



Entering & Maintaining Licensing Information in Paycom

Task Owner: Practice Manager/Hospital Leader

Purpose

To ensure all DVMs and Licensed Para Team Members have accurate, up-to-date licensing information in Paycom for compliance, audits, and recordkeeping.

Who This Applies To

- DVM's
- Licensed/Certified Veterinary Technicians

Responsibility

It is the responsibility of the Practice Manager/Hospital Leader to ensure that all license details, including issue dates and expiration dates, are kept accurate and updated in a timely manner in Paycom. This includes reviewing and updating license information:

- ✓ On the employee's first day during onboarding
- ✓ Anytime a license is renewed or updated (e.g., expiration date, license number, new state, etc.)

Paycom will send notifications 7 days prior to license expiration to alert you. Upon receiving these, please promptly verify and update the license information in the system as needed to maintain compliance.

Information to Enter

In the Licensing Data+ section of Paycom, enter the following information:

- Type of License (e.g., DVM, DEA, LVT or CVT)
- License Number
- State Where the License Was Issued
- Date License Was Issued
- License Expiration Date

How to Enter in Paycom

1. Log in to Paycom.
2. In the employee's profile, Select Form 8: Custom Fields.
3. Click on Licensing Data+.
4. Complete all required fields with current license information.
5. Click Save to confirm the entry.

Need Help?

Contact HR Support at HR@WellHaven.com



Licensing Data+

Custom Select Fields

License #1 Type
Q (none)   Options

License #2 Type
Q (none)   Options

License #3 Type
Q (none)   Options

License #1 State
Q (none)   Options

License #2 State
Q (none)   Options

License #3 State
Q (none)   Options


Custom Text Fields


License #1 Number

License #2 Number

License #3 Number

Custom Date Fields

License #1 Iss Date
MM / DD / YYYY 
Use Date Order Month/Day/Year

License #2 Iss Date
MM / DD / YYYY 
Use Date Order Month/Day/Year

License #3 Iss Date
MM / DD / YYYY 
Use Date Order Month/Day/Year

License #1 Exp Date
MM / DD / YYYY 
Use Date Order Month/Day/Year

License #2 Exp Date
MM / DD / YYYY 
Use Date Order Month/Day/Year

License #2 Exp Date
MM / DD / YYYY 
Use Date Order Month/Day/Year