Perform Custom Field Instruction Guide

This step by step guide will assist you in completing the employee custom fields in Perform. **These fields are required in order for MCC to determine benefit eligibility and to ensure that you are billed correctly by MCC for employee benefits.** Completion of these fields replaces the MCC Benefit Worksheets you used to submit via the Secure MCC Website. Please make sure that you complete each of these fields (no blanks) and update them as necessary so that your benefit billing will be correct.

After logging in to Perform:
- Click on Manage Employees
- Select the Employee where custom fields need to be added or changed
- Click on Custom Fields

**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.

**Employee Type** – select the correct employee type from the available dropdown list. D, L, O, R, S will be used to determine eligibility for benefits.

**Marital Status** – make sure that this matches the marital status that was selected under Personal Information.

**Scheduled Hours** – select the correct scheduled hours per week for this employee.
- If the employee is part time – Enter number of hours
- If the Employee is Full Time - Enter 20 or More
- This field is used to determine benefits eligibility.
- Be advised that an employee may work at more than one Unit and may be eligible for LERP benefits based on their scheduled hours at multiple Units.

**Status Change Date** – enter the date that the status code for this employee was changed. If this employee is a new hire enter the hire date. If this field is left blank, the pay check date will be used.

**Unit Number** – enter your unit number.

**Worker’s Comp Code** – select the correct code from the available dropdown list.