

Shared Employee | New Process

We realize the shared employees have been difficult to manage in the Paycom system for you. Due to your feedback and in an effort to help make things simpler and easier to manage, we are making some changes to this process in the Paycom system! We are confident this will help in managing your shared employees and making this a simpler process for you.

Currently employees are shared in the system. Meaning the employee record only existed one time in Paycom regardless of how many entities the employee worked for. Multiple business managers had access to the same employee and changes were being made by different business managers, causing data discrepancies amongst the various entities.

Now, you will not share employees in the Paycom system. Employees that work for multiple entities will exist multiple times in Paycom, but you will only see your version of the employee!

What does this mean?

You can make changes to your employee and it won't affect anyone else's entity!

Your employee will have a separate log in for each entity, meaning you will only see hours worked tied to YOUR parish when reviewing the employee's timecard

Process for Adding a New Hire that is a Shared Employee

First, you can check if the employee is already in your system. To check this, navigate to the Make Employee Changes Screen.

From there, be sure to filter for "All Employee". Then you can choose to search by Social Security Number is equal to. Then you will type in the employee's SSN without any dashes as pictured below and click search. If that employee comes up, just edit and review their record as needed and you are all set. If the employee does not come up, then you can work on adding that employee to Paycom.

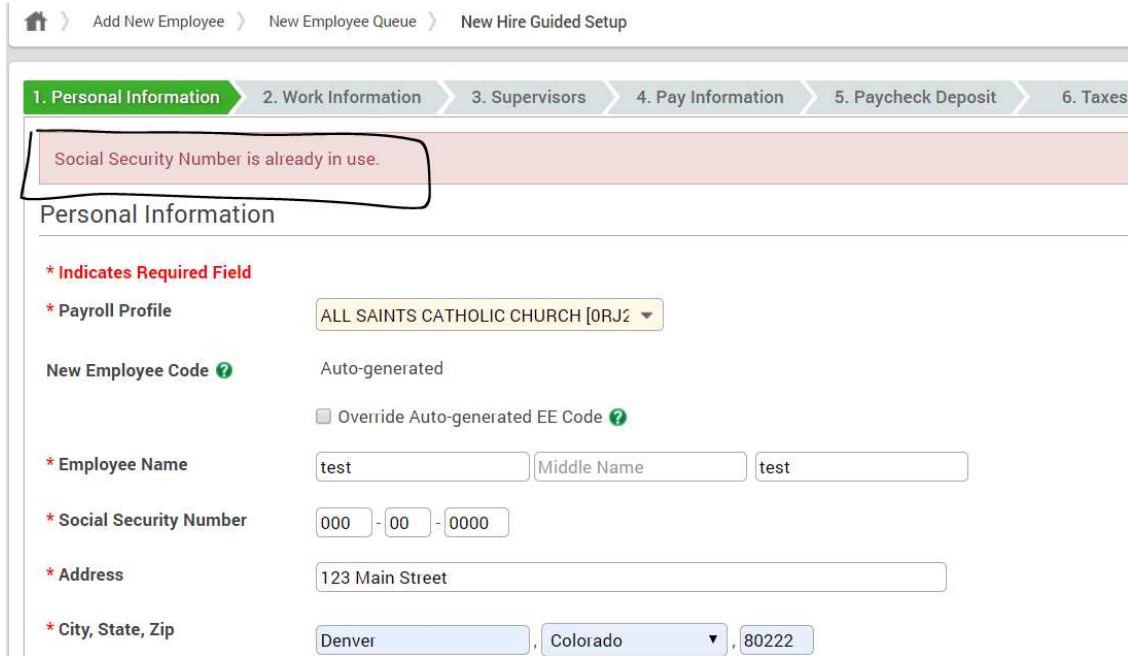
Home > Make Employee Changes

Filters

All Employees [gear icon] Social Security Number is equal to 123456789 Search (0)

Adding a new employee: You will follow the same steps of going into the add new employee screen in Paycom.

Since you have now confirmed that employee is not in YOUR system, but the SSN exists at another location you will see a message here in red when attempting to add the employee letting you know that SSN already exists somewhere in Paycom



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

Social Security Number is already in use.

Personal Information

* Indicates Required Field

* Payroll Profile ALL SAINTS CATHOLIC CHURCH [0RJz]

New Employee Code ? Auto-generated

Override Auto-generated EE Code ?

* Employee Name test Middle Name test

* Social Security Number 000 - 00 - 0000

* Address 123 Main Street

* City, State, Zip Denver , Colorado , 80222

To get the employee added to your system in Paycom enter a placeholder SSN (i.e. 111111234). Complete the process of adding the employee then navigate to their Form 1, and correct their SSN

You can then manage everything on all forms for this employee going forward without affecting their profile at any other parishes. This employee record will belong strictly to your parish.