Advanced Report Writer

Advanced Report Name: Generate Report ▼

1. Employee Information > 2. Filters > 3. Sorting Options > 4. Review

Assigning Supervisors to employees:

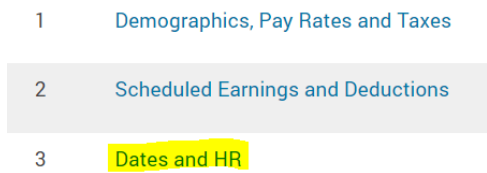
Go to Make Employee Changes:



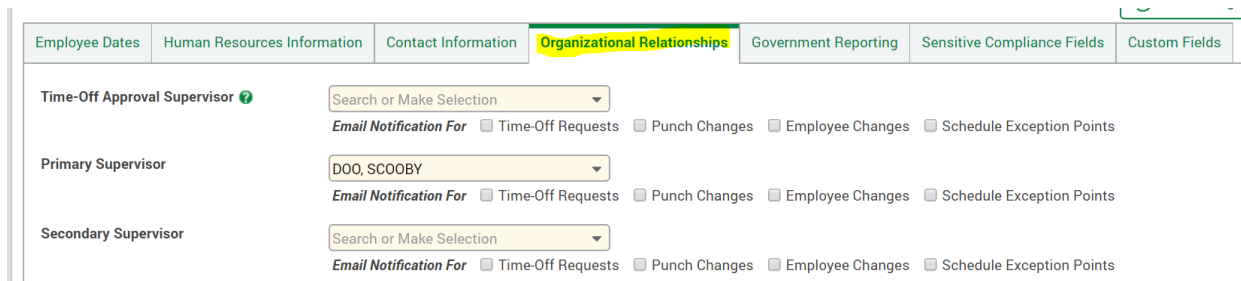
Search for and click on employee's name:



Click on Dates and HR

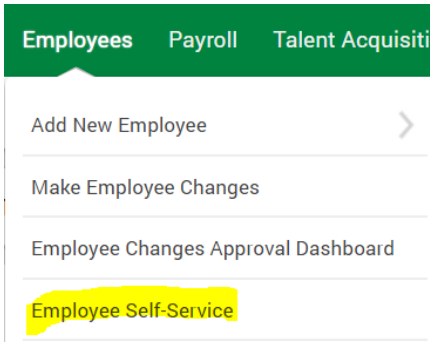


Click on Organization Relationships and fill in supervisors for each employee.



To check if your employees have logged into Paycom.

Navigate under Employees tab to "Employee Self-Service".

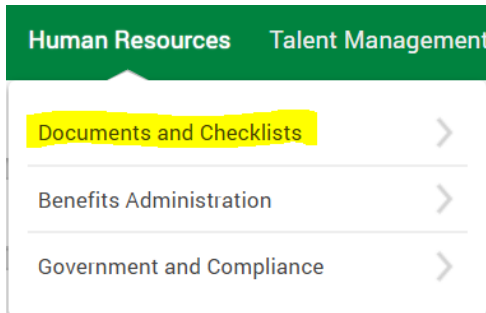


Click on security questions column header twice. Anyone who has the word "Yes" in the security questions column means the employee has successfully logged into employee self service. If it says "no" in the security questions column, that means they have not logged in.

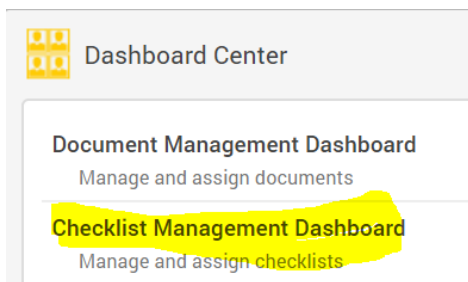
Select	Employee	Status	Access Profile	Security Questions
<input type="checkbox"/>	MARTINEZ, JENNA VICTORIA (C103)	A	Active	Yes (Clear)

To ensure employees have completed their Welcome to Paycom Checklist:

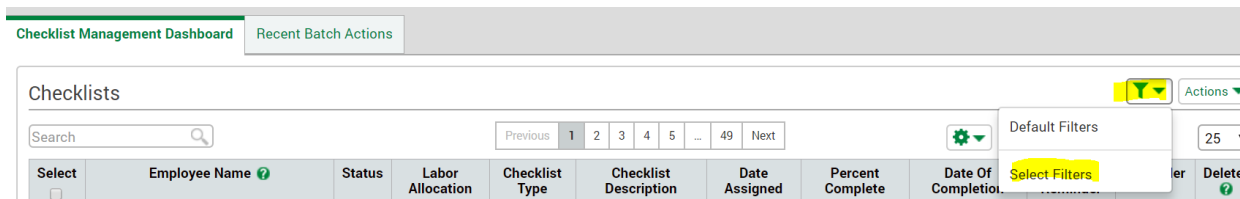
Under Human Resources navigate to documents and checklists.



Next, click on Checklist Management Dashboard:



Click to select filters to just show you progress on Welcome to Paycom Checklist:



Slide progress bar from 99 to 100%. Select Welcome to Paycom Checklist, click Save. This will show you list of all your employees and their progress on the checklist. Ensure your employees are logging in and completing this checklist by 2/8 for Group 1.

