

Client Details

Health Services

200 wse's

Services Leverage

Managed Payroll Processing

Client Needs

Payroll Administration

They needed a dependable payroll administrator who was a Paycom expert to handle essential tasks and establish a biweekly process that ensured timely updates in payroll.

I-9 Audit and Migration

The team realized their I-9 compliance needed immediate attention to avoid audits and hefty penalties. Transitioning to Paycom presented the perfect chance to finally achieve compliance seamlessly.

Where Clarity Is Making a Difference

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 the legacy software 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 legacy forms to Paycom and assisted with sending out I-9 tasks via Paycom to collect missing information. By the completion of the implementation, the group was confident they had complete I-9s and associated documentation for all required staff.

