



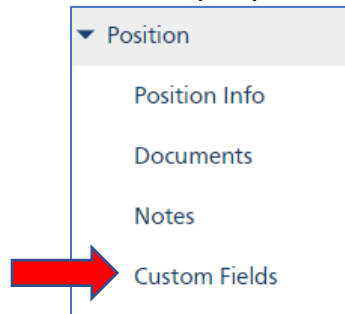
Navigating Paycor Enhancements: A Job Aid for Bookkeepers & Business Managers Effective June 2023

The following job aid will help you navigate the enhancements made in the Paycor Custom Fields, and improvements in Position Info and Status

CUSTOM FIELDS

Paycor Custom Fields are generally MCC-specific to help determine employee eligibility for MCC employee benefit programs. New sections and drop-down menus have been added that will require selection. There are three fields that will now be required, including Scheduled Hours, Employee Type, and Unit Number. A Shared Time field has been added.

To navigate to the Custom Fields section, enter the employee's Paycor Record, go to Position drop-down and select Custom Fields. Below is a sample screen image of how your unit's Custom Fields page may look once enhancements are made by Paycor.



Custom Fields

Annual Salary <input type="text"/>	Marital Status <input type="text" value="Select one"/>	Status Change Date <input type="text" value="mm/dd/yyyy"/>
Employee Type * <input type="text" value="L-Lay"/>	Scheduled Hours * <input type="text" value="20"/>	Unit # * <input type="text" value="Select one"/> <small>Field is required</small>
Job Titles <input type="text"/>	Shared Time Teacher <input type="text" value="Select one"/>	Workers Comp Code <input type="text" value="Select one"/>

Required fields are now indicated by a red asterisk next to the field name.

1. ***Scheduled Hours:** Hours are based on one (1) workweek. Select normal weekly hours between 1-40, as this field drives Lay Employees' Retirement Plan and Health and Welfare benefit eligibility for Regular employees. This is an existing field that will be required, as noted by the red asterisk.
2. ***Employee Type:** In addition to this now being a required field, "E-Extern Priest" has been added to the drop-down list. Extern priests are priests who have been ordained into one diocese but are currently serving in another diocese. Here is a screen shot of the newly required field:

A screenshot of a web form showing a dropdown menu for "Employee Type *". The dropdown is currently set to "E-Extern Priest". The menu is open, showing a list of options: "Select one", "D-Diocesan Priest", "E-Extern Priest" (highlighted in blue), "L-Lay", "O-Order", "R-Religious", and "S-Seminary".

3. ***Unit #:** Each unit must now enter its unique four-digit MCC employer identifier as a required field. Contact the MCC Employee Benefits Department if you do not know or recall this specific identifier.
4. **Workers Comp Codes:** Code 30, which refers to seasonal, substitute, or temporary employee, has been removed. Employees who are currently listed with this code will default to 01- Administrative, which you may change.

Note: Employees who are seasonal, temporary, or casual should be classified as such under the 'Employee Type' within the Position Info Section.

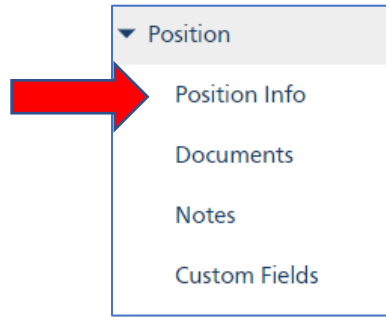
5. New Field: 'Shared Time Teacher'

Although this field is not required, MCC asks that you select an option for consistency and record-keeping accuracy. A shared time teacher divides his or her weekly work schedule between a Catholic school and a public school or works 100% at a Catholic School and is paid in whole or part by a public school. Below is a screen shot of the new field:

A screenshot of a web form showing a dropdown menu for "Shared Time Teacher". The dropdown is currently set to "Select one". The menu is open, showing a list of options: "Select one" (highlighted in blue), "No", and "Yes".

POSITION INFO

To navigate to the Position Info section, enter the employee's Paycor Record, go to Position drop-down and select Position Info



To better capture employees who are Seasonal, Temporary or Casual, the file feed from Paycor to MCC will now capture employees whose Employee Type is "Casual".

Job Title i

FLSA i

Employee Type * i

Regular

Select one

Casual

Independent Contractor

Regular

Seasonal

Temporary

Variable

PayCor Employee Type	When to Use
Casual	Substitute teachers or other employees who do not work regularly hours.
Independent Contractor	Independent Contractors (<i>employee data will not come over to MCC</i>)
Regular	Employees who normally work regularly hours.
Seasonal	Employees who work only during a specific time period during the year (e.g. lawn care)
Temporary	Employees who are only in position for a short period of time, typically less than 5 months
Variable	WARNING: If "Variable" is selected it will translate to MCC as "Regular"

STATUS CHANGES: Updates to Two (2) Status Change Fields

1. Leave of Absence:

Enhancements include the ability for MCC to accept Leave of Absence statuses without automatically terminating the employee and their benefits. Please begin using the Leave of Absence when an employee goes on any type of leave. Only use a Leave status for those employees on a leave of absence.

To navigate to this section, enter an employee's Paycor Record, go to the employee's profile and select 'Status Changes' on the Navigation Panel. Below is a screen shot of this section:



- a. **Place on Leave of Absence:** Enter the employee's Leave Period Start Date, select the employee's Status, and then select 'Place on Leave.' These are required fields. Please see the table below for details on each option.

A screenshot of a form for placing an employee on leave. The form has several fields: 'Leave Period Start Date' with a date picker icon, 'Reason' with a dropdown arrow, and 'Notes' with a text area. The 'Status' field is a dropdown menu that is open, showing options: 'Select one', 'Disability - long', 'Disability - short', 'FMLA', 'Leave with pay', 'Leave without pay', and 'Wkrs Comp'. At the bottom right of the form are two buttons: 'Cancel' and 'Place on Leave'.

- b. **Return from Leave:** To return an employee from a Leave Period, select the employee's Status, and select 'Return From Leave.' Enter the Leave Period End Date - the date the employee returned from Leave.

Status

On Leave Employed 11 years, 1 month

[Status](#) | [Leave Cases](#) | [Ownership / Retirement Information](#)

Summary

Current Status: Leave with pay Hire Date: 01/01/2012
 Employee Number: 1 Leave Start Date: 02/01/2023
 Reason:

Current Status & History

Employment Period	Status	Reason	Duration	Actions
02/01/2023 -	Current Status: Leave with pay		13 days	
01/01/2012 - 01/31/2023	Active		11 yrs 1 mo	

Leave Period End Date *

Status *

Reason

Notes 0/512

Use this field to enter notes about this action. They will be displayed with this record in status history.

Leave of Absence Statuses		
Paycor Status Name	MCC Field Name	Changes to employee
Disability - Long	Long Term Disability	Employee Benefits will be terminated
Disability – Short	Short Term Disability	Employee Benefits will remain active
FMLA	FMLA	Status is reviewed by benefits staff with pending termination
Leave with pay	Non-FMLA Leave	Status is reviewed by benefits staff with pending termination
Leave without pay	Non-FMLA Leave	Status is reviewed by benefits staff with pending termination
Workers Comp	Workers Comp	Status is reviewed by benefits staff with pending termination

2. *TERMINATION OF EMPLOYMENT:

Status and effective date of termination are required. Enter the employee’s Termination Period Start Date, select from the Status drop-down menu, then click Save. These are required fields. Please see the table below for details on each option. A screen shot of this update is below:

Termination Statuses		
Paycor Status Name	MCC Field Name	Changes to employee
Deceased	Deceased	Employee Benefits will be terminated
Laid Off	Laid Off	Employee Benefits will be terminated
Resigned	Resigned	Employee Benefits will be terminated
Retired	Terminated Employee	Employee Benefits will be terminated
Terminated	Terminated Employee	Employee Benefits will be terminated