

Payroll – Timelines, Requirements, and Resources

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Please reach out by phone: (360) 450-4624, or by email: payroll@wellhaven.com if there is anything we can do to support you with Paycom or payroll.

Payroll Approval, Processing, and Timelines

Training Video and PPT

- [Payroll Approvals Training Video](#) and [PowerPoint](#)

Pay Periods

- First Pay Period: 1st – 15th, paid on the 25th or earlier
- Second Pay Period: 16th – End Of Month, paid on the 10th or earlier

Weekends or holidays within the payroll timeline move deadlines/check dates to the previous business day (sooner).

Approval/Processing Timelines

Initial approvals are due on the first *business day* after the period ends.

- All deadlines may be moved forward due to holidays and weekends.
- Initial deadline: 1st or 16th
- All [Personnel Action Forms \(PAF\)](#) affecting the pay period must be submitted by this date. This includes terminations and Internal Relief Days for the pay period.
- All corrections are due by 9am PST on the 3rd and 18th.
 - Timecards must be fully approved for changes to be applied to the payroll.
 - Please notify us at payroll@wellhaven.com or (360) 450-4624 of all changes that occur after the initial approval deadline.
 - Direct deposit changes made after payroll processing will not be applied.

Expected Payroll Approvals:

Note: Resources below that are direct links to Paycom require you to be logged in to view the content.

- Time-off requests
 - [Batch-Approve Time-Off Requests](#) (Paycom)
 - [Time-Off Calendar](#) (Paycom)
- Punch Change requests
 - [Punch Change Requests](#) (Paycom)

Time-Off and Punch Change Requests should be approved at the earliest opportunity.

- [Expenses](#) (Paycom)

- See the Expenses & Travel Reimbursement tab above if you need more details on the process.

Timecard Approval TIPS:

- Missing Punches can be identified through the [Missing Punch Report](#)
- Filter your employee list by using the [Timecard Search](#)

Personnel Actions Forms (PAF)

[Introducing the Personnel Action Form \(pdf\)](#)

The **PAF** is the primary tool for making para staff changes and corrections through Paycom. Please speak to your Medical Operations Manager if you need to submit PM or DVM changes.

Fields with a red star * must be completed. Otherwise, please complete only the fields that need to be changed on each form. This may mean that you complete only one field for a submission and leave the rest blank. For required fields, "N/A" may be used if there is no other information to be provided.

The forms are grouped by type. The following list shows how the forms are grouped in Paycom. Each form has a hyperlink that will take you to a video walk-through of that form. Similar forms may be grouped into one training video. We will work on creating chapters to enable you skip to specific sections of the training.

Please submit requests at your earliest opportunity to ensure that changes can be completed in the appropriate timeline.

Compensation and/or Position Changes

- [Compensation and/or Position Changes](#)
 - Do not use this form if a classification change is also needed.

Employee Data Change/Correction

This training contains:

- [Badge Number Correction](#)
- [FT Schedule Change](#)
- [***Other Unlisted Corrections***](#)
 - Use this form for legal name changes. Employees can change other personal data through [Employee Self-Service™](#).
- [Start Date Change/ Cancellation](#)

Employee Payout/Bonus

This training contains:

- [Para Referral](#)
- [Signing/ Retention Bonus](#)
- [Spot Bonus](#)

Hospital New Hire Activation

- [1st Day New Hire Activation](#)
- [Rehire Activation](#)

Internal Relief Day Request

- [Hospital Submission](#)

Status/ Position Change

- [Employee Termination \(Normal Check\)](#)
 - Use this form for all terms unless your location is in OR, or CO.
- [Full-Time to Part-Time](#)
- [Hospital Transfer](#)
 - Use this form even if classification, position or wage changes apply.
- [LOA End Confirmation](#)
- [Manual Check Termination \(OR, or Involuntary CO\)](#)
- [Part-Time to Full-Time](#)
- [Part-Time to Part-Time](#)

Payroll/Paycom Resource Links for Managers

Note: Resources below that are direct links to Paycom require you to be logged in before it will take you to the content.

- [Calendar](#)
 - [HR & Payroll Dates Calendar](#)
- [General/Login](#)
 - You can assist your team with Employee Self-Service ([ESS®](#)) login issues through [Login Management \(paycomonline.net\)](#) (Paycom)
 - [Paycom Help Menu](#) (Paycom)
- [Managing Time-Off Requests](#)

- [Managing Employee Time-Off Requests](#) (Guide)
- [Batch-Approve Time-Off Requests](#) (Paycom)
- [Time-Off Calendar](#) (Paycom)
- [Timecard Search](#) (Paycom)
- [Paycom - PTO Reports for Managers](#) (Guide)
- [PTO Overview](#) (Benefits Guide)
- Managing Punch Change Requests
 - [Punch Change Requests](#) (Paycom)
 - [Missing Punch Report](#) (Paycom)
- Managing [Expenses](#) (Paycom)
 - [How to Approve or Deny Expenses](#) (Job aid)
- Creating Schedules in Paycom
- Onboarding Employees in Paycom
 - [Onboarding - Paycom](#) (Guide)

Payroll/Paycom Resource Links for All Employees

Note: Resources below that are direct links to Paycom require you to be logged in before it will take you to the content.

- General/Login
 - Employee Self-Service ([ESS®](#)) login (Paycom)
 - Schedules
 - [Time Clock Kiosk to Punch In/Out](#) (Guide & links to time clock for your region)
 - [View my Timesheet](#) (Paycom)
 - Time-off Requests
 - [PTO Requests and Accruals](#) (Guide)
 - Submit a [Time-off Request](#)(Paycom)
 - View my [Accrual Details](#) (Paycom)
 - [PTO Overview](#) (Benefits Guide)
 - [Punch Change Requests](#) (Guide)
 - [Expenses](#) (Paycom)
 - [How to add expenses](#) (Job aid)
 - [Add/view my expenses](#) (Paycom)
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