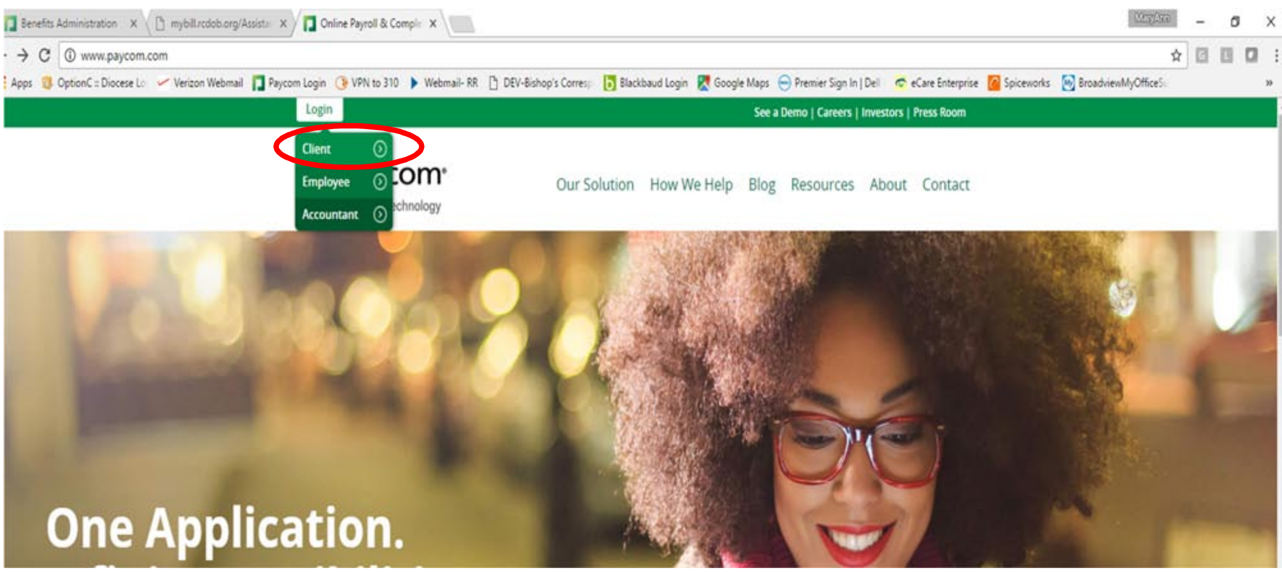
Getting Started on the Administrative HRIS (Paycom) System

Welcome to the Employer Administrative Portion of HRIS (Paycom) for Open Enrollment for Employee Benefits! The HRIS system will save you time, process less paperwork and help track your employees. Each employer will have reports at their fingertips and have access to information 24 hours a day.

This document will serve as an orientation guide to help you navigate the HRIS system, identify what benefits your employees selected, view complete personnel files and generate useful reports.

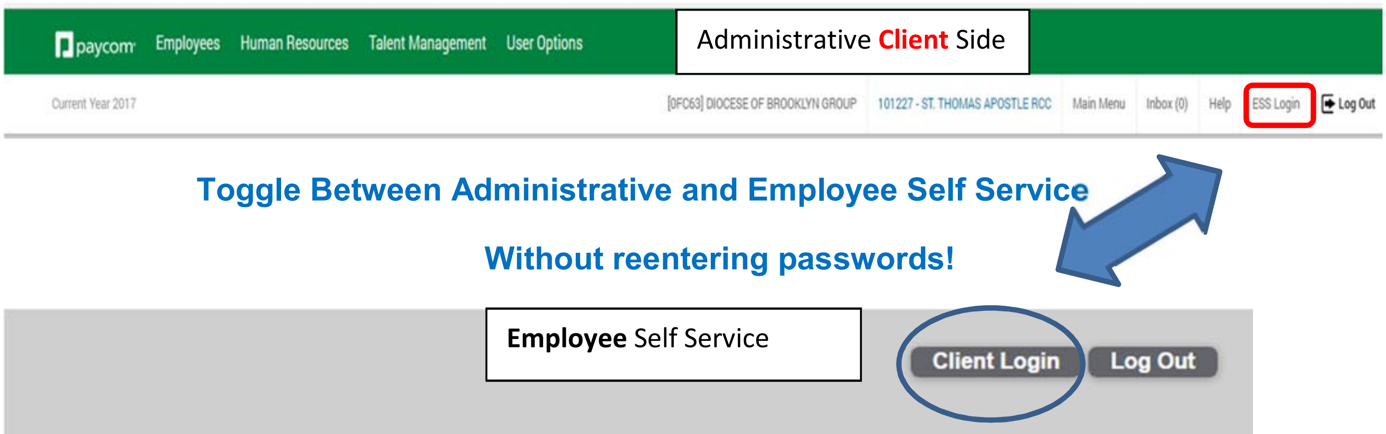
Go to our HRIS website: www.paycom.com

Click on **Login** → then **Client**

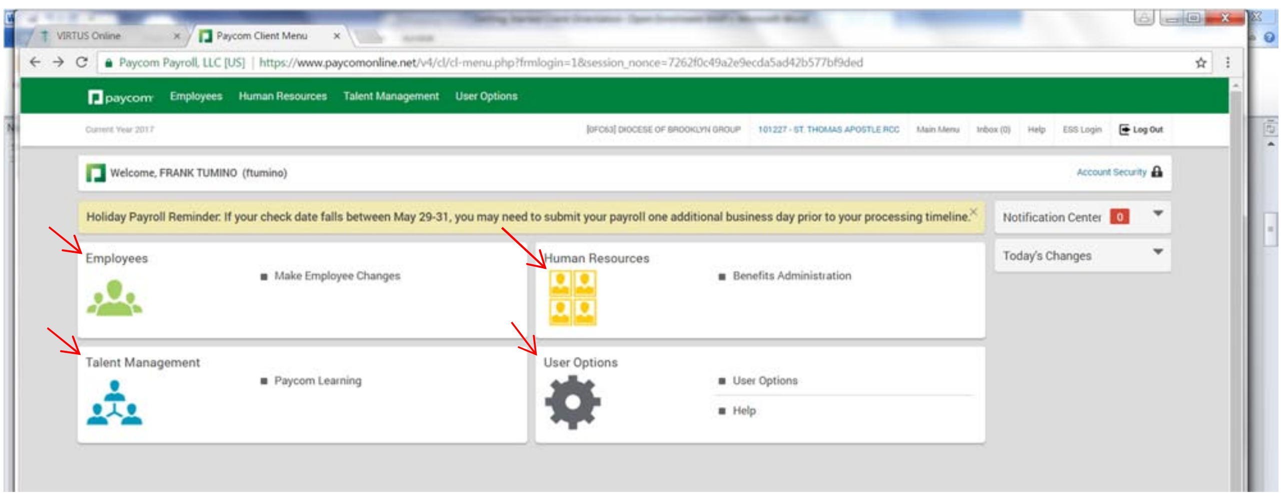


Use the HRIS Administrative Client credentials attached with these instructions. (These are not the same as your employee credentials.) **Important:** The client code assigned to you begins with the number **zero (0FC…)** not with the letter “o”.

Here is a handy tip before we get started. To toggle between Employee Self Service and Administrative Client Side you can simply use the ESS login on the white ribbon. Your credentials will be saved and you will only need to enter your information once instead of each time you toggle from Employee Self Service and Administrative Client side.

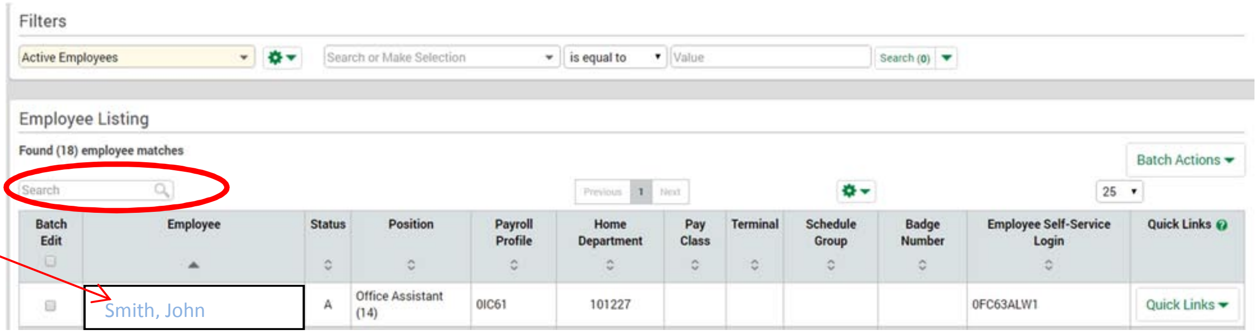


The main screen opens. You will see a green ribbon and four rectangles with titles Employees, Human Resources, Talent Management and User Options.

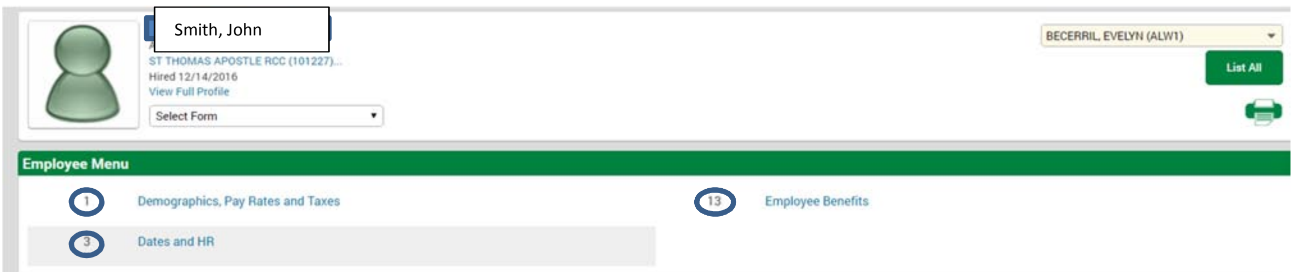


- **Employee** tile will allow you to see individual employee personnel records.
- **Human Resources** tile will allow you to see summary of all employee benefits.
- **Talent Management** tile (will be discussed during later training) allows you to view what training your employees have taken.
- **User Option** tile change passwords and access help.

Employee Tile:
To view each of your employee's records: Click: **Make Employee Changes**. Locate the name and click the blue name to see the individual employee's record. You can use the search option to find a specific name.



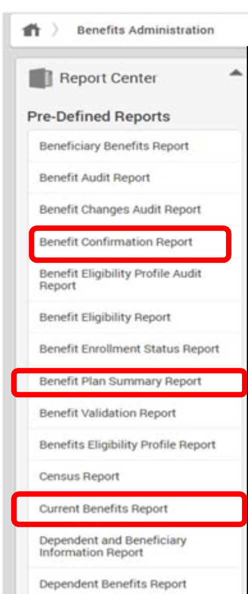
Once you click the employee's name, the individual employee menu will view.



Each employee has a separate record.

- **Form 1:(Demographics, Pay Rates and Taxes):** Employee's name, address, phone, email, and basic payroll information.
- **Form 3:(Date and HR**) Birthday or hire date and emergency contacts.
- **Form 13:(Employee Benefits)** Information on benefit selected: employee, dependent, beneficiaries, and open enrollment benefits selected.

Human Resources Tile is where you can access reports with benefit information for all your employees: Human Resources ⟶ Benefits Administration.



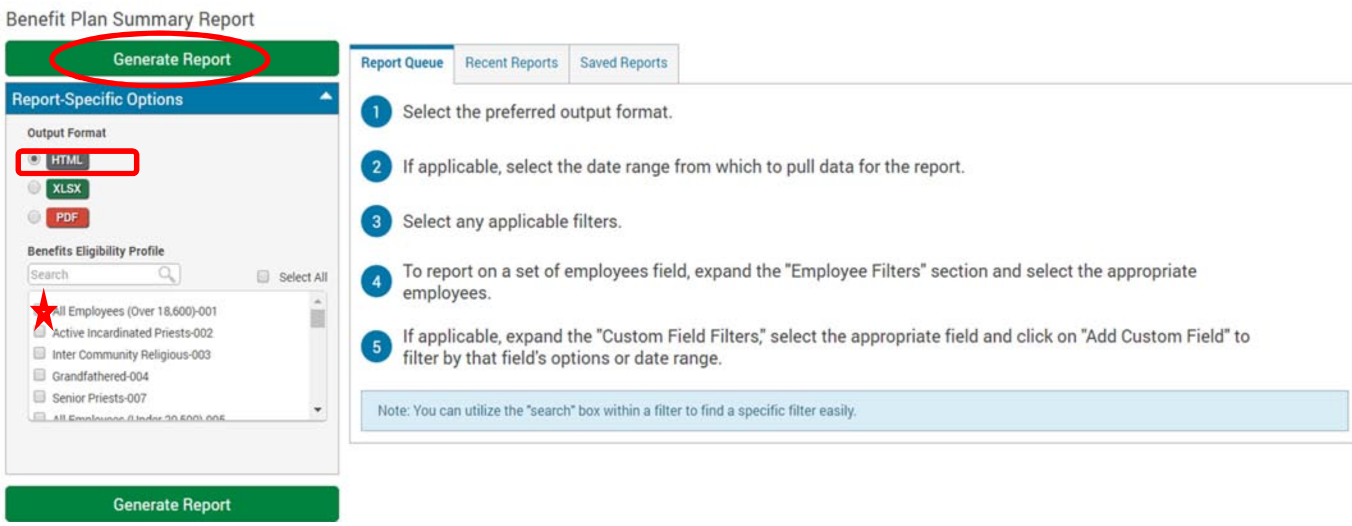
These preformatted reports are available for your convenience. You can easily access information on your employees.

1) **Benefit Confirmation Report** allows you to view all the benefits employees have enrolled in or declined.

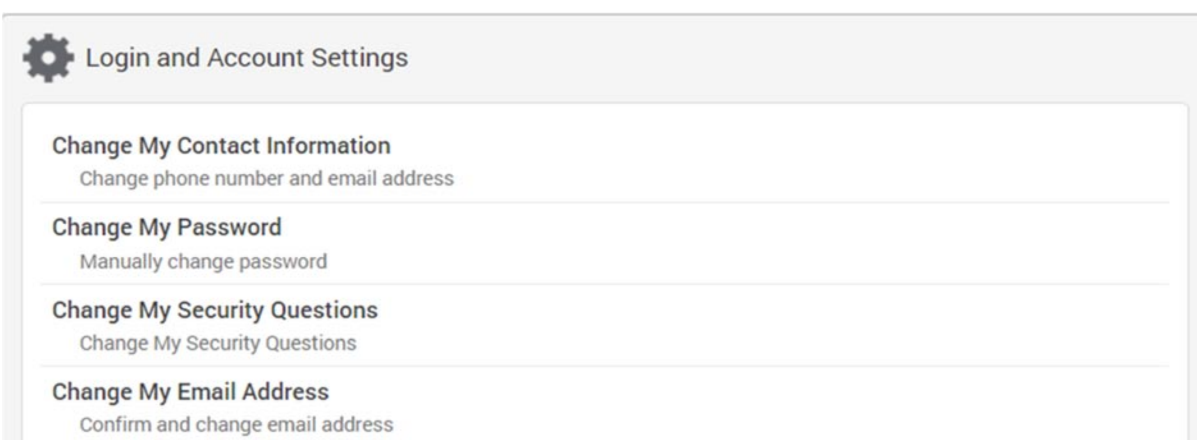
2) **Benefit Enrollment Status Report** allows you to view the percentage of the open enrollment your employees completed to date.

3) **Current Benefits Report** contains all the current benefits your employees have. This will reflect current 2016-2017 enrollment until the 2017-2018 plan becomes effective September 1, 2017.

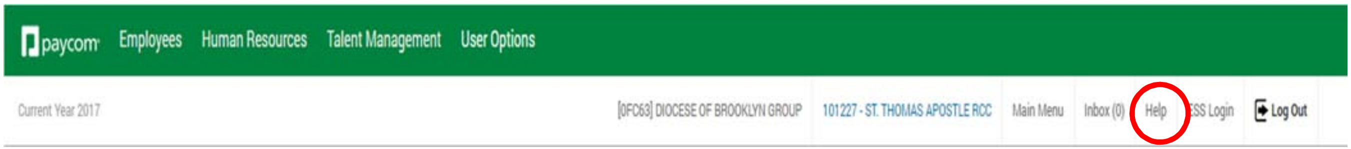
To run the report you must select an Output Format either **HTML**, **XLSX** or **PDF.** Next, check the box for **All Employees**, then **Generate report**.



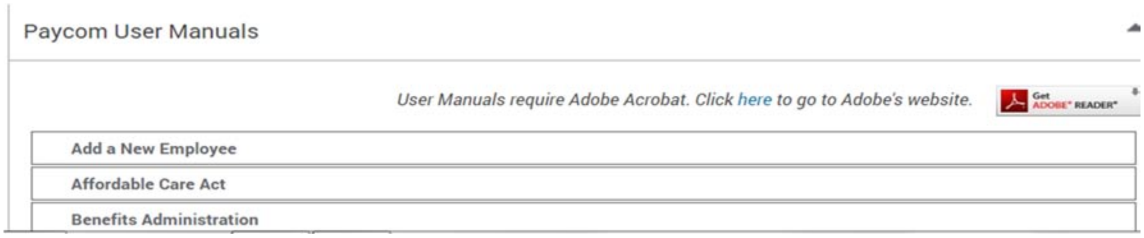
Option Tile: to change your administrative contact information, password, security questions or email is easy. Select the change item and follow prompts.



You are welcome to explore or use the help menu from the white ribbon on the top.



Instruction manuals on topics can be read online or printed out. Scroll down to find your topic.



Short instruction videos are located in the help menu.

This orientation packet is just a small taste of all the HRIS Administrative package can do for you. It will relieve you of hours of paperwork (No Lay Employee Information Forms), help you track your employees' benefits/personnel records and allow you 24 hour access to employee information. You can enjoy the benefits immediately! Start today by confirming all your employees are enrolled and begin training.

Training for the HRIS (Paycom) administrative side will be available in three different ways based upon your specific training preferences. Select your training choice:

1. Independent learning using the HRIS instruction manuals/videos in the help menu
2. Webinar training viewed from your computer and online questions
3. Instructor led courses which will encompass topics: navigating the system, adding a new employee, making employee changes and generating reports.

If you would like to register for our first instructor led course on June 8, 2017 at 310 Prospect Park West, for more information on training contact Mary Anne Page 718-965-7300 x2164 or email mpage@diobrook.org with name, parish and contact information.

These instructions are available on the My Diocese page HYPERLINK "https://mydiocese.rcdob.org.