

### **Client Details**

Non-Profit

700 wse's

1 EIN

### **Services Leverage**

Managed Implementation and Benefit Administration

### **Challenges to Solve**

#### **ADP Comprehensive and Bandwidth**

Coming over to Paycom from ADP comprehensive was a big change for the group. Not only was their support system changing, but they were also moving over to an unfamiliar system. They needed the right partner to replace their ADP comprehensive services and help them take advantage of every opportunity to gain efficiencies in a new system. They needed help to fill support gaps, avoid potential issues, find a way to administer their benefits, and develop new efficient processes to replace old ones.

#### **Complicated Labor Management**

All employees have wages distributed across multiple

allocations and changes are made on a monthly basis. Employees can have anywhere from 1 to 15+ allocations. They knew the formatting would likely be completely different in their new system compared to how they had their data organized. To update allocations was a massive time consuming project each month. The team needed someone with system expertise and experience with imports to help ensure monthly updates were made accurately and in time for payroll.

### **Data Concerns**

Having a large volume of new employees, employees who are regularly reallocated, and regular movement within the organizational structure had the client worried about data accuracy when moving from one system to another. The team needed a data validation plan that ensured all data would be verified following their blackout period and once more prior to payroll being processed in their new system.

### **Where Clarity Is Making a Difference**

#### **Labor Allocation Setup and Management**

Using our knowledge of setup best practices, we were able to consult with the group and help them decide on the best labor allocation setup to achieve their desired general ledger, reporting, and timekeeping needs. We also helped them eliminate unnecessary allocation breakouts they had used in ADP while keeping a strong focus on ensuring HR and Accounting teams had the level of detail they needed. We provide ongoing support updating percent labor distributions via import on a month-to-month basis.

### **Data Validation Post System Overview and Ongoing Through First Payroll**

With access to both ADP and Paycom, we were able to assist the group with their data validation during their critical go-live period. We were able to run reports in both systems to cross compare and find/update any discrepancies. Additionally, we did a second validation closer to their first payroll. In doing this, we helped the group validate their payroll warnings and correct a few issues which contributed to their perfect first payroll.

### **Full Benefits Administration and Ongoing Support**

Clarity was able to help fill in the client's ADP comprehensive support gaps by fully taking over administration of benefits for the group. We worked with client brokers and accessed provider software to help manage the setup process. Once setup was complete, Clarity helped with ongoing support including

reconciliation, providing support to staff, and assisting the group during open enrollment.