



WellHaven

Pet Health

Activating Employee
In Paycom

Activating Employee

Now that you've completed the New Hire Queue and your employee is in the Paycom system, you will need to activate the employee.

There are a few steps that you as the PM/PD will need to complete in Paycom!



Adding the employee
into Paycom



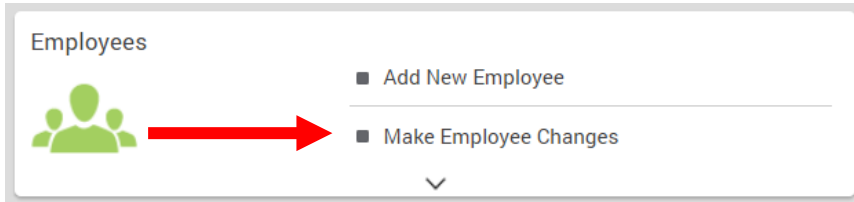
Activating the employee on
First Day



Paycom ESS Training on
First Day and Checklist
Completion

Activating Employee

1. Log into Paycom Manager
2. Under **Employees**, select **Make Employee Changes**



3. Select the **New Employee** from list view

paycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports User Options

[0UD31] WELLHAVEN PETHEALTH LLC ALLDEPTS Main Menu Account Security Secure Uploader (2) Help ESS Login Updates Log Out

Make Employee Changes (Found 6 employees)

Batch Actions ▾

Search or Filter... Saved Filters

Search "test" Clear Save

Sort Customize Export

Select All

	Employee, Test (0443)	Hospital Location	Status	Hire Date	Primary Supervisor	Pay Type	ESS Login	Forms ▾
<input type="checkbox"/>	Reception FH	Campus [001]	Inactive	08/20/2020	Weaver, Daniel	Hourly	0UD310443	▾
<input type="checkbox"/>	Mctest, Test Fake (1553)	Allocation Hosp...	Not Hired	03/16/2022	Jones, Jennifer	Hourly	0UD311553	Forms ▾ ▾

Activating Employee

1. Form 16. Checklists

1) Select **16. Checklists** in the left menu

2) Select **New Hire's First Day** Checklist

Make Employee Changes /

16. Checklists View Change History

Assign Checklists

Search Sort Filter 1 Results

Select All Send Reminder

2 **New Hire's First Day - MN** Reminder

Type	EE List ID	Number of Items	Date Assigned	Completed	Last Reminder
On Boarding	428458	0/7	10/11/2023	N/A	N/A

1 Results


1 16. Checklists


Activating Employee

2. New Hire's First Day Checklist

1) Select **Start** for the task New Hire Activation

Make Employee Changes > Employee Menu > Form 16 - Checklists

 **EMPLOYEE, TEST (0443)**
INACTIVE W-2
Hospital (800)...
Hired 08/20/2020
[View Full Profile](#)

EMPLOYEE, TEST (0443) List All 

Add New Employee

16 - Checklists

Form 16 - Checklists

New Hire's First Day - MN

EE Task ID	Task Description ?	Task Type	Task For ?	Completed By	Time Completed ?	Start Task
3415501	New Hire Activation	Personnel Action Form	Employer			1 START ▶
3415500	Welcome to Paycom!	Note	Employee			
3415504	2023 - Employee Handbook - Minnesota	Document	Employee			
3415505	State LOA Informational Packets	Hyperlink	Employee			
3415499	Complete Voluntary EE01	Voluntary EE01	Employee			
3415502	Learn How to Update Your Tax Setup	Paycom University Course	Employee			
3415503	Learn How to Update Direct Deposit	Paycom University Course	Employee			

Percentage Completed 0 %

3. Confirm

1) Select **OK** on pop-up

Confirm ✕

Are you sure you want to start [New Hire Activation] ?

Please complete this form during the team member's first day of work. Only enter data for fields that are currently blank or inaccurate.

Payroll will review the data and make changes as appropriate before approval.

Cancel **1** OK

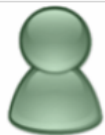
Activating Employee

4. Create Personnel Action Form

You will be verifying the information in the "From" column. If you find an error and need to make any changes, you will do so in the "To" column. Do not complete any information after the red line.

- 1) **Effective Date**, enter the same date as the employee's hire date. **Hire Date** is the first day worked.
- 2) Verify the **Hire Date, Seniority Date, Pay Basis, Pay Type, and Pay Rate** - make changes as necessary
- 3) **Employee Status** - Select, **Activate**
- 4) Select **Submit and Email**

Home > Make Employee Changes > Employee Menu > Form 16 To-Do List(s)



EMPLOYEE, TEST (0443) [View Profile](#)

Position Title	Department	DOL Status	Rehire/Hire Date	Salary Grade	Salary/Hourly Rate(s)
Reception FH	Hospital	Full Time	08/20/2020		\$25.00/Hr.

Create Personnel Action Form

Select a PAF action type for your employee * Hospital New Hire Activation

PAF Reason * 1st Day New Hire Activation

PAF Approval Workflow * Single HR Review

Effective Date * **1** 00/00/0000 (**Any payroll processed on or after this date will include these changes)

Display in ESS upon Final Approval

Hire-Date From 08/20/2020 **2** To 00/00/0000

Seniority Date From 08/20/2020 To 00/00/0000

Pay Basis From Salary To

Pay Type and Pay Rate From Hourly, \$25.00/Hr. To

Current Estimated Annual Salary \$52,000.00

Employee Status From INACTIVE **3** To ACTIVE


Benefits Eligibility Profile From [TER] Terminated Employees To

ACA Initial Status From ACA Variable Hour To

Comments

Upload Supporting Documentation

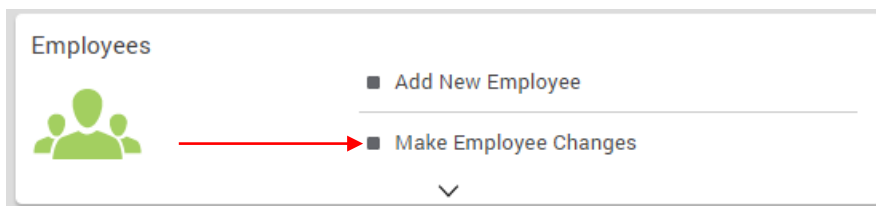
PAGE 4 **4**



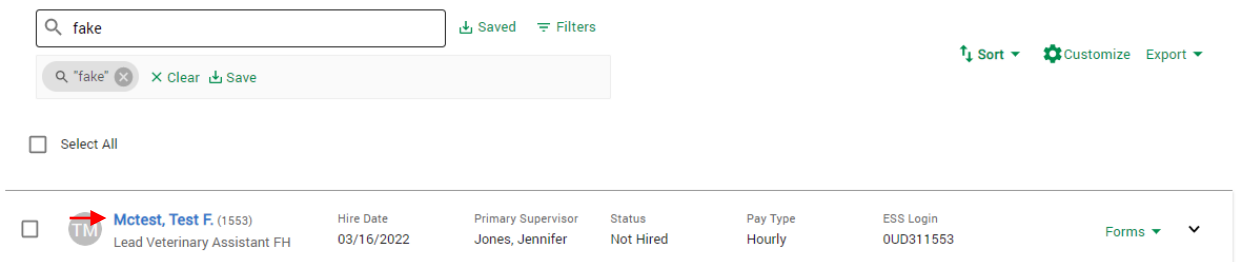
Paycom Temporary Password

When you add an employee into Paycom, Paycom will try to send the employee a 'temporary log in information' email. Most employees do not receive this email. You will need to create a temporary password to guarantee that the employee is able to log in and complete their On-Boarding Checklist.

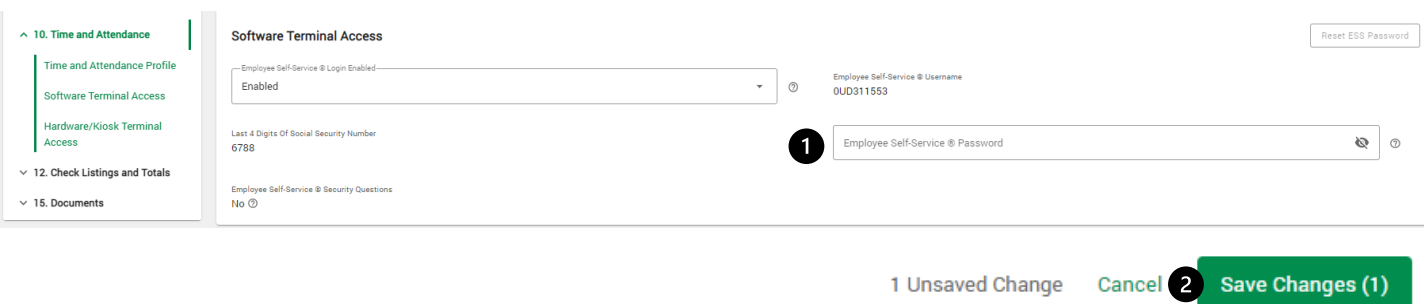
1. Select **Make Employee Changes**



2. Select the employee. (Note – if the employee is not showing up on your list, make sure you don't have a filter set that doesn't include PreHire employees.)



3. On the left-hand bar, select **10. Time and Attendance** → **Software Terminal Access**. In the 'Employee Self-Service Password (1)' box type **Password1!** then select **Save Changes** (2).



Next Steps

What do I do next?

Now that the employee has been activated and you have set a temporary password allowing the employee to log in, you will train them on navigating the Employee Self Service (ESS) and ensuring they complete their New Hire's First Day Checklist.

On the Knowledge Base, download the Paycom – First Day Training Guide.