

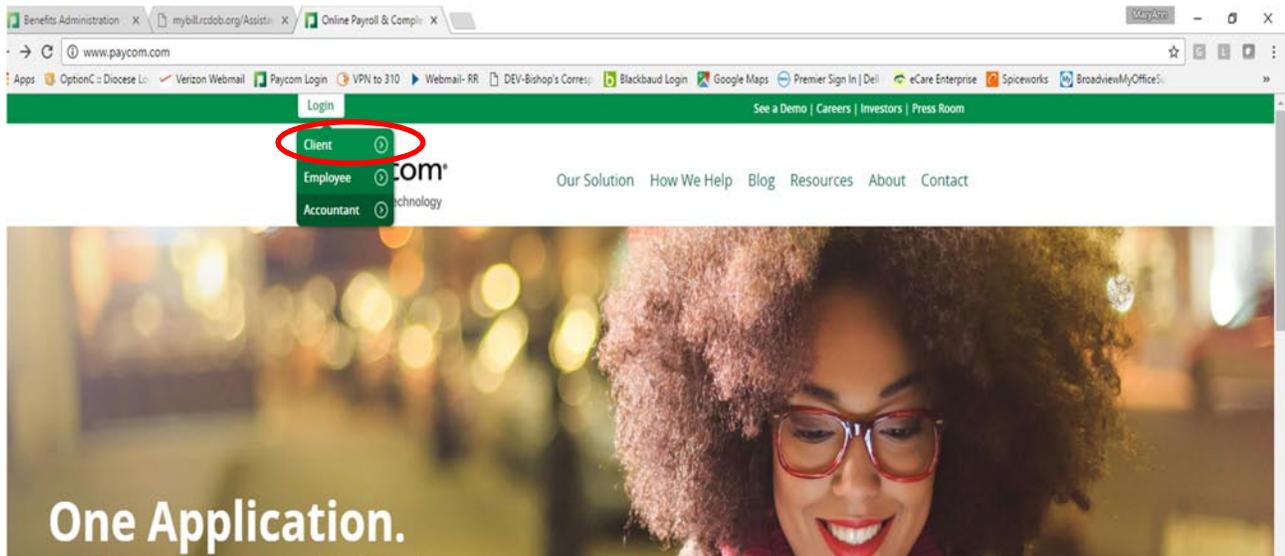
Getting Started on the Administrative HRIS (Paycom) System

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”.

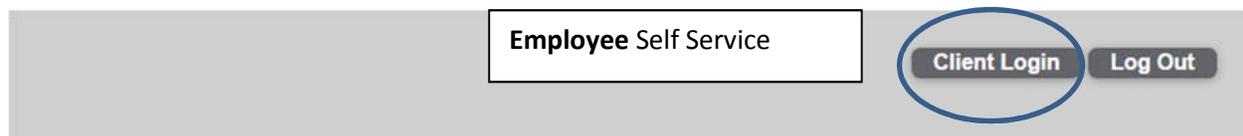
A screenshot of the 'Client Log In' form. The form is titled 'Client Log In' and contains three input fields: 'Client Code', 'Username', and 'Password'. The 'Client Code' field has the placeholder text 'Client Code'. The 'Username' field has the placeholder text 'Username'. The 'Password' field has a yellow background and contains several dots. Below the input fields is a green 'Log in' button. At the bottom of the form is the Paycom logo and the copyright notice '© 1999-2017 Paycom'.

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.

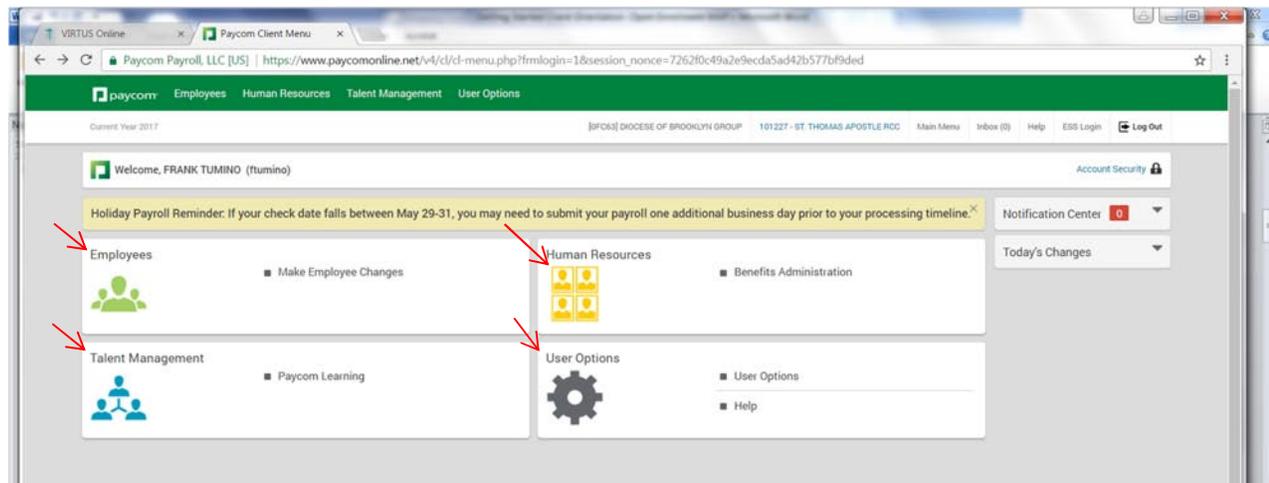


Toggle Between Administrative and Employee Self Service

Without reentering passwords!



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.

Filters

Active Employees is equal to Value

Employee Listing

Found (18) employee matches

Search

Batch Edit	Employee	Status	Position	Payroll Profile	Home Department	Pay Class	Terminal	Schedule Group	Badge Number	Employee Self-Service Login	Quick Links
<input type="checkbox"/>	Smith, John	A	Office Assistant (14)	0IC61	101227					0FC63ALW1	Quick Links

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

Smith, John

ST THOMAS APOSTLE RCC (101227) ...

Hired 12/14/2016

View Full Profile

Select Form

BECERRIL, EVELYN (ALW1)

List All

Employee Menu

- 1 Demographics, Pay Rates and Taxes
- 3 Dates and HR
- 13 Employee Benefits

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.

Benefits Administration

Report Center

Pre-Defined Reports

- Beneficiary Benefits Report
- Benefit Audit Report
- Benefit Changes Audit Report
- Benefit Confirmation Report**
- Benefit Eligibility Profile Audit Report
- Benefit Eligibility Report
- Benefit Enrollment Status Report
- Benefit Plan Summary Report**
- Benefit Validation Report
- Benefits Eligibility Profile Report
- Census Report
- Current Benefits Report**
- Dependent and Beneficiary Information Report
- Dependent Benefits Report

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**.

Benefit Plan Summary Report

Generate Report

Report-Specific Options

Output Format

- HTML
- XLSX
- PDF

Benefits Eligibility Profile

Search

- All Employees (Over 18,600)-001
- Active Incardinated Priests-002
- Inter Community Religious-003
- Grandfathered-004
- Senior Priests-007
- All Employees (Under 20,600)-005

Generate Report

Report Queue | Recent Reports | Saved Reports

- 1 Select the preferred output format.
- 2 If applicable, select the date range from which to pull data for the report.
- 3 Select any applicable filters.
- 4 To report on a set of employees field, expand the "Employee Filters" section and select the appropriate employees.
- 5 If applicable, expand the "Custom Field Filters," select the appropriate field and click on "Add Custom Field" to filter by that field's options or date range.

Note: You can utilize the "search" box within a filter to find a specific filter easily.

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

Login and Account Settings

Change My Contact Information
Change phone number and email address

Change My Password
Manually change password

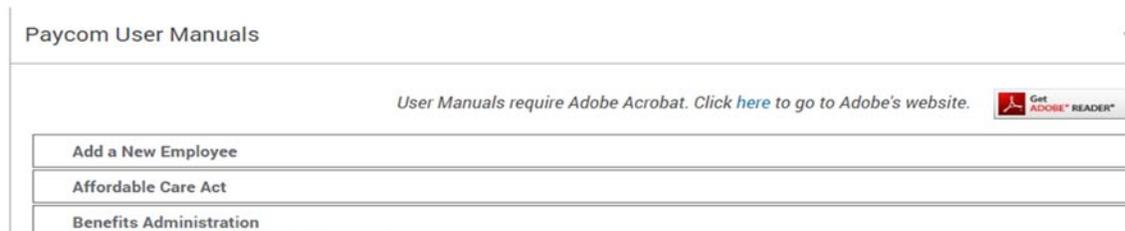
Change My Security Questions
Change My Security Questions

Change My Email Address
Confirm and change email address

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"](https://mydiocese.rcdob.org)