

# Paycom Position Seats Process

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February 2, 2026

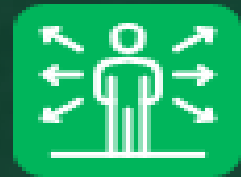


# Paycom Position Management - What is a Position Seat?

- Paycom's Position Management solution standardizes and streamlines how roles are
  1. Created
  2. Tracked
  3. Filled
- Empowers you to manage the full employee lifecycle
- Every employee tied to a position seat
  - Clear visibility into reporting structure
  - Simple transitions



# Benefits of the Position Management & Position Seats



## Seamless position management

When an employee is assigned or moved to a specific position, all permissions, eligibility and other position-specific settings are automatically applied to that employee.



# Benefits of Position Management & Position Seats

- 1) Streamline hiring and onboarding process
  - Fewer fields to choose from every time!
  - Reduces steps to complete.
- 2) Reduces the number of PAFs to correct employee information
- 3) Simplifies the transition between supervisors.
- 4) Changes made to the seat rather than the employee record
- 5) Saves time when creating and requesting requisitions.



# Position Seats – Phase 1 Census Data Review

Due by February 27<sup>th</sup>

- Confirm each position has:
  1. **Primary Supervisor**
  2. **Secondary Supervisor**
  3. **Correct Pay Type (hourly vs. salary)**
  4. **Current Position Title**

\*Consistency in job titles is critical to the success of the Position Seat structure.



# Review Process

## Steps for reviewing and making changes

### Step 1.

#### Employee Status

- If the employee listed is no longer **active**, note of the change and submit a termination PAF.
- If you are missing an employee in the list, please ensure they are active in Paycom or reach out to HR for additional support.
- Continue reviewing cell by cell



# Review Process

Steps for reviewing and making changes

## Step 2.

### **Primary Supervisor Verification (Critical Step)**

The Primary supervisor is the direct supervisor.

1. Confirm a Primary Supervisor every active employee. Ensure the supervisor is:

- An active employee
- Actual Operational supervisor – if the operational supervisor does not have client access, please work with HR.

2. Watch for common issues:

- Blank supervisor fields
- Incorrect or outdated supervisors

**3. For your Pastor** – Please list Michelle Green from OVC as the Primary Supervisor

- For any employee who has the Pastor as the Primary Supervisor, Michelle Green should be listed as the Secondary Supervisor



# Review Process

Steps for reviewing and making changes

## Step 3.

### **Secondary Supervisor Verification & Completion**

Secondary supervisors are the primary supervisor's supervisor.

1. Confirm a Secondary Supervisor for every active employee. Ensure the supervisor is:

- An active employee .

2. Watch for common issues:

- Blank supervisor fields
- Incorrect or outdated supervisors

**3. For your Pastor** – Please list Nick Schoen from OVC as the Secondary Supervisor



# Review Process

Steps for reviewing and making changes

## Step 4.

### Time Off Supervisor

This is an optional field you can utilize. It is an alternative person who approves timecards and time off requests.

1. Ensure the Time-off supervisor is:

- An active employee

## Step 5.

### Pay Type

Review the current pay type associated with the listed position.

- Non-exempt - **hourly**
- Exempt - **salary**.



# Review Process

Steps for reviewing and making changes

## Step 6.

### Position Title

Review the title currently assigned to your employee.

1. \*General position title
2. Closely aligned with responsibilities

\*Separate from the Operational Title also referred to as a Business Title used outside of Paycom.





# Submitting your Amended Report

Due by February 27<sup>th</sup>

- Completed report uploaded to IPBS Secure Site
- Add to Parish/School file in the Portal
  - Same as Lay Pension billing and Labor Allocation Invoice process.

Reach out to the Human Resources team ahead of the due date with questions!



# IPBS Secure Site

1. Login with username and password
2. Upload the file to your usual location (lay pension billing process).
3. We will retrieve the file and reach out with questions.

## IPBS Portal Login

EMAIL\*

PASSWORD\*



Login with Email and Password



Guest Read-only Access



Forgot Password



Register



# Position Seats – Phase 1 Census Data Review

## In the Meantime

- If you would like to take the time to make sure other information not included in the spreadsheet is accurate, it is an opportune time!

These could include

- Accrual packages
- FTE
- Labor Allocation Details



# Need Help?

Human Resources team  
[humanresources@seattlearch.org](mailto:humanresources@seattlearch.org)

We are happy to assist as needed!

