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

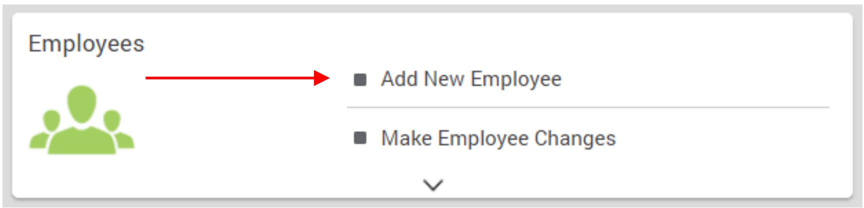
Activating the employee on First Day

Paycom ESS Training on First Day and Checklist Completion

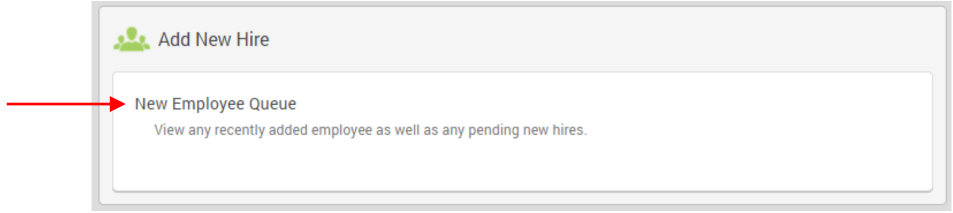
Adding Employee into Paycom

1. Log into Paycom Manager

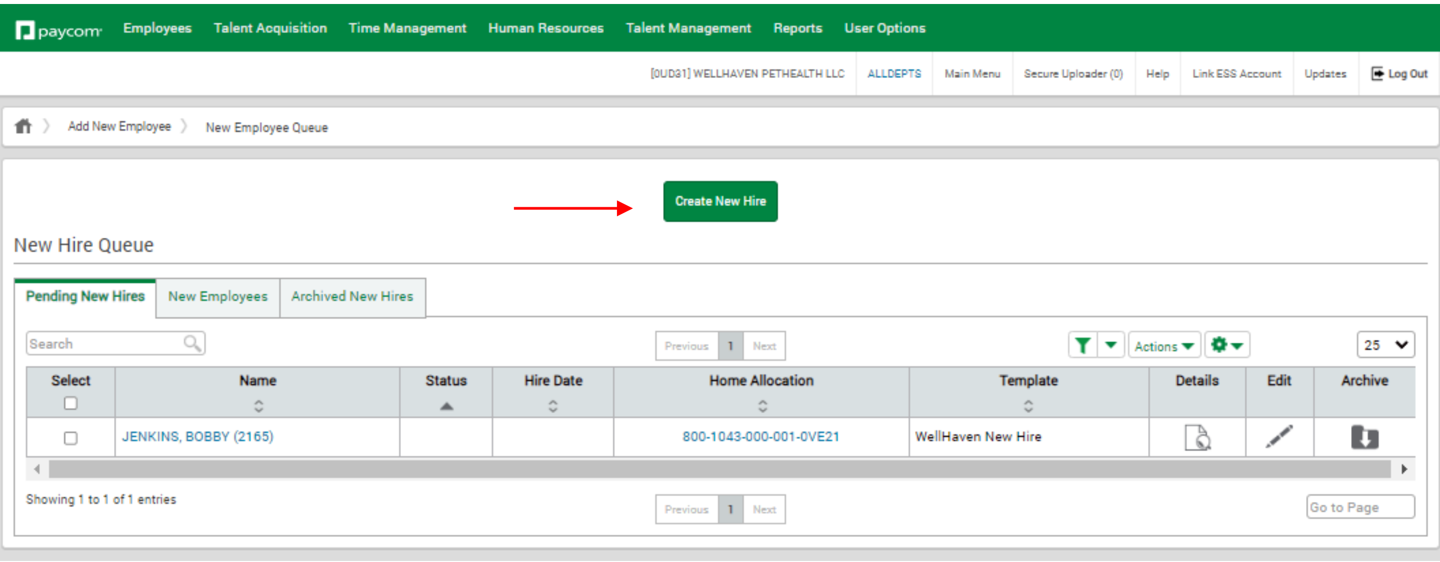
2. Under **Employees**, select **Add New Employee**



3. Select **New Employee Queue**



4. Select **Create New Hire**



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 thew New Hire Wizard.

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

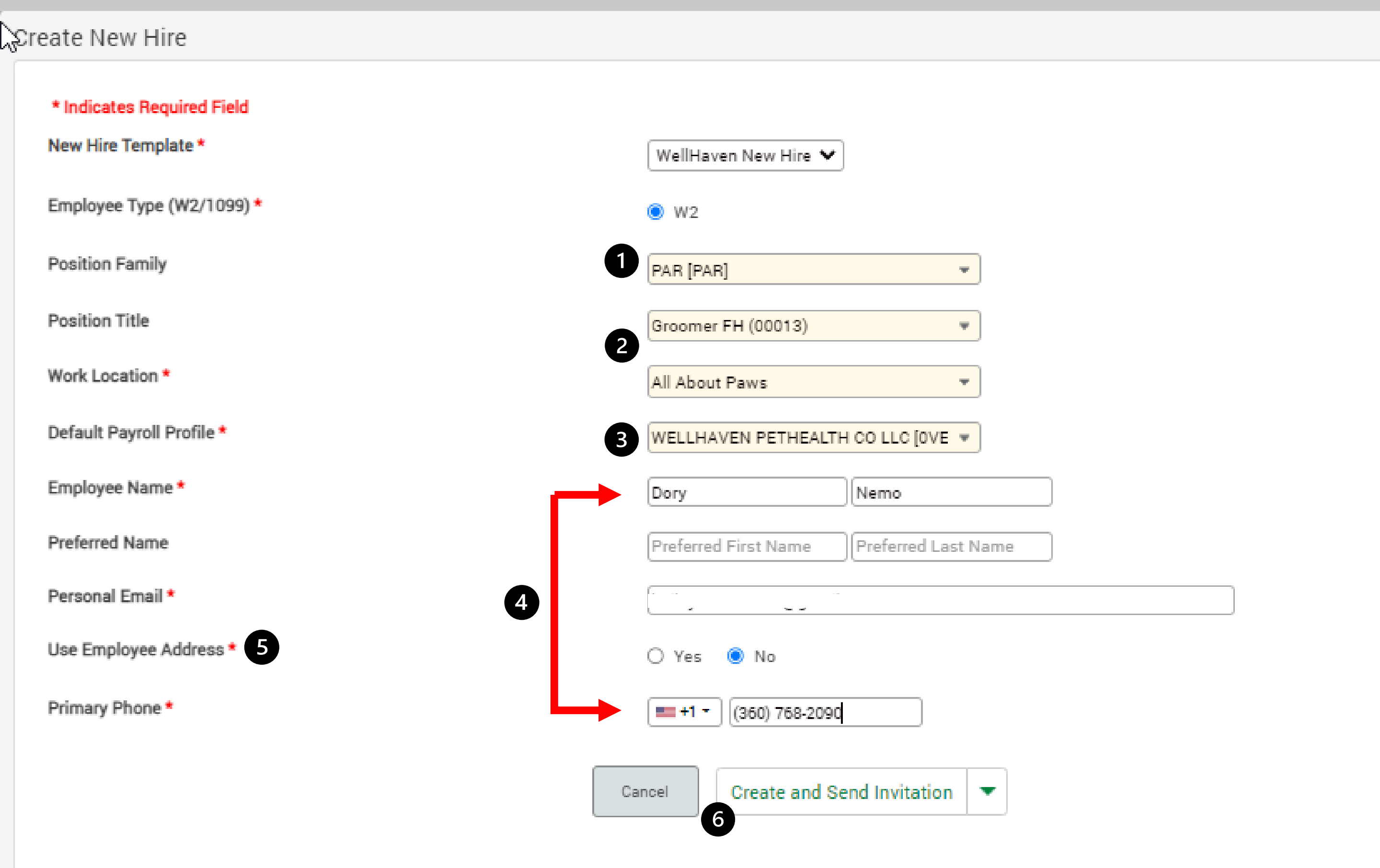
2) Select **Position Title** & **Work Location**

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**



Adding Employee into Paycom

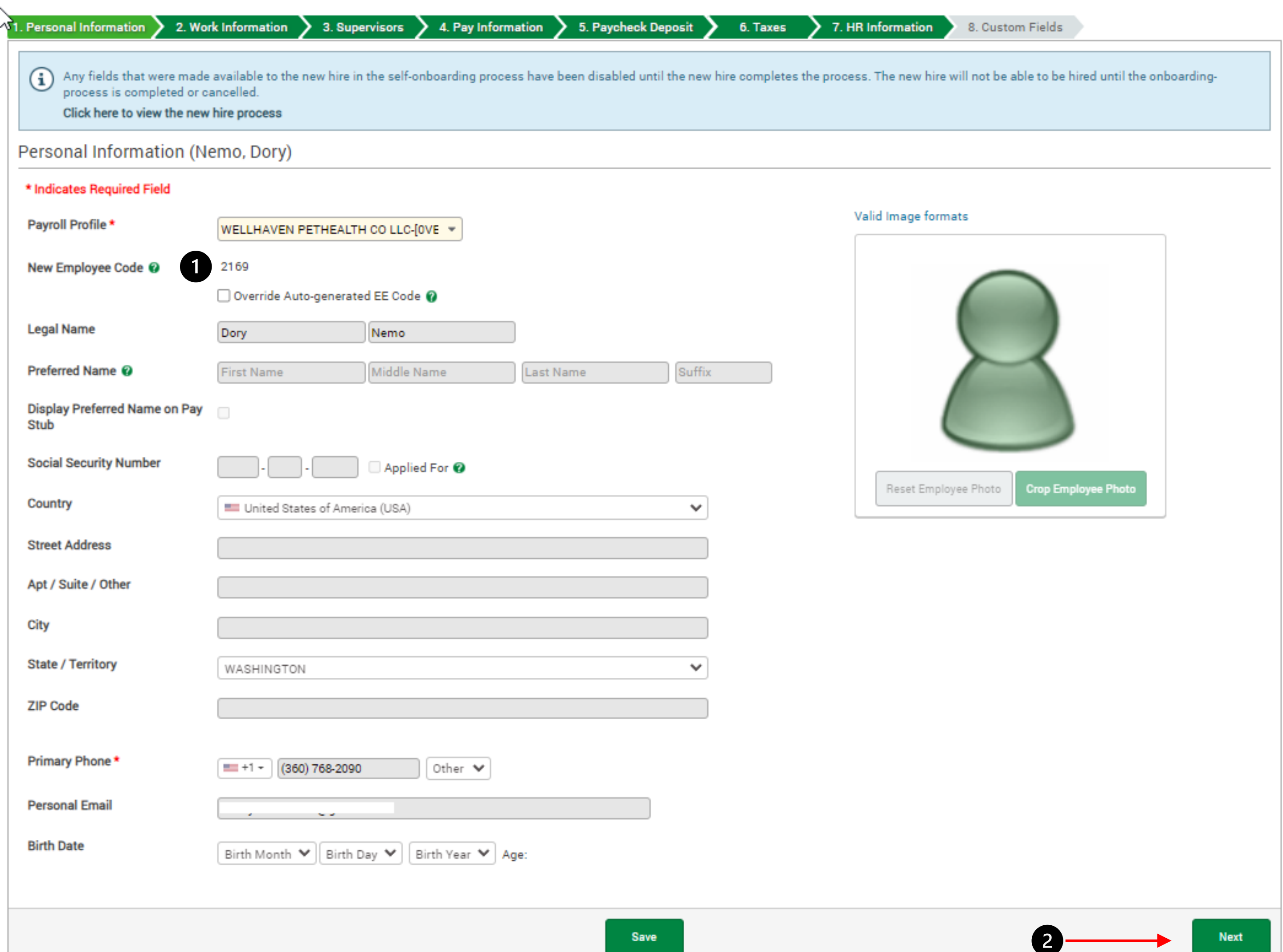
1. Personal Information

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**



Adding Employee into Paycom

2. Work Information

1) Verify **Hire Date** and keep Pre-hire checked

2) Verify **DOL Status**

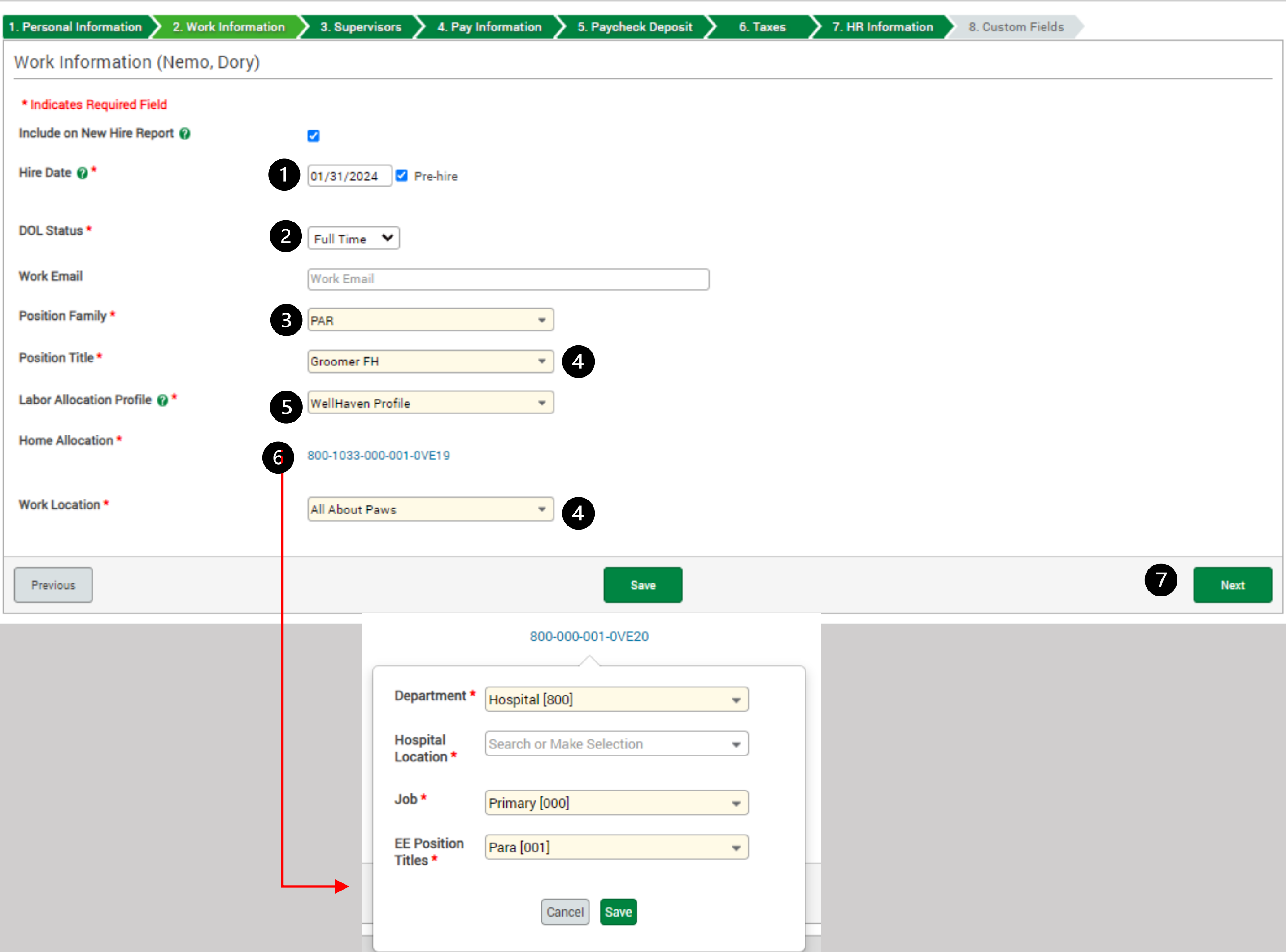
3) Select **Position Family,** put [PAR] for para and [DVM] for doctors

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**



Adding Employee into Paycom

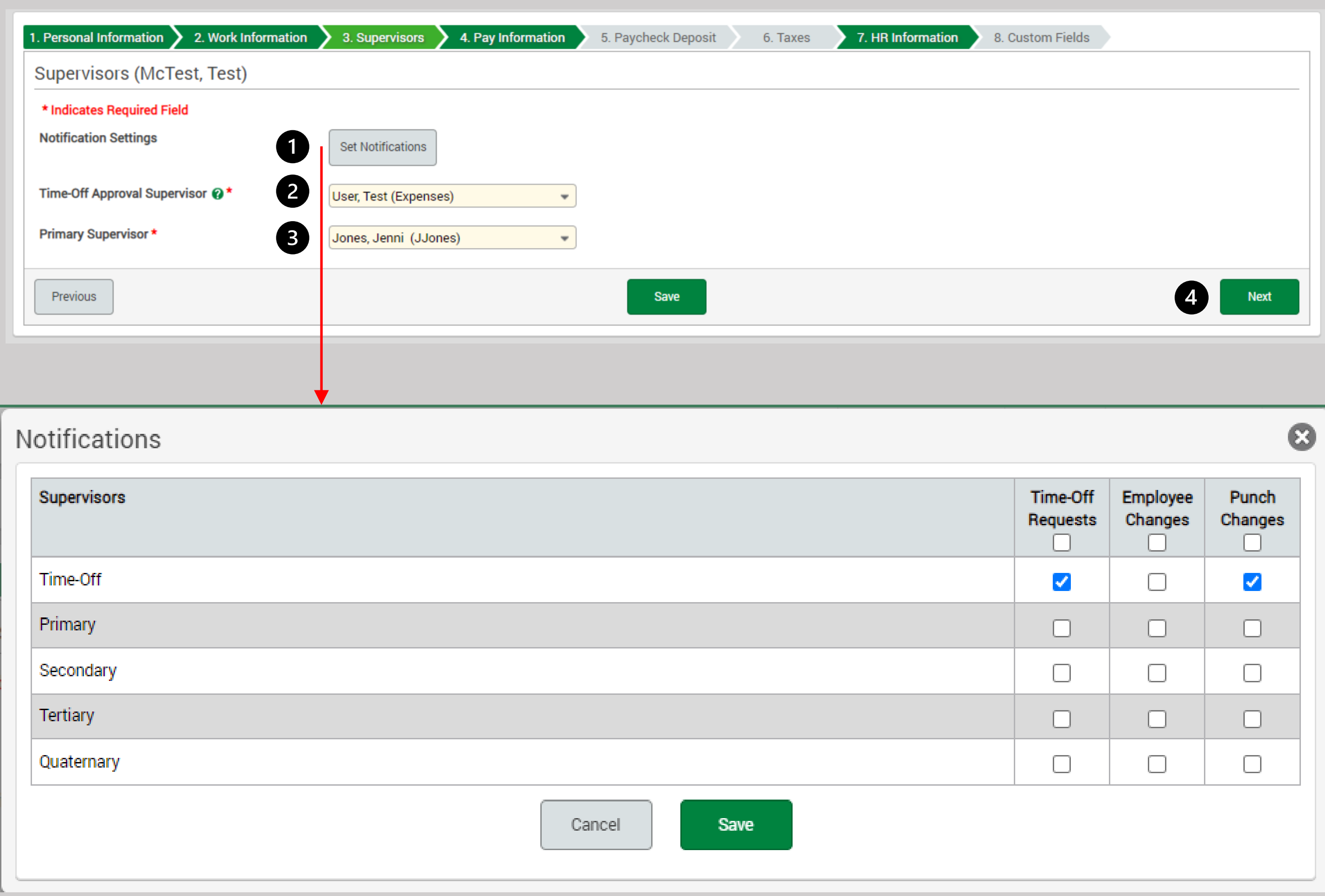
3. Supervisors

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**

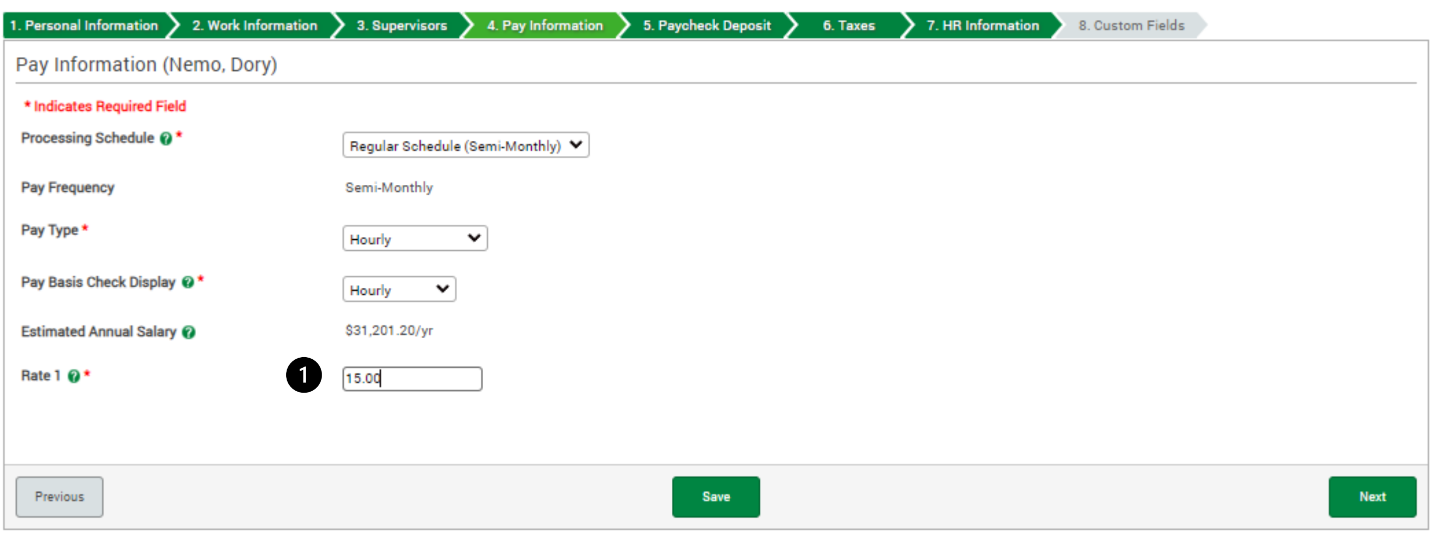


4. Pay Information

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**

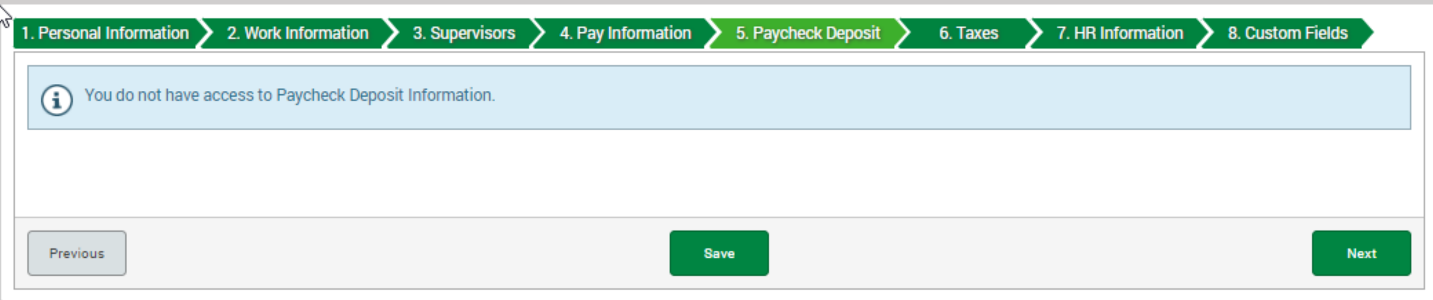
2) Select **NEXT**



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**



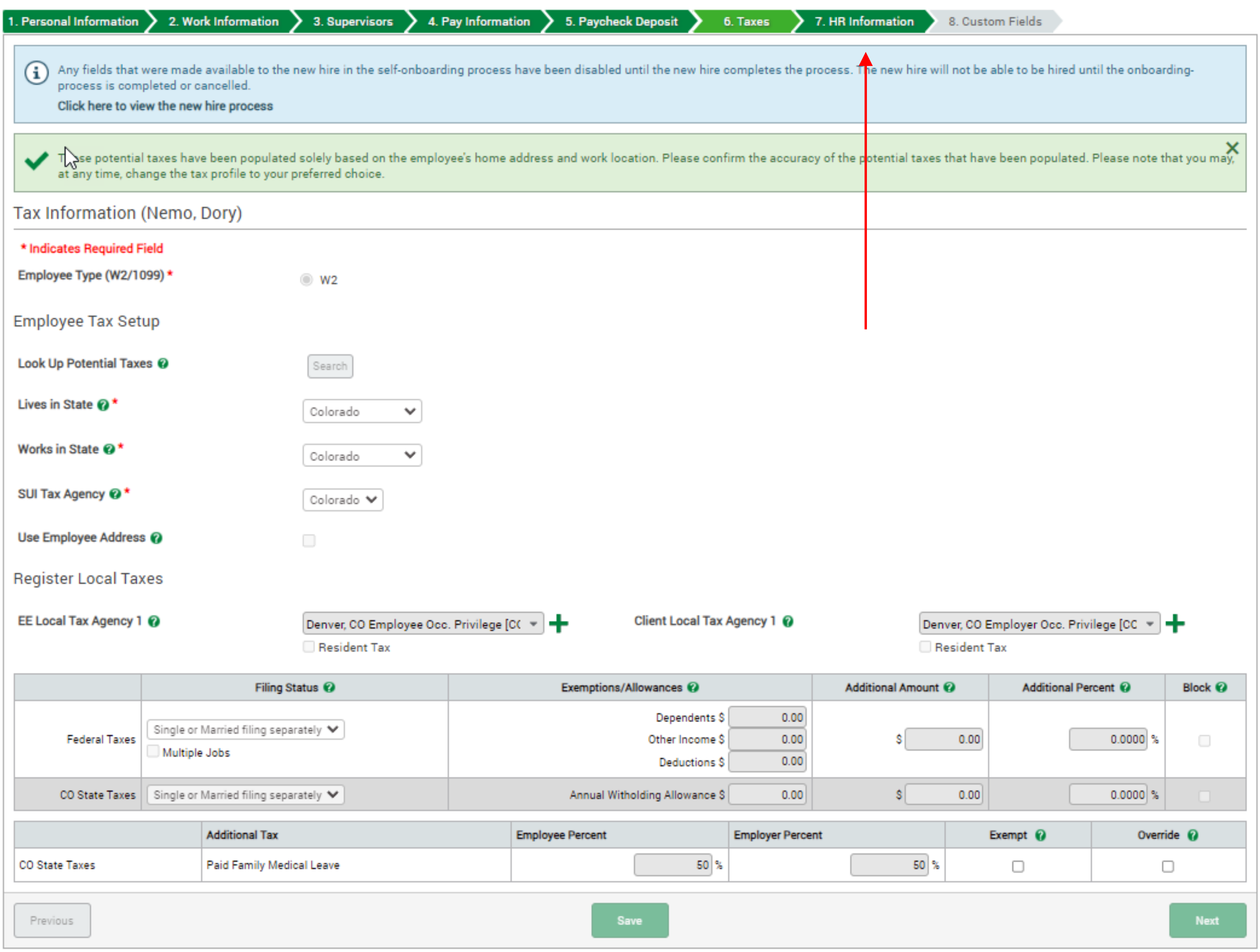
Adding Employee into Paycom

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**



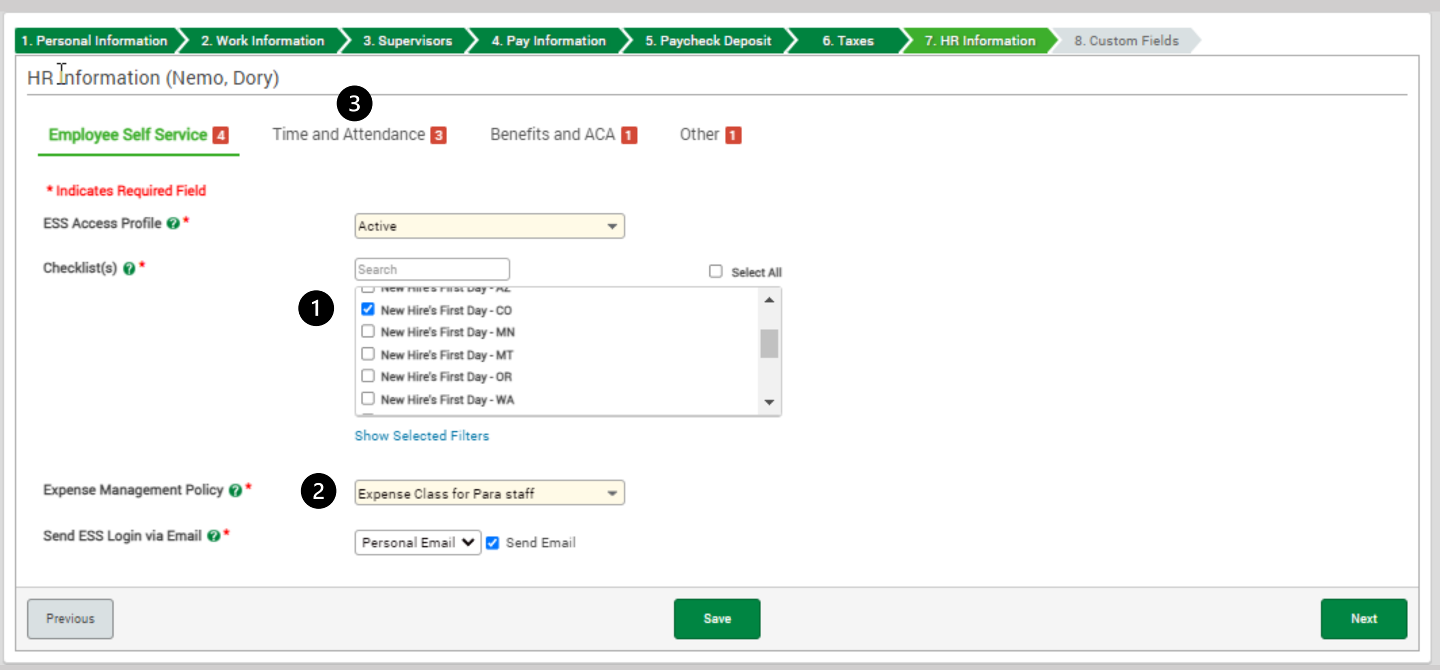
Adding Employee into Paycom

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**

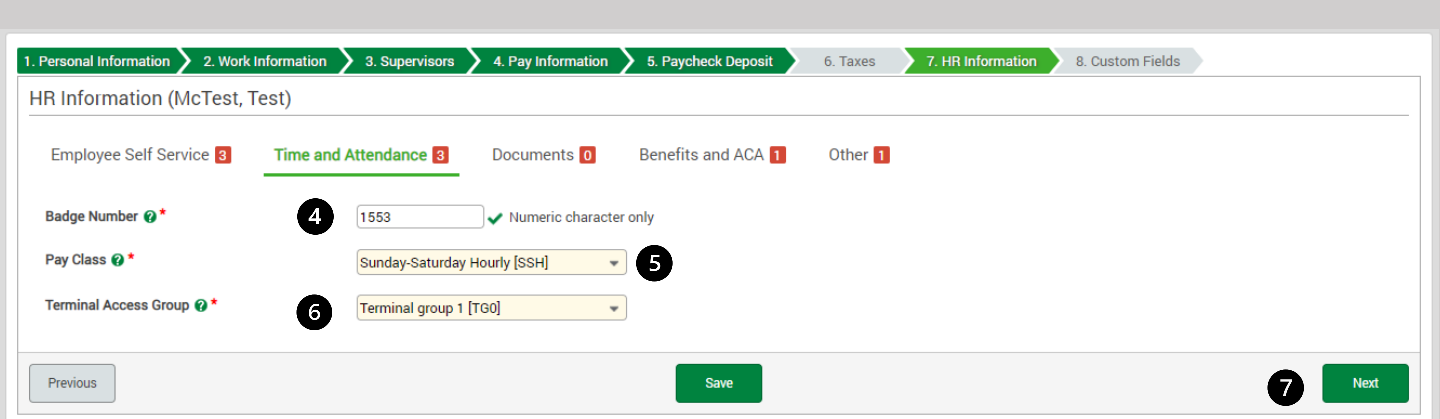


4) **Badge Number** – Put in the four-digit New Employee Code from Page 1

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**



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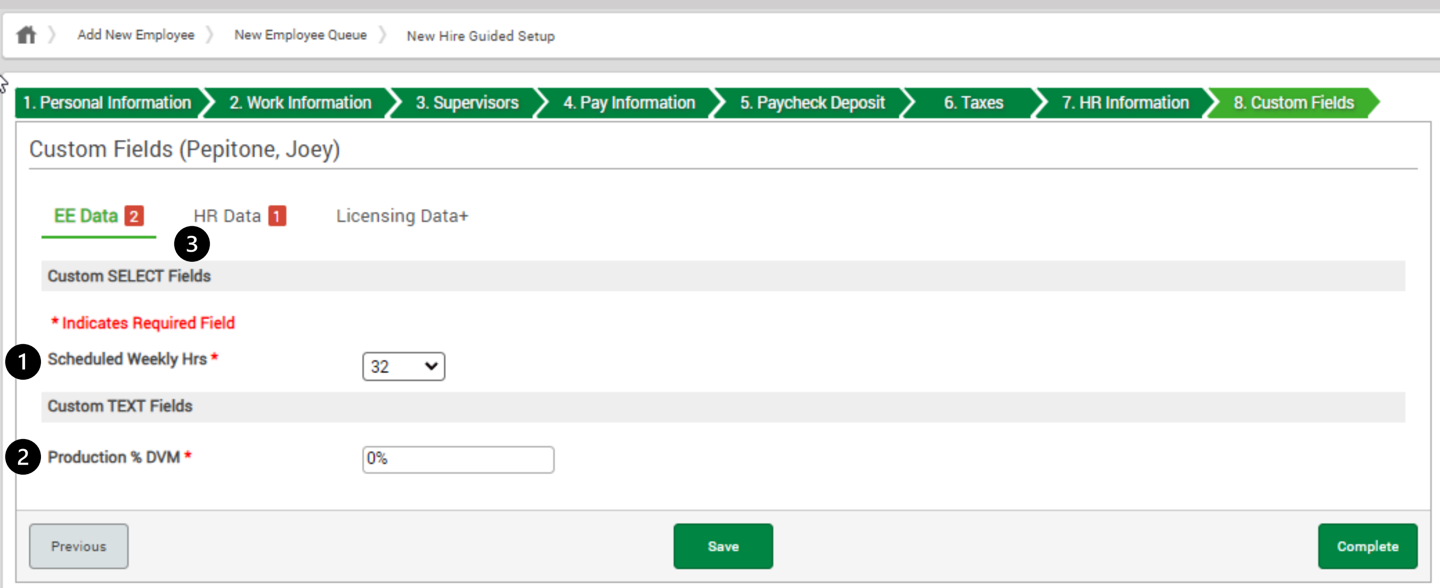
8. Custom Fields – EE Data Tab

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

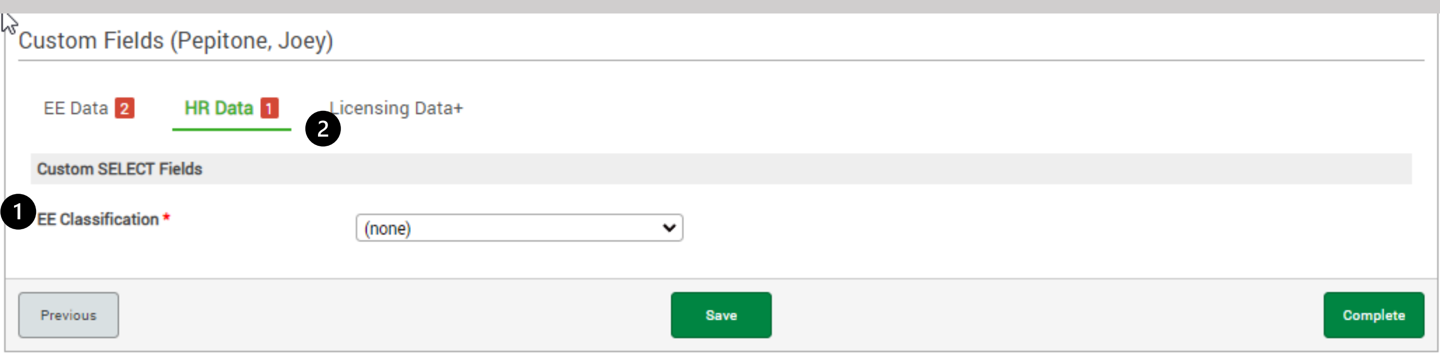
3) Select the **HR Data** Tab



8. Custom Fields – HR Data Tab

1) **EE Classification–** Select the appropriate Classification

2) Select the **Licensing Data+** Tab



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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

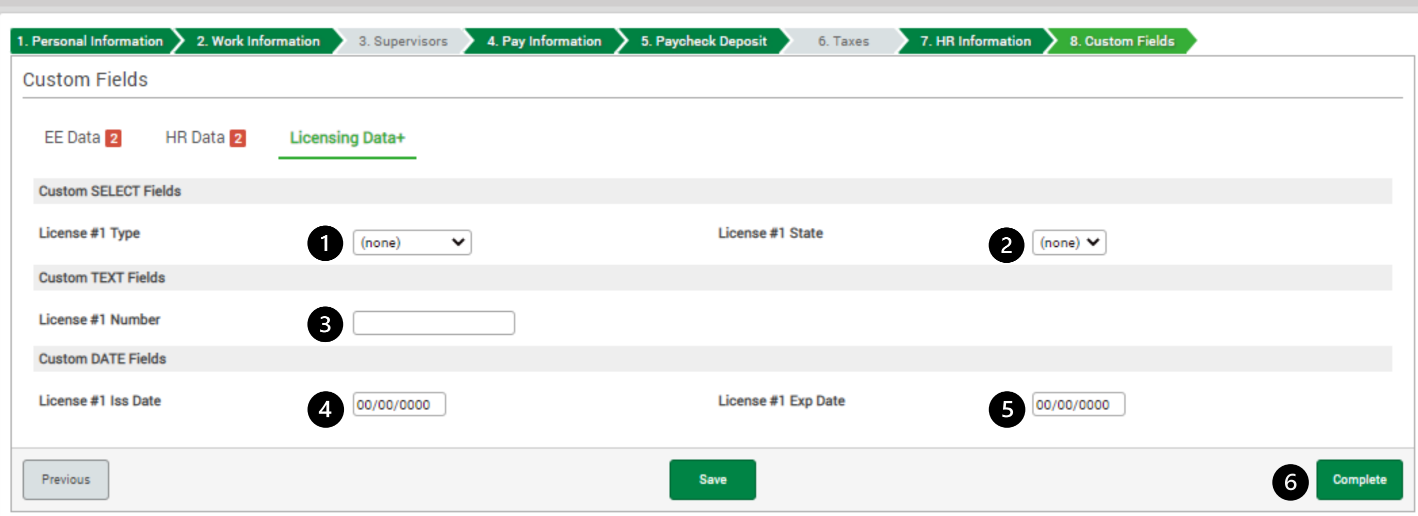
4) **License #1 Iss Date** – Select the issue date of the active license

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

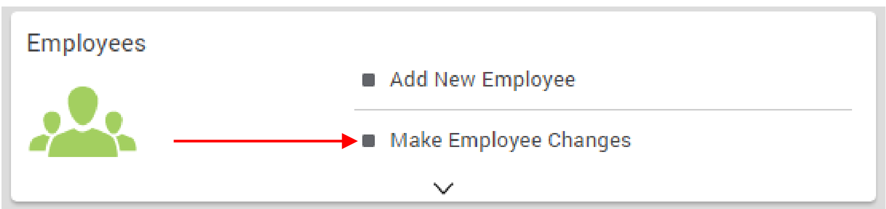
There are additional steps to activate your new hire.



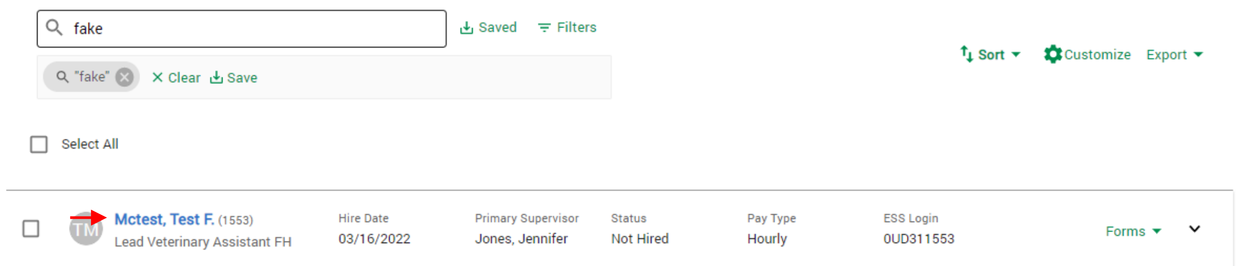
Paycom Temporary Password

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.

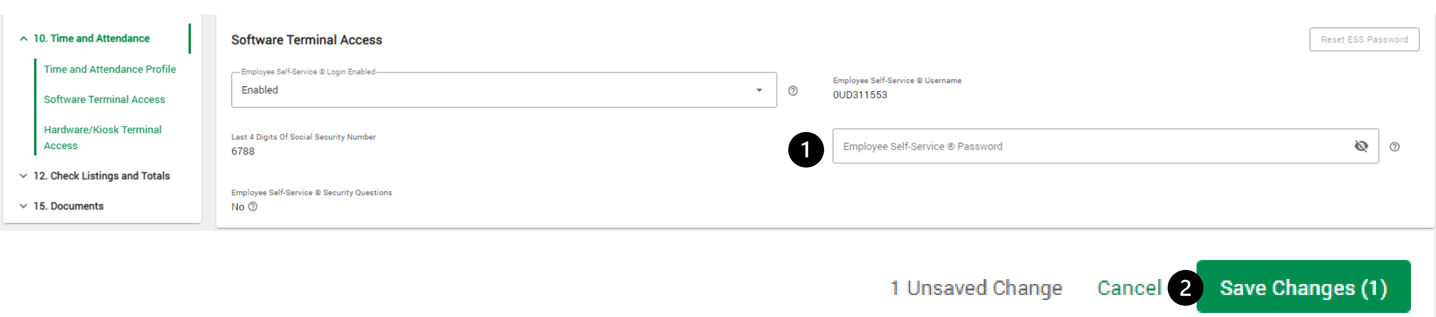
1. Select **Make Employee Changes**



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).