

Client Details

Health Services

200 wse's

Services Leverage

Managed Implementation and Payroll Processing

Challenges to Solve

Implementation Support

The group knew they needed to make a change but had concerns over bandwidth. They needed the transition to their new system to be smooth with minimal disruption to day-to-day operations. This led them to seek out an expert partner with Paycom implementation experience. Someone who could help guide the way on the path to success.

Payroll Administration

Outsourcing payroll can provide a lot of advantages. This group was all-in when it came to having a third party payroll administrator. Unfortunately, their administrator was wrapped up in their UKG package and would not be supporting the group as they

transitioned to Paycom. The client needed a reliable payroll administrator who could complete necessary payroll tasks and help build a new biweekly process to ensure all changes made it into payroll in a timely manner.

I-9 Audit and Migration

The group was unsure if they were compliant with their I-9s but they knew they needed to get a handle on things to avoid potential audits and costly penalties. Their transition to a new Payroll and HRIS software was the perfect opportunity to tackle their I-9 compliance once and for all.

Where Clarity Is Making a Difference

Full Support During Paycom Implementation

Clarity worked with the client and TSR through the entire implementation to ensure success. Some key areas of contribution included:

- Setup Spreadsheet Completion - Assisted with clarifying earnings, deductions, and labor allocation setup.
- Data Cleanup and Validation - Assisted the client with cleanup and submission of employee data files as well as validation of data to ensure accuracy prior to first payroll.

Payroll

Clarity stepped in as payroll administrator for the group. This included:

- Collection of one-time payroll changes, reimbursements, and expenses throughout the payroll period
- Submission of final payouts
- Reviewing manual changes with the client and providing check register preview along with payroll warning summary (missing punches, punch changes, pending time off, timecard approvals, etc.)
- Final review of payroll updates/warnings prior to payroll submission
- Submission of payroll to Paycom for processing

Compliance with I-9s

To help support compliance, Clarity got hands-on with UKG and downloaded all I-9 documentation for current and past employees. We were able to validate the

information and provide the client with a list of missing or incomplete documentation. We uploaded completed UKG forms to Paycom and assisted with sending out I-9 tasks via Paycom to collect missing information. By the completion of implementation the group was confident they had complete I-9s and associated documentation for all required staff.