Perform Custom Field Instruction Guide

This step by step guide will assist you in completing the employee custom fields in Perform. **These fields are mandatory for MCC to determine benefit eligibility and to ensure you are billed correctly by MCC for employee benefits.** These fields populate a report that Paycor transmits to MCC on a weekly basis (your employee changes will only be transmitted to MCC on your specific payroll processing week, **no matter when the change was made in the system**).

**After logging in to Perform:**
- Click on Manage Employees
- Select the Employee you will be adding custom fields to
- Click on Employee Details

**Annual Salary** – enter the employee’s projected annual salary in this field if the employee is considered full-time (20 hours or more per week). This will be used to calculate STD, LTD, and Life Insurance Premiums for those Units that offer these benefits.

**Marital Status** – choose only one of the following values:
- If the employee is Single, enter S
- If the employee is Married, enter M
- If the employee is Divorced, enter D
- If the employee is Widowed, enter W
**Unit Number** – choose the appropriate unit# from the drop down

**Employee Type** – choose the appropriate type from the drop down
- D = Diocesan Priest
- L = Lay
- O = Order
- R = Religious
- S = Seminary

**Scheduled Hours** – choose the number of weekly scheduled hours for the employee. If the employee is part-time and you are unsure of their scheduled hours enter a number less than 20, or full-time employees enter hours- see screen shot below. This will determine if the employee is benefit eligible.

**Worker’s Comp Code** – choose the appropriate code from the drop down (the codes are listed below).

- 01 – Administrative
- 02 – Custodial & Maintenance
- 03 – Housekeeper
- 04 – Administrative Assistant
- 05 – Teacher
- 06 – Organist
- 07 – Cafeteria Worker
- 08 – Nurse
- 09 – Nurse’s Aid
- 10 – Cemetery
- 11 – Case Worker
- 12 – Production Clerk
- 15 – Management
- 16 – Bookkeeper
- 17 – Bus Driver
- 18 – Librarian
- 22 – Permanent Deacon
- 26 – Principal
- 27 – Accountant
- 28 – Groundskeeper
- 29 – Director of Religious Education
- 30 – Seasonal, Sub or Temporary
**Job Titles** – choose the correct job title

**Status Change Date** – enter the effective date for all changes made to these custom fields.