

PAYCOM PAYROLL, LLC

Payroll Solutions

AUGUST 2021



Implementation Process



- **Implementation**

- Phase 1
 - Supervisors
 - Administration
 - Maintenance
 - CSC Staff
- Phase 2
 - Bus Operators

- **Phase 1**

- New ID Cards issued for Maintenance
- Training July 20 – 22
- First day of Paycom Time Clock/Tablet Use (Beginning of Pay Period) July 25, 2021
- First Paycheck August 13, 2021

- **Phase 2 - TBD**

- Bus Operators
- Access to Self Service Portal soon
- Documentation of Processes for PERDIS and other Business Functions
- Working with PERDIS to Determine if there are additional resources available

First Payroll Take Aways



- **All Employees received their Direct Deposit on time**
 - 1 employee changed account number and left off 2 numbers
 - Processed a manual check
 - 1 employee had partial direct deposit not post.
 - Paycom gave tracing number for employee to check with their bank
- **Leave balances were same as last check**
 - Pay Stubs were printed before the balances were updated
 - Corrected for next paycheck
- **Deduction for over \$50K Life Insurance (Employer Paid)**
 - Corrected to a Memo Entry
 - Employees will be reimbursed on next paycheck
- **3 employees had miscalculations due to rate error**
 - Corrected
 - Manual checks processed

- **Taxability of Health/Dental/Vision Insurance Premiums**
 - An Excel spreadsheet has been used to determine the amount of health insurance premiums less the amount paid by GCTD for entering as a deduction in FleetNet
 - Inability of FleetNet to have a negative deduction?
 - A GCTD process that never changed?
 - In 1996, Federal Tax Law changed to make the cost of health cost provided for employees non-taxable.
 - Paycom brought to our attention that the reporting had not changed with the times.
 - Causes taxable income and taxes withheld to be less than previously done.
 - Net paychecks, in most instances, are more
 - Memo to go out to employees explaining this change
- **Access to Self Service Portal is needed for all Bus Operators as soon as possible**
 - Groups of approximately 15 - 20 to undergo training on Self Service Portal at a time for one-on-one instruction

Questions?

