

Client Details

Senior Living

500 wse's

1 EIN

Services Leverage

Managed Payroll, Benefit and System Administration

Challenges to Solve

Payroll Support

The group lost their payroll person unexpectedly, leaving no one familiar with the processes to ensure timely, accurate pay. They needed a partner to step in immediately, streamline payroll operations, and develop efficient systems for biweekly payrolls.

PBJ Reporting

The group faced ongoing challenges with timely submission of their PBJ reports to CMS, coupled with concerns about accuracy in reflecting staff details at their Care Center. They needed a partner to audit their current process, ensure accurate data, and help meet CMS reporting deadlines efficiently.

System Administration and Training

The original team who implemented Paycom had moved on, leaving the group with adequate staffing but limited knowledge of the system. This lack of expertise resulted in underutilization of Paycom and a poor return on investment. The group sought an expert partner to train their team on system functionality and best practices.

Buildout

The team faced training gaps and had limited use of the purchased products due to being stuck in survival mode. They needed a partner who could not only train their team but also provide hands-on support for building out key systems, including PAFs, Benefits, Checklists, Surveys, LMS, Government Compliance, and Applicant Tracking.

Where Clarity Is Making a Difference

Payroll Management

Clarity stepped in seamlessly to manage payroll operations following the departure of the group's Payroll Manager. By streamlining processes and eliminating inefficiencies, we helped establish best practices that reduced payroll headaches. The team later resumed managing payroll independently, benefiting from improved workflows and lasting solutions.

PBJ Reporting and Audit of Setup

We supported the establishment of a quarterly process to run, review, and validate PBJ reports. Key areas we assisted with include:

- Running PBJ reports and ensuring all employee details, like clock sequence numbers, are complete.
- Adding employee data to reports for improved validation.
- Validating labor allocation assignments for compliance with reporting requirements.
- Ensuring proper location setup with accurate Facility ID in both core setup and labor allocation.
- Confirming PBJ codes are correctly assigned to labor options.

- Running periodic audits to detect and resolve inconsistencies.

Our efforts ensure accuracy, compliance, and efficiency for your PBJ reporting needs.

Taking on Administrative Tasks and Training on Best Practices and System Buildout

Clarity enabled the team to achieve self-sufficiency within the system by providing access to resources like PaycomU and help guides, along with hands-on training. We also supported the systematic buildout of previously unused system features, including benefits setup after a missed enrollment deadline and updates to PAFs, checklists, and new hire templates as best practices evolved.