

Client Details

Education

550 wse's

2 EIN

Services Leverage

Managed Implementation

Challenges to Solve

Two Separate Setups for One Company

The company had two different businesses operating separately under the same FEIN. With ADP, this meant they had two completely separate systems with a lot of overlap and inconsistencies. Earnings, deductions, and other critical setup items needed to be consolidated into one core setup to remove all of the excess setup items that had started to pile up over the years.

The group needed one core setup that would allow them to have consistent and easy-to-interpret reporting across both companies. They also needed a partner who could spend the extra time to help them map things out in the exact way they wanted it.

Accrual Complexities

The group had over 50 individual accrual policies set up in their ADP system. It was extremely complex how they were applied and included grandfathered plans as well as standardized plans. They desperately needed a partner who could help them consolidate their policies and organize in a way that would both simplify them and make them easier to manage in Paycom.

Historical Information in Old HRIS

In an effort to digitize HR documentation, the group decided to scan all of their paper documents to PDF and as part of this process, uploaded them into their HRIS system. This meant that all of the company files, documents, and history were housed exclusively in ADP. The group decided that the best choice for the company was to move to Paycom for payroll, however, they were terrified of losing all of their critical documents for employees.

Where Clarity Is Making a Difference

Consolidation of Key Setup Items

We were able to help the group consolidate their two system setups into one and helped with mapping everything to easily communicate it to Paycom.

This included:

Earnings

We helped the group trim down their earnings listing, remove unnecessary codes, and create a new set of codes for use in Paycom. We helped create a mapping table to assist with mapping the old codes to the new ones for both ADP systems.

Deductions

Similar to earnings, we helped the group narrow down their deduction setup and helped define mapping.

Employee Records

We assisted the client with submission of employee data and removal of many duplicate records and redundant information. We helped them navigate how to communicate their unique tax setup to the Paycom team so that it would come out exactly how they needed it.

Accrual Setup Assistance

We assisted the group with organizing their complex accruals in a way that made sense for Paycom setup. There was no way to get rid of the complexities, but we were able to help them rename/remap their policies and define accrual profiles that would be used and assigned in their new system.

Document Download and Upload

We created a plan with the group to download relevant historical documents from Paycom. Once the appropriate items were identified, we began the process of extracting all of the necessary items from Paycom. Once complete, the client will be provided with all of their data on an external storage device. Additionally, we are helping with uploading active employee documents to Paycom for them.