

Paycom Position Seats

Instructions for Review Process

All changes should be made directly in the spreadsheet then highlighted to indicate where and what the change is. Please follow the process below when reviewing the attached census data. If you do not see one of your positions listed and it is currently an open requisition, please make note and fill out the information corresponding with the open role.

1. Employee Status

- a. Open the excel spreadsheet and begin by reviewing each one of your employees' name and status.
 - i. If the employee listed is no longer active, please make a note of the change and **submit a termination PAF**.
 - ii. If you are missing an employee in the list, please ensure they are active in Paycom or reach out to HR for additional support.
 - iii. Continue reviewing the data cell by cell.

2. Primary Supervisor Verification (Critical Step)

- a. **Confirm a Primary Supervisor is populated for every active employee.** The Primary supervisor is the direct supervisor.
 - i. Ensure the supervisor is:
 1. **An active employee**
 2. **Actual Operational supervisor** – if the operational supervisor does not have client access, please work with HR.
 - ii. Watch for common issues:
 1. Blank supervisor fields
 2. Incorrect or outdated supervisors
 - ii. **For your Pastor – Please list Michelle Green from OVC as the Primary Supervisor**
 1. **For any employee who has the Pastor as the Primary Supervisor, Michelle Green should be listed as the Secondary Supervisor**

3. Secondary Supervisor Verification & Completion

- a. **Every employee should have a populated secondary supervisor.** Secondary supervisors are the primary supervisor's supervisor.
 - i. Ensure the supervisor is:
 - 1. An active employee
 - ii. Watch for common issues:
 - 1. Blank secondary supervisor fields
 - 2. Incorrect or outdated supervisors
 - 3. Repeating Primary supervisor as secondary supervisor
 - ii. **For your Pastor – Please list Nick Schoen from OVC as the Secondary Supervisor**

4.Time-off Supervisor*

- a. *This is an optional field that you can utilize if there is an alternative person who approves time rather than the Primary Supervisor listed.
 - i. Ensure the Time-off supervisor is:
 - 1. An active employee

5.Pay Type

- a. Review the current pay type associated with the listed position.
- b. If the role is non-exempt, please select **hourly** and if the role is exempt, please select **salary**.

6.Position Title

- a. Please review the title assigned to your employee. The position title will be a general title in Paycom, *separate from the Operational Title also referred to as a Business Title used outside of Paycom.
- b. Please only submit titles already available in the list on Paycom (Position Title).