

System Overview Agenda

- **Introduction – 5 mins**
 - Payroll Transition Calendar
 - Key Dates
- **Logging into the System – 5 mins**
 - Client vs. Employee
- **Navigation Tips – 5 mins**
 - Menu tiles vs. Tool bar, Notification Center, Inbox (0)
- **Help Menu – 5 mins**
 - Paycom Product Updates, Webinar Schedule, User Manuals & Videos
- **Company Maintenance – 5 mins**
 - Earnings, Deductions, Accruals
- **User Access & Security – 10 mins**
 - Individual Users
- **Adding a New Employee – 20 mins**
 - New Employee Queue
- **Make Employee Changes – 35 mins**
 - Search Method Options, Forms 1-12
 - Batch Edit
 - Adding pay rates for second jobs
 - Teacher Pay Rates
 - FLSA – exempt vs non exempt
- **Garnishments – 5 mins**
 - Upload to garnishment dashboard
- **Time and Attendance – 20 mins**
 - Clock in Methods
 - Kiosk
 - Web timeclocks
 - Web timesheets
 - IP Addresses
- **Payroll Introduction – 20 mins**
 - Create Data Sets
 - Create Payroll Transaction
 - Ensure money is in payroll bank account
- **Employee Self-Service Logins – 10 mins**
 - Generate/Print Report or Batch E-mail
 - Resetting Passwords
 - Verify who has logged in
- **Verification Reports – 5 mins**
 - See Next Page – Use these to Review Parish Employees Data
- **Q&A Session – 30 mins**

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