



WellHaven

Pet Health

Adding New Employees
In Paycom

Adding Employee into Paycom

An employee can only be entered in Paycom if they have

- 1) Signed an Offer Letter
- 2) Completed the Background Check

NOTE:

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



Adding the employee
into Paycom



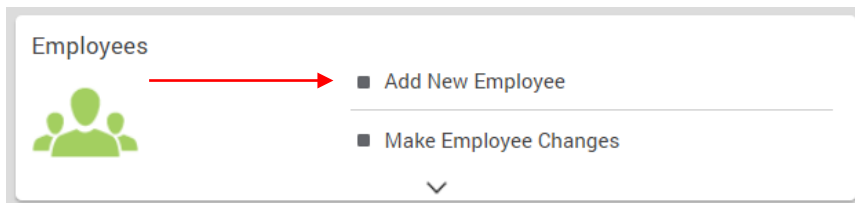
Activating the employee on
First Day



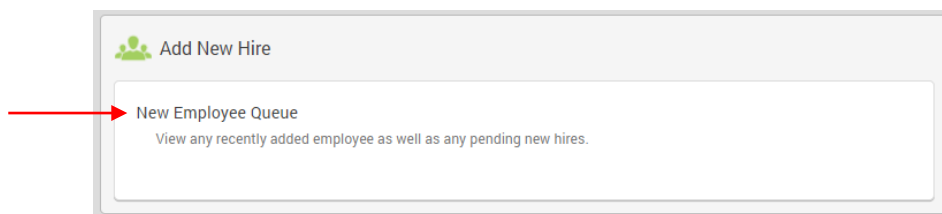
Paycom ESS Training on
First Day and Checklist
Completion

Adding Employee into Paycom

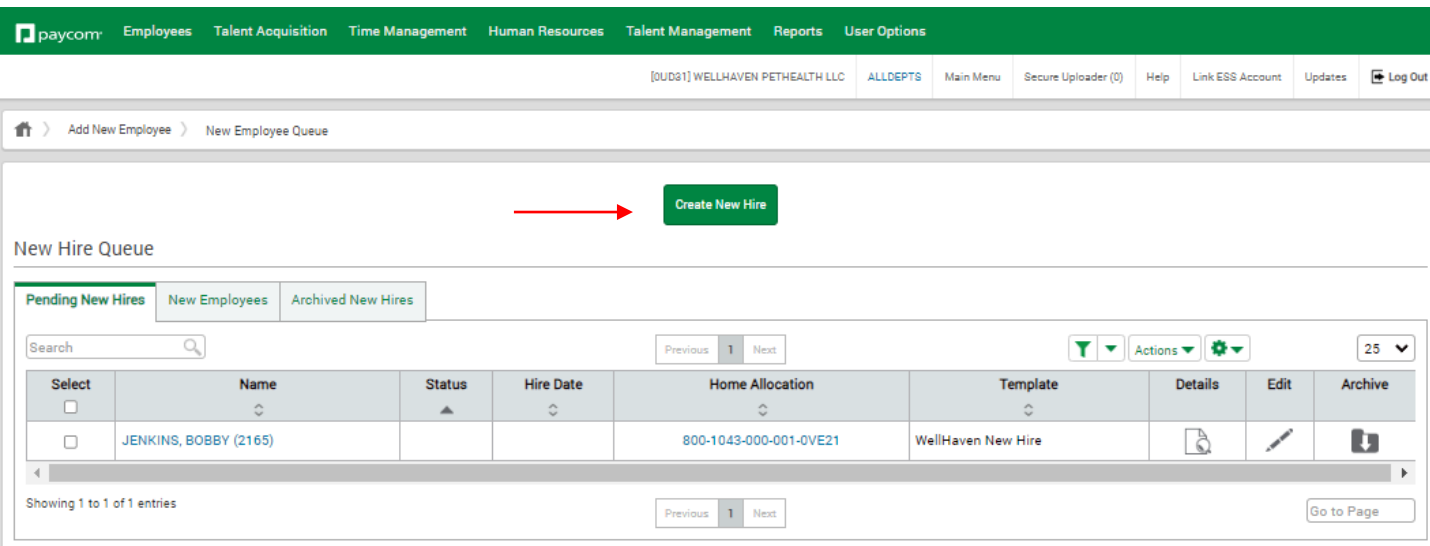
1. Log into Paycom Manager
2. Under **Employees**, select **Add New Employee**



3. Select **New Employee Queue**



4. Select **Create New Hire**



A screenshot of the Paycom 'New Hire Queue' page. The page has a green header with the Paycom logo and navigation links: Employees, Talent Acquisition, Time Management, Human Resources, Talent Management, Reports, and User Options. Below the header, there is a breadcrumb trail: Add New Employee > New Employee Queue. A red arrow points to a green 'Create New Hire' button. Below the button, there is a 'New Hire Queue' section with tabs for 'Pending New Hires', 'New Employees', and 'Archived New Hires'. The 'Pending New Hires' tab is selected. There is a search bar and a table with the following columns: Select, Name, Status, Hire Date, Home Allocation, Template, Details, Edit, and Archive. The table contains one entry: JENKINS, BOBBY (2165) with Home Allocation 800-1043-000-001-OVE21 and Template WellHaven New Hire. The page shows 'Showing 1 to 1 of 1 entries' and has a 'Go to Page' field.

Adding Employee into Paycom

1. Create New Hire & Send Invitation

Please note, that this invitation will send an email to the New Hire to complete their "self-onboarding." Once they complete their self-onboarding some of this information will already be pre-populated in the New Hire Wizard.

1) Select **Position Family**, put [PAR] for para and [DVM] for doctors

2) Select **Position Title & Work Location**

3) **Payroll Profile** will be based on the state your hospital is located. If you are in WA or MN and you are on-boarding a doctor, you will select WA Clinical or MN Clinical.

4) Enter New Hire information. You may need to reference resume or ClearCo. Profile for email address and phone number.

5) Select "NO" for **Use Employee Address**

6) Select **Create and Send Invitation**

Create New Hire

* Indicates Required Field

New Hire Template *

WellHaven New Hire

Employee Type (W2/1099) *

W2

Position Family

1

PAR [PAR]

Position Title

2

Groomer FH (00013)

Work Location *

All About Paws

Default Payroll Profile *

3

WELLHAVEN PETHEALTH CO LLC [DVE]

Employee Name *

Dory

Nemo

Preferred Name

Preferred First Name

Preferred Last Name

Personal Email *

4

Use Employee Address *

5

Yes No

Primary Phone *

+1

(360) 768-2090

Cancel

6

Create and Send Invitation

Adding Employee into Paycom

1. Personal Information


You will **NOT** be required to enter any data in **Personal Information**

NOTE: This information will be pulled directly from the New Hire's Self-Onboarding, once it's completed at 100% and they've clicked "Submit"

1) **New Employee Code** will auto populate. Write this number down as this is the number you will set as their badge number on page 7.

2) Click **NEXT**



1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

 Any fields that were made available to the new hire in the self-onboarding process have been disabled until the new hire completes the process. The new hire will not be able to be hired until the onboarding process is completed or cancelled.
[Click here to view the new hire process](#)


Personal Information (Nemo, Dory)

* Indicates Required Field


Payroll Profile * WELLHAVEN PETHEALTH CO LLC-[0VE]


New Employee Code  2169
 Override Auto-generated EE Code 

Legal Name Dory Nemo

Preferred Name  First Name Middle Name Last Name Suffix

Display Preferred Name on Pay Stub

Social Security Number - - Applied For 

Country  United States of America (USA)


Street Address

Apt / Suite / Other

City

State / Territory WASHINGTON

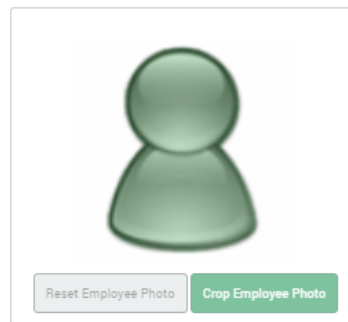
ZIP Code

Primary Phone *  +1 (360) 768-2090 Other

Personal Email

Birth Date Birth Month Birth Day Birth Year Age

Valid Image formats



Save

2

Next

Adding Employee into Paycom

2. Work Information

- 1) Verify **Hire Date** and keep Pre-hire checked
- 2) Verify **DOL Status**
- 3) Select **Position Family**, put [PAR] for para and [DVM] for doctors
- 4) Verify **Position Title** and **Work Location** will already be prefilled, if it's incorrect, select the correct appropriate title and location.
- 5) Verify **Labor Allocation Profile** is defaulted to WellHaven Profile
- 6) Select **Home Allocation**, put in the Hospital Location, EE Position Title, and select Save
- 7) Select **NEXT**

1. Personal Information > 2. Work Information > 3. Supervisors > 4. Pay Information > 5. Paycheck Deposit > 6. Taxes > 7. HR Information > 8. Custom Fields

Work Information (Nemo, Dory)

* Indicates Required Field

Include on New Hire Report

Hire Date * Pre-hire

DOL Status *

Work Email

Position Family *

Position Title *

Labor Allocation Profile *

Home Allocation *

Work Location *

Previous Save Next

800-000-001-0VE20

Department *

Hospital Location *

Job *

EE Position Titles *

Cancel Save

Adding Employee into Paycom

3. Supervisors

1) Select **Set Notifications** and the Notifications box will pop-up. On the Time-Off line, select Time-Off Requests and Punch Changes. Employee Changes will notify you if the employee has made any personal updates in Paycom but will not notify you what the changes are making it unnecessary. Select **SAVE**

2) **Time-Off Approval Supervisor** will be the PM. If there is no PM at the hospital, it will be the PD. You can search by last name.

3) **Primary Supervisor** will be the PD. If there is no PD at the hospital, it can be the PM.

Select **NEXT**

Supervisors (McTest, Test)

* Indicates Required Field

Notification Settings **1** Set Notifications

Time-Off Approval Supervisor **2** User, Test (Expenses)

Primary Supervisor **3** Jones, Jenni (JJones)

Previous Save **4** Next

Supervisors	Time-Off Requests	Employee Changes	Punch Changes
Time-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tertiary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quaternary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save

Adding Employee into Paycom

4. Pay Information

Processing Schedule, Pay Frequency, Pay Type, and Pay Basis Check Display will auto-populate based on the position you selected. Verify information is correct.

- 1) Enter **Rate 1**
- 2) Select **NEXT**

The screenshot shows the 'Pay Information' step in a multi-step process. The steps are: 1. Personal Information, 2. Work Information, 3. Supervisors, 4. Pay Information (current), 5. Paycheck Deposit, 6. Taxes, 7. HR Information, and 8. Custom Fields. The form is for 'Nemo, Dory' and includes the following fields:

- Processing Schedule**: Regular Schedule (Semi-Monthly)
- Pay Frequency**: Semi-Monthly
- Pay Type**: Hourly
- Pay Basis Check Display**: Hourly
- Estimated Annual Salary**: \$31,201.20/yr
- Rate 1**: 15.00 (highlighted with a red circle and the number 1)

At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Next'.

5. Paycheck Deposit

Paycheck Deposit and Taxes have been completed by the new hire during their Self-Onboarding. They can verify/update their information in Employee Self Service (ESS).

- 1) Select **NEXT**

The screenshot shows the 'Paycheck Deposit' step in the multi-step process. The steps are: 1. Personal Information, 2. Work Information, 3. Supervisors, 4. Pay Information, 5. Paycheck Deposit (current), 6. Taxes, 7. HR Information, and 8. Custom Fields. A blue information banner at the top of the form area reads: 'You do not have access to Paycheck Deposit Information.' At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Next'.

Adding Employee into Paycom

6. Taxes

You will **NOT** be required to enter any data in **Taxes**

NOTE: This information will be pulled directly from the New Hire's Self-Onboarding. You will be unable to click **NEXT** until your New Hire completes their Self-Onboarding at 100% and they've clicked submit.

Click **7. HR Information**

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

i Any fields that were made available to the new hire in the self-onboarding process have been disabled until the new hire completes the process. The new hire will not be able to be hired until the onboarding process is completed or cancelled.
[Click here to view the new hire process](#)

✓ These potential taxes have been populated solely based on the employee's home address and work location. Please confirm the accuracy of the potential taxes that have been populated. Please note that you may, at any time, change the tax profile to your preferred choice.

Tax Information (Nemo, Dory)

*** Indicates Required Field**

Employee Type (W2/1099) * W2

Employee Tax Setup

Look Up Potential Taxes

Lives in State *

Works in State *

SUI Tax Agency *

Use Employee Address

Register Local Taxes

EE Local Tax Agency 1 + Resident Tax

Client Local Tax Agency 1 + Resident Tax

	Filing Status	Exemptions/Allowances	Additional Amount	Additional Percent	Block
Federal Taxes	Single or Married filing separately <input type="checkbox"/> Multiple Jobs	Dependents \$ 0.00 Other Income \$ 0.00 Deductions \$ 0.00	\$ 0.00	0.0000 %	<input type="checkbox"/>
CO State Taxes	Single or Married filing separately	Annual Withholding Allowance \$ 0.00	\$ 0.00	0.0000 %	<input type="checkbox"/>

	Additional Tax	Employee Percent	Employer Percent	Exempt	Override
CO State Taxes	Paid Family Medical Leave	50 %	50 %	<input type="checkbox"/>	<input type="checkbox"/>

Previous Save Next

Adding Employee into Paycom

7. HR Information

1) Select the "New Hire's First Day" Checklist that is for your state. If you are on-boarding a PM, select Practice Manager Checklist in addition.

2) **Expense Management Policy** will default to Expense Class for Para Staff

3) Select **Time and Attendance**

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

HR Information (Nemo, Dory)

Employee Self Service 4 Time and Attendance 3 Benefits and ACA 1 Other 1

* Indicates Required Field

ESS Access Profile 7* Active

Checklist(s) 7* Search Select All

- New Hire's First Day - AZ
- New Hire's First Day - CO
- New Hire's First Day - MN
- New Hire's First Day - MT
- New Hire's First Day - OR
- New Hire's First Day - WA

Show Selected Filters

Expense Management Policy 7* Expense Class for Para staff

Send ESS Login via Email 7* Personal Email Send Email

Previous Save Next

4) **Badge Number** – Put in the four-digit New Employee Code from Page 1

5) **Pay Class** will default to Sunday-Saturday Hourly (SSH)

6) Select the **Terminal Access Group** that correlates to your state (Central Time, Mountain Time, or TGO for Pacific Time)

7) **Documents, Benefits and ACA**, and **Other** do not require anything so select **NEXT**

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

HR Information (McTest, Test)

Employee Self Service 3 Time and Attendance 3 Documents 0 Benefits and ACA 1 Other 1

Badge Number 7* 1553 ✓ Numeric character only

Pay Class 7* Sunday-Saturday Hourly [SSH]

Terminal Access Group 7* Terminal group 1 [TGO]

Previous Save Next

Adding Employee into Paycom

8. Custom Fields – EE Data Tab

- 1) **Scheduled Weekly Hours** – Put in the approximate weekly hours the employee is expected to work
- 2) **Production % DVM - DVM Only** – Put in the production percentage from the Offer Letter
- 3) Select the **HR Data** Tab

The screenshot shows the 'Custom Fields (Pepitone, Joey)' page in the Paycom system. At the top, there is a navigation bar with steps 1 through 8. Step 8, 'Custom Fields', is highlighted. Below the navigation bar, there are three tabs: 'EE Data' (with a red '2' and a green underline), 'HR Data' (with a red '1'), and 'Licensing Data+'. A red circle with the number '3' is placed over the 'HR Data' tab. Under the 'EE Data' tab, there are two sections: 'Custom SELECT Fields' and 'Custom TEXT Fields'. In the 'Custom SELECT Fields' section, there is a field labeled 'Scheduled Weekly Hrs *' with a dropdown menu showing '32'. A red circle with the number '1' is placed over this field. In the 'Custom TEXT Fields' section, there is a field labeled 'Production % DVM *' with a text input box containing '0%'. A red circle with the number '2' is placed over this field. At the bottom of the page, there are three buttons: 'Previous', 'Save', and 'Complete'.

8. Custom Fields – HR Data Tab

- 1) **EE Classification**– Select the appropriate Classification
- 2) Select the **Licensing Data+** Tab

The screenshot shows the 'Custom Fields (Pepitone, Joey)' page in the Paycom system. At the top, there is a navigation bar with steps 1 through 8. Step 8, 'Custom Fields', is highlighted. Below the navigation bar, there are three tabs: 'EE Data' (with a red '2'), 'HR Data' (with a red '1' and a green underline), and 'Licensing Data+'. A red circle with the number '2' is placed over the 'HR Data' tab. Under the 'HR Data' tab, there are two sections: 'Custom SELECT Fields' and 'Custom TEXT Fields'. In the 'Custom SELECT Fields' section, there is a field labeled 'EE Classification *' with a dropdown menu showing '(none)'. A red circle with the number '1' is placed over this field. At the bottom of the page, there are three buttons: 'Previous', 'Save', and 'Complete'.

Adding Employee into Paycom

8. Custom Fields – Licensing Data+ Tab

- 1) **License #1 Type** – If the employee holds an active license (DVM, CVT, Medical Clerk License, etc) select the correct license in the drop down
- 2) **License #1 State** – Select the state the employee holds the license
- 3) **License #1 Number** – Type in the License number
- 4) **License #1 Iss Date** – Select the issue date of the active license
- 5) **License #1 Exp Date** - Select the expiration date of the active license
- 6) Select **Complete**. The screen will refresh and the employee will be added into Paycom as "Prehire"

Please note: The complete button will not be visible until the New Hire has submitted their Self-Onboarding

There are additional steps to activate your new hire.

1. Personal Information > 2. Work Information > 3. Supervisors > 4. Pay Information > 5. Paycheck Deposit > 6. Taxes > 7. HR Information > 8. Custom Fields

Custom Fields

EE Data 2 HR Data 2 Licensing Data+

Custom SELECT Fields

License #1 Type 1 (none) License #1 State 2 (none)

Custom TEXT Fields

License #1 Number 3

Custom DATE Fields

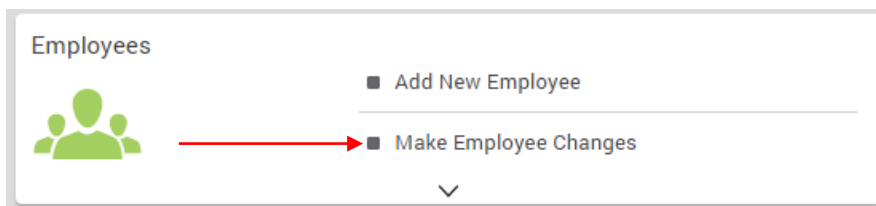
License #1 Iss Date 4 00/00/0000 License #1 Exp Date 5 00/00/0000

Previous Save Complete 6

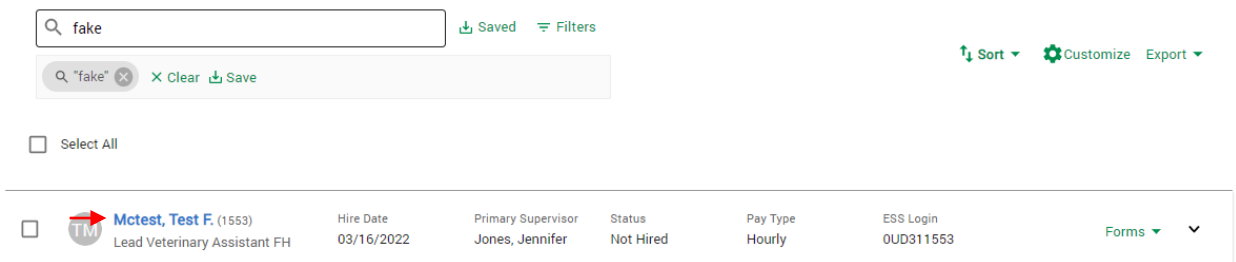
Paycom Temporary Password

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 New Hire's First Day Checklist.

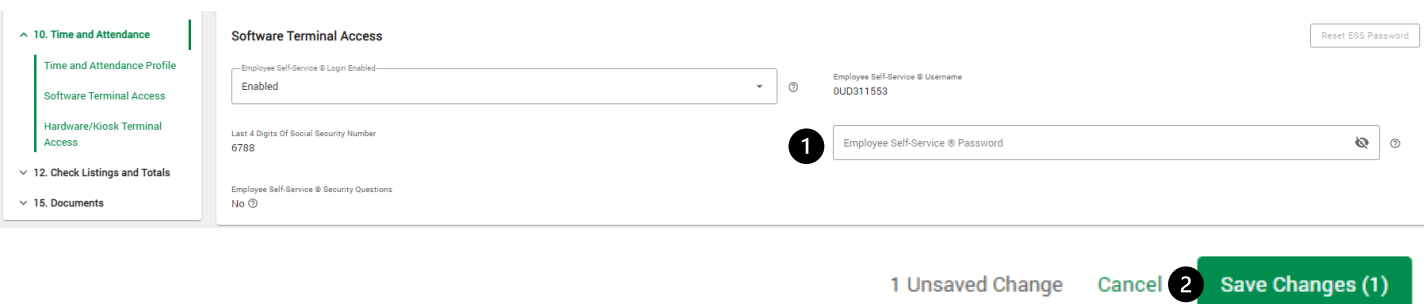
1. Select **Make Employee Changes**



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 added in as an employee and you have set a temporary password allowing the employee to log in to complete their **New Hire's 1st Day Checklist**.

On the Knowledge Base, download the (Employer) How To Activate Your New Hire.

Reminder – On New Hire's First Day you will complete Section 2 of their I-9 and assist them in logging into and navigating Paycom's Employee Self Service (ESS).