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!
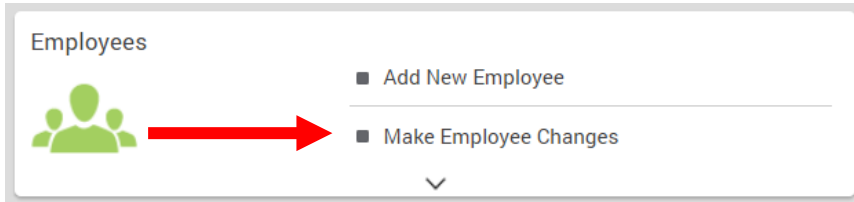
$ Adding the employee into Paycom

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

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 🖨

| Custom Fields |
| 2. Scheduled Earnings and Deductions ⌄ |
| 3. Dates and HR ⌄ |
| 4. Percentage Labor Distribution |
| 6. Accrual Information |
| 7. Employee Photo |
| 8. Custom Fields ⌄ |
| 9. Employee Self-Service® ⌄ |
| 10. Time and Attendance ⌄ |
| 11. Direct Deposit ⌄ |
| 12. Check Listings and Totals ⌄ |
| 13. Employee Benefits ⌄ |
| 14. Dependents and Beneficiaries ⌄ |
| **(1) 16. Checklists** |
| 17. Year-End Tax Forms ⌄ |
| 21. Learning ⌄ |

Checklists

Assign Checklists

🔍 Search   ↑↓ Sort ▾   ☰ Filter   1 Results

☐ Select All   Send Reminder

(2)   **New Hire's First Day - MN**   ⚠ Reminder

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

1 Results

Activating Employee

2. New Hire's First Day Checklist

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

3. Confirm

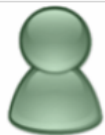### 1) Select **OK** on pop-up

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**

Paycom Temporary Password

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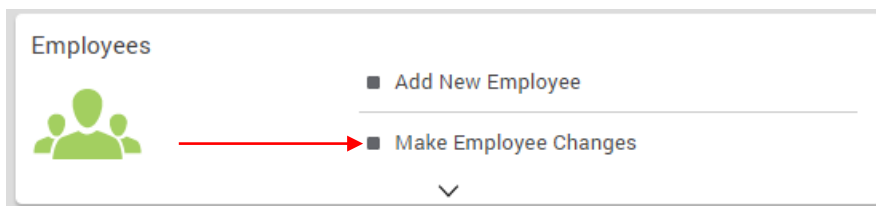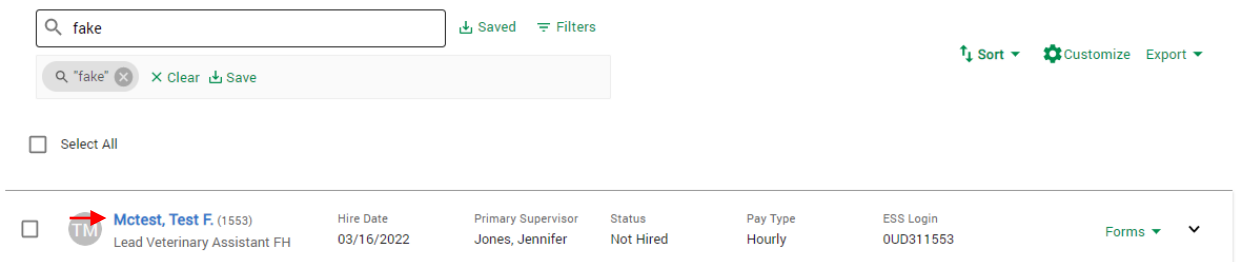mployees do not receive this email. You will need to create a temporary password to guarantee that the employee is able to log in and complete their On-Boarding Checklist.
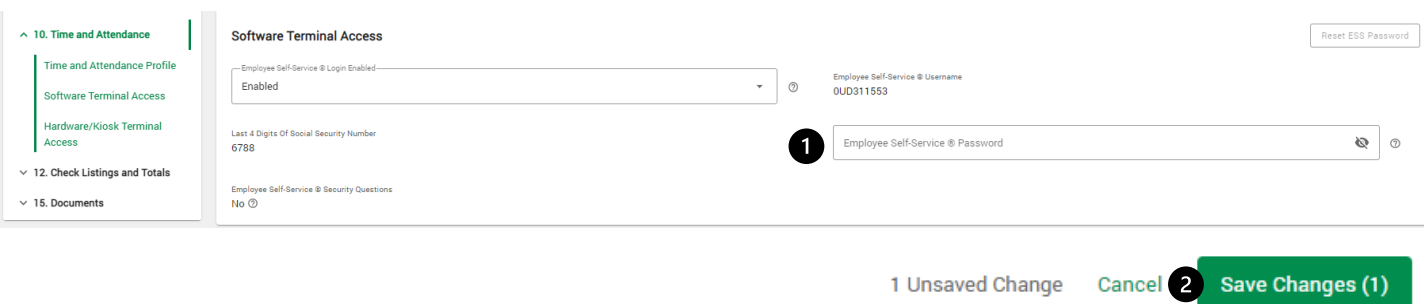
1. Select **Make Employee Changes**

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.