Automation: Getting Started Guide

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Software Automation Options

Paycom’s comprehensive cloud-based HCM (Human Capital Management) software offers multiple ways to automate your critical tasks.

Paycom Single Sign On

With Paycom's SAML 2.0 Single Sign On solutioin, you can use your Identity Provider to manage authentication for your employees and client users

File Exports (Push Reporting™)

With Paycom's Push Reporting you can schedule regular exports from Paycom to a specific user or to a Paycom SFTP hosted folder.

GL Concierge

GL Concierge allows Accounting Departments to manage their GL entries independently, without the need to communicate back and forth with HR or Payroll Departments.

File Imports (.csv)

You can import payroll transactions, labor codes and timecard data into the Paycom system using simple .csv file imports.

SFTP/EDI

With the SFTP/EDI option, file imports and exports can be transferred through a secure SFTP account hosted by Paycom.

Paycom API

The Paycom API exposes a standard REST based interface for near real-time communication to the Paycom System for common automation functions.

Custom Data Services

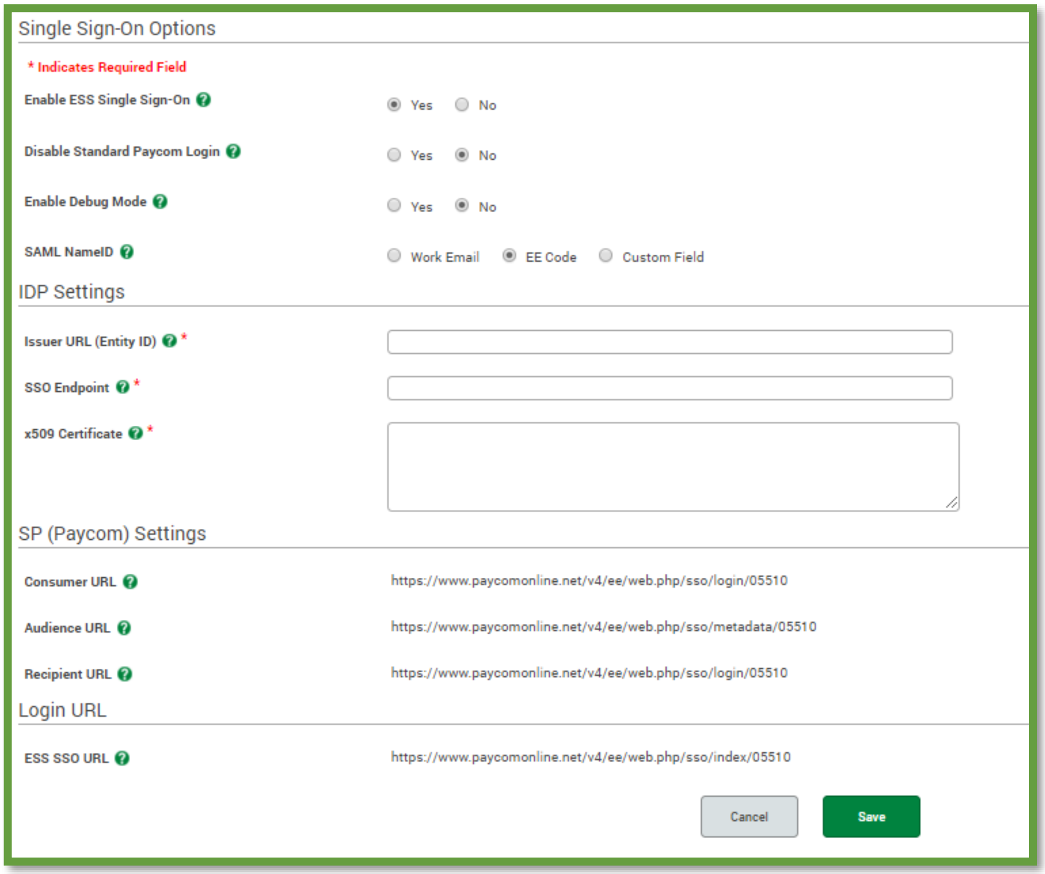
Paycom also offers conneectivity with many existing health care, insurance, 401(k), time and labor and retirement plan providers. Ask your representative if we can help with yours.

This "Getting Started" guide provides a quick glance at each of these types of automation. This guide is meant as an introduction only. Comprehensive guides for each feature are available.

Paycom Single Sign On

With the Paycom Single Sign On (SSO) Solution, you can leverage your Identity Provider to extend account credentials for employees and client users. The solution leverages SAML 2.0 technology.

After signing up for the Paycom Single Sign On solution, you will need to set up a trust relationship for the Employee Self Service Portal and/or the Client User Portal. You will be able to view and modify the SSO settings in your Paycom instance.



You will need to copy the SP Settings into the trust relationship configuration on your Identity Provider, and take some settings from your Identity Provider and plug into Paycom via this configuration page. You will do this for the ESS and Client User side.

The most important item to configure will be NameID – Paycom is expecting this attribute and uses it to match the employee or user up to their profile. For Employee Self Service, Paycom allows you to map this field inside Paycom to employee code, work email address, or a custom field. Keep in mind this attribute will need to exist in both Paycom and your Identity Provider for each employee. You can utilize the SFTP or API service to automatically pull this data from Paycom and push into your identity Provider to set up a syncing process.

After the relationship is setup, you can access Paycom in two ways: either Identity Provider Initiated or Service Provider Initiated. The login URL on the configuration is the Service Provider Initiated link: this link will redirect the employee’s browser to the Identity Provider for login.

With Identity Provider Initiated, the user will browse directly to your Identity Provider, log in there, and then select Paycom ESS from a list of applications.

File Imports (.csv)

You can upload file imports directly in the Paycom User Interface. The following imports are currently available in the Paycom system.

- Payroll Transaction Imports
  - TAI02
  - TAI03
- Timecard Import (TCI01)
- Labor Allocation Import (LAI02)

Following is an example using the TAI02 payroll import.

Step 1) Collect Data

Before you can create the import file, you must collect the appropriate data to include in the file. This can be done manually or by pulling an export from your in-house system.

Step 2) Create the File

You will use one of the following import layouts to import your payroll information into the Paycom system: TAI02 or TAI03.

TAI02: A more advanced time import. This type of file can include an unlimited number of earnings per employee, facilitate the import of departmental distributions and accommodates for multiple rates.

TAI03: is the most advanced import. This type of file can include an unlimited number of earnings and deductions, facilitate the import of departmental distributions and accommodate for multiple rates.

Note: The following example uses the TAI02 import.

Tips for Creating the File

- Do not include a header
- Only Paycom Employee IDs, Earning Codes, Deduction Codes and Departments will be accepted
- Do not use single or double quotation marks to delimit character fields

The TAI02 import has the following structure:

	A	B	C	D	E	F	G
1	Employee ID	Earning Code	Hours/Amt	Temp Rate	Dept. Code	Tax Profile Override	Labor Allocation
2							
3							

Employee ID: Can be either Clock Sequence number, Social Security number or Paycom Employee Code.

Earning Code: Any valid Paycom Earning Code such as Regular, Overtime, Vacation, etc.

Hours/Amount: Number of hours if the earning accepts hours. Otherwise, input a dollar amount.

Temporary Rate: Used if the employee has a temporary rate such as a shift differential or holiday earning.

Distributed Department Code: The department to distribute the pay if it is different from the employee's home department.

Tax Override Profile (optional): A valid tax profile ID for the given employee which must be a valid integer. If it is the default profile for the employee, it must be left blank.

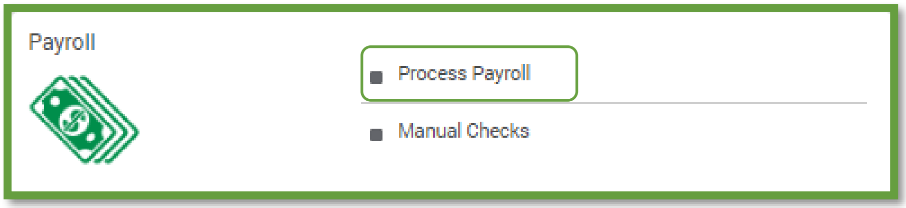
Labor Allocation (optional): If you use Labor Allocation, input the job categories separated by pipes if the Labor Allocation for this earning differs from the employee's default Labor Allocation.

Example: Employee FREM has 80 regular hours allocated to department 100. Employee ANDE has 10 hours at the temporary rate of $27.50 per hour allocated to department 300 using tax profile 2. Employee BRAL has 11 hours of overtime allocated to department 300, location 300, city 200, state 400 and job 100.

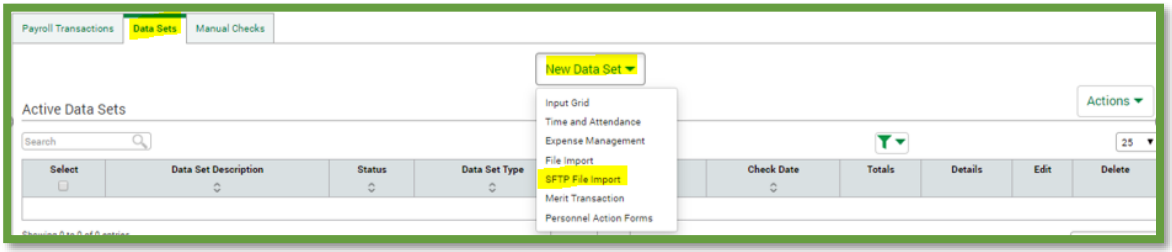
1	FREM	R	80	0	100	0	0
2	ANDE	TMP	10	27.5	300	2	0
3	BRAL	O	11	0	0	0	300|300|300|300|300

Now that the file has been created, you can upload it into the Paycom system. To import payroll data from a file using the File Import (TAI02) continue below:

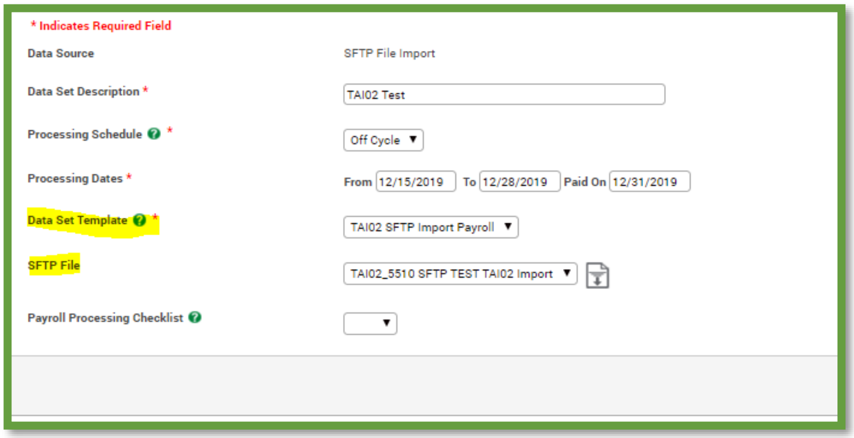
- Select Process Payroll



- Navigate to the Data Sets tab, select New Data Set, then SFTP File Import from the dropdown.



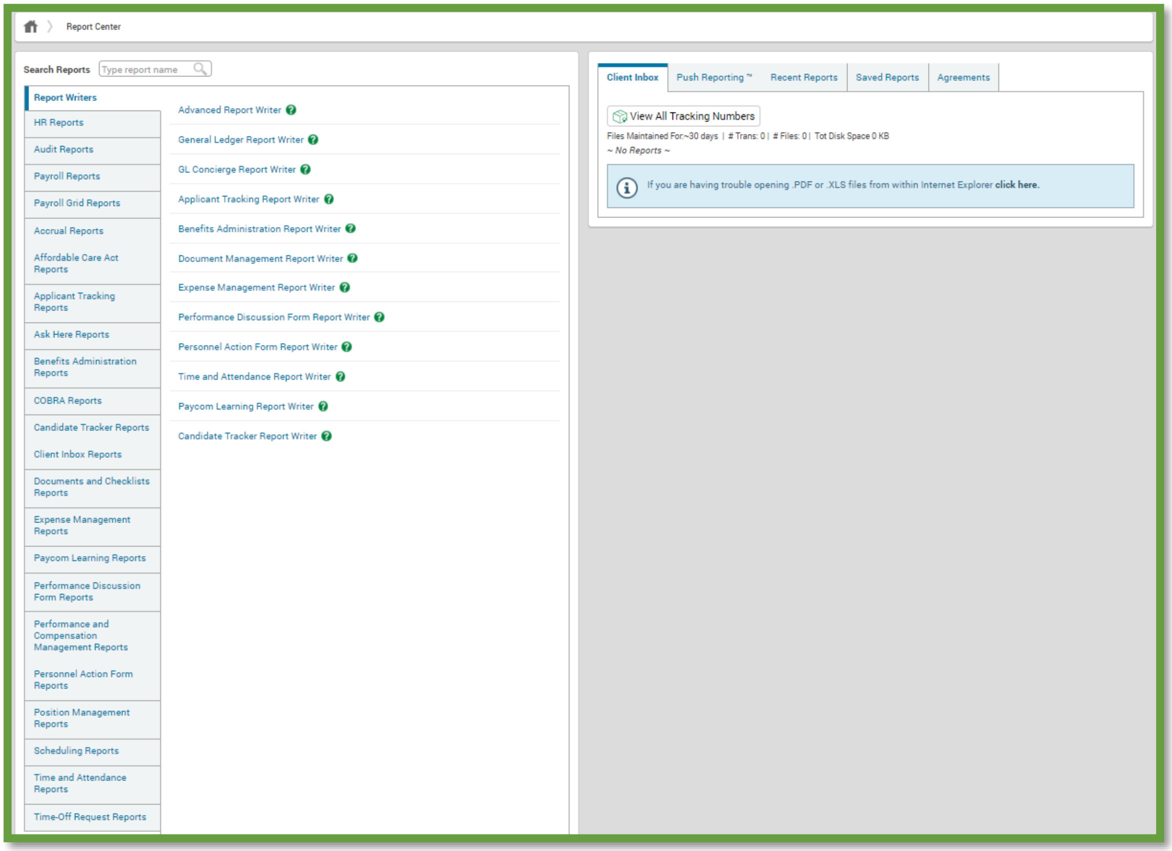
- In step one you will fill out the fields as needed, and select the desired SFTP Data Set Template. If you do not have a template to select in this dropdown, please contact your specialist for assistance in setting one up. You will also select your SFTP file for this data set.



- You will then process payroll as usual from this point

File Exports (Report Center and Push Reporting™)

Paycom's cloud based software provides you with access to your information anytime and anywhere. Our powerful Report Center gives you a single place to go when you want to report from any part of the entire Paycom HCM suite. Whether you need to access your employee's Forms W-2 or build a custom .csv export for data warehousing, the Report Center can help you get the job done.
Report Center provides access to many pre-defined reports and exports and with our Advanced Report Writer tool you can create, save and share your own custom reports and exports with ease.

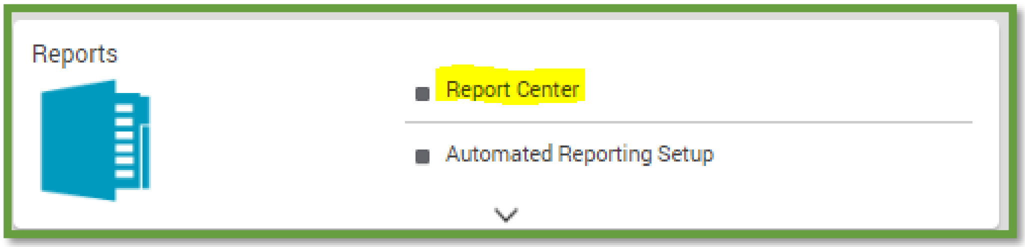


Here are a just some features offered by Paycom's Advanced Report Writer:

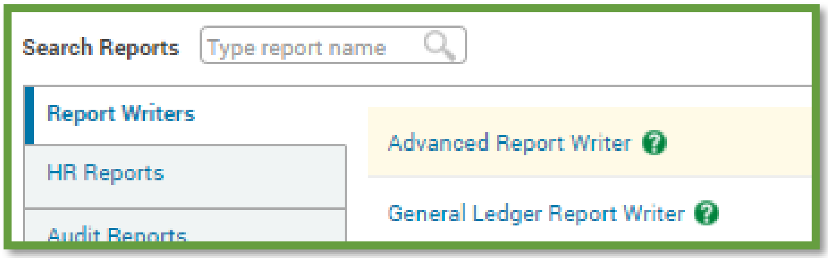
- Up to four date ranges can be selected to pull at one time
- Multiple output formats available (.csv, .xls, .xlsx, .pdf)
- Quick links to load commonly used dates (MTD, QTD, YTD)
- Unlimited number of sorting options
- Filter by ≥ and ≤ options
- Distribute Gross and Net totals

The following example will show you how to pull an Employee Demographics export using the Report Center's Advanced Report Writer tool. We will then walk through scheduling the time this report automatically generates and delivers to the Paycom hosted SFTP account by utilizing Push Reporting™.

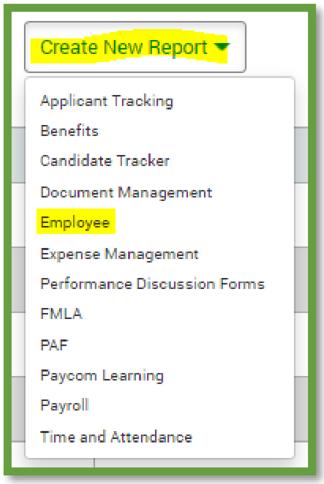
To create your own custom Employee Demographics export, first select "Report Center" located within the Report section of the Main Menu.



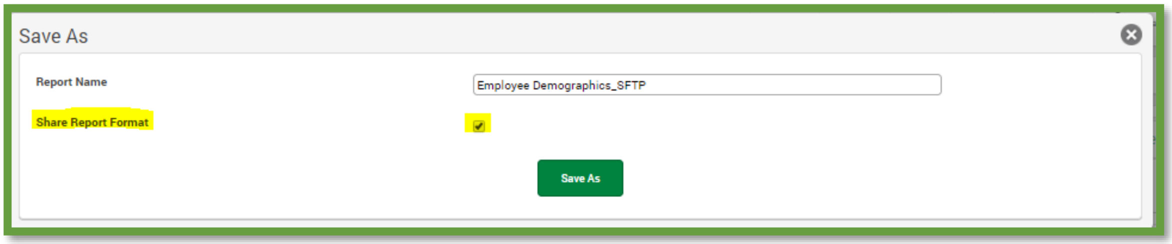
You will then select the "Advanced Report Writer".



Within the next screen you will click “Create New Report” and select Employee from the dropdown.



You will then select the applicable fields from the Advanced Report Writer. You will be able to click next to add filters and sort options as needed. Within the final step you can select the output format and save the report. If you would like other users to access this report format, you can click the “Share Report Format” option while saving.



Push Reporting™

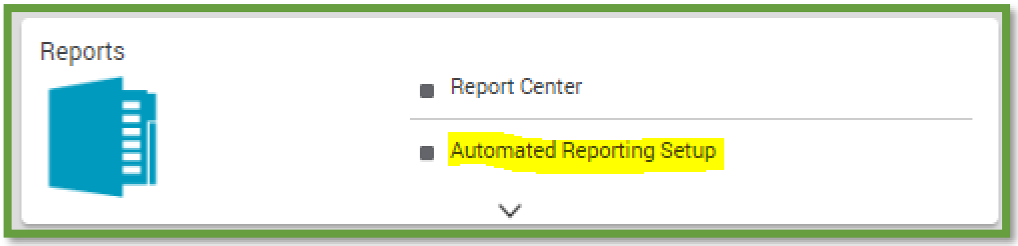
Push Reporting™ eliminates the inconvenience of running recurring reports, whether daily, weekly, monthly, quarterly or yearly. With Push Reporting™, you no longer have to remember which reports to pull when and for whom.

Using Push Reporting™ you can schedule the automatic generation and delivery of your reports or exports to the users you want. Just setup the report schedule once, and then all selected users will find the reports automatically in their inbox each time it runs automatically.

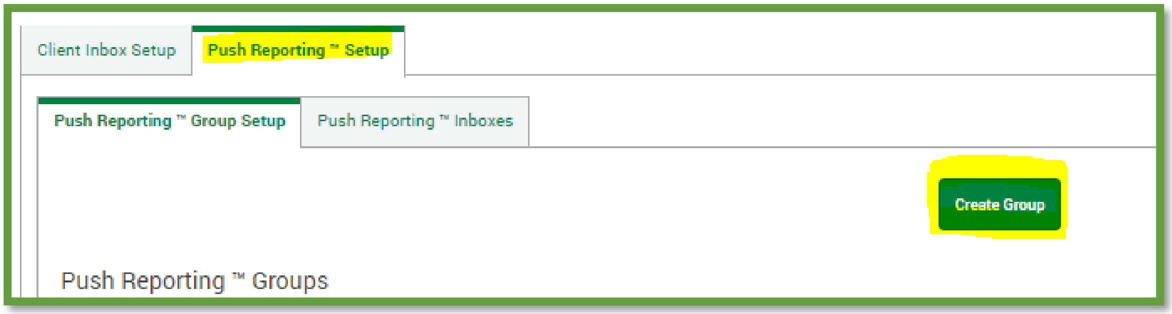
> Push Reporting reports can be delivered to multiple user accounts, and also to a Paycom Hosted SFTP account. Delivering to a Paycom SFTP account can be helpful if you need to run a recurring export that is feeding an external system (ex. for local data warehousing). Simply select the Paycom SFTP account as the destination user.

The following example will show you how to schedule a report to be automatically generated using the Push Reporting™ feature.

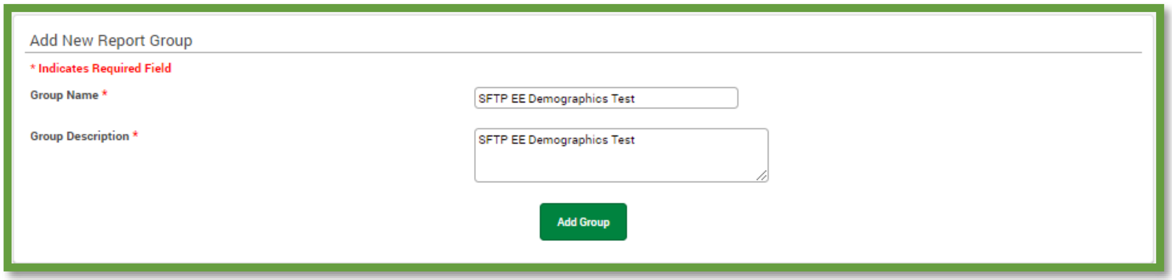
From the Reports tile in the Main Menu select Automated Reporting Setup



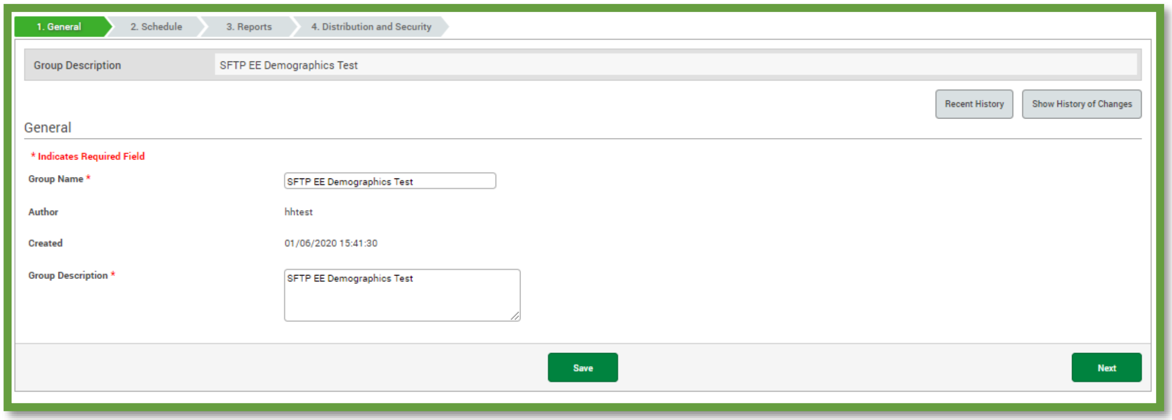
You will then select the Push Reporting™ Setup tab, then the Create Group button.



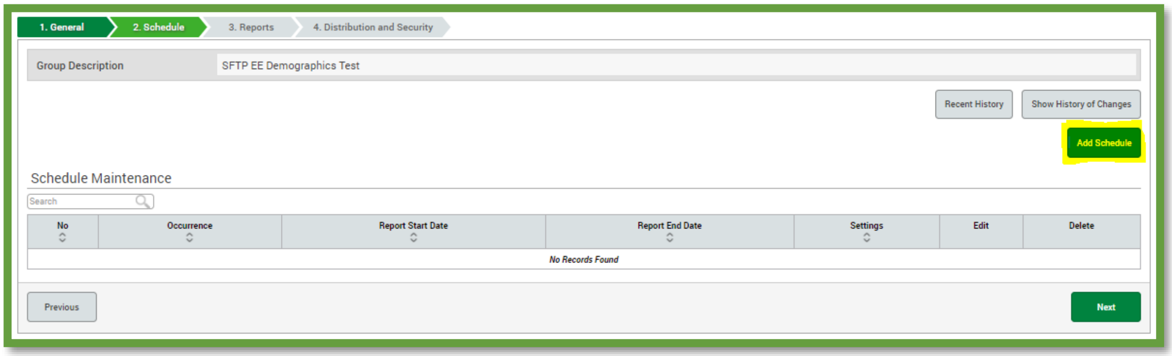
You will then name your Report Group and Add Group



Step 1. General – You can adjust the group name and description within this step



Step 2. Schedule – This step allows you to setup triggers for when your report(s) within the group will generate. To add a new schedule, click the green Add Schedule button.

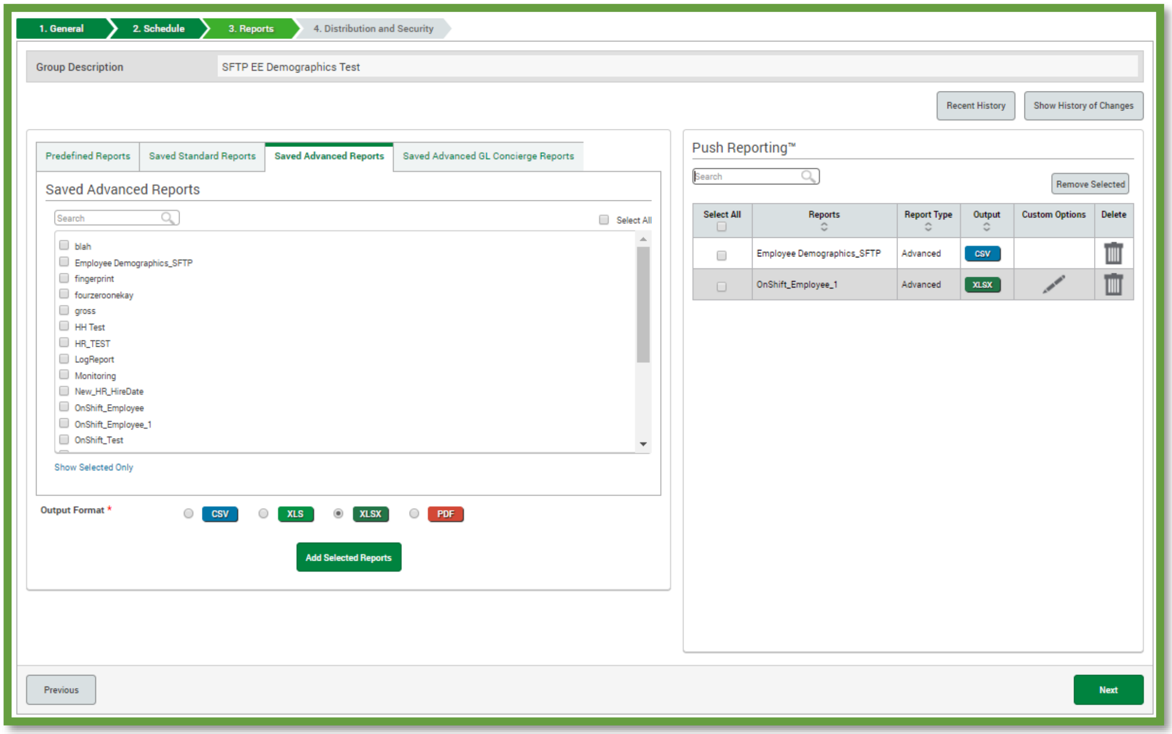


You will then be able to select your scheduled time for the report to generate. My example below is for a daily trigger to occur at 2:00 am.

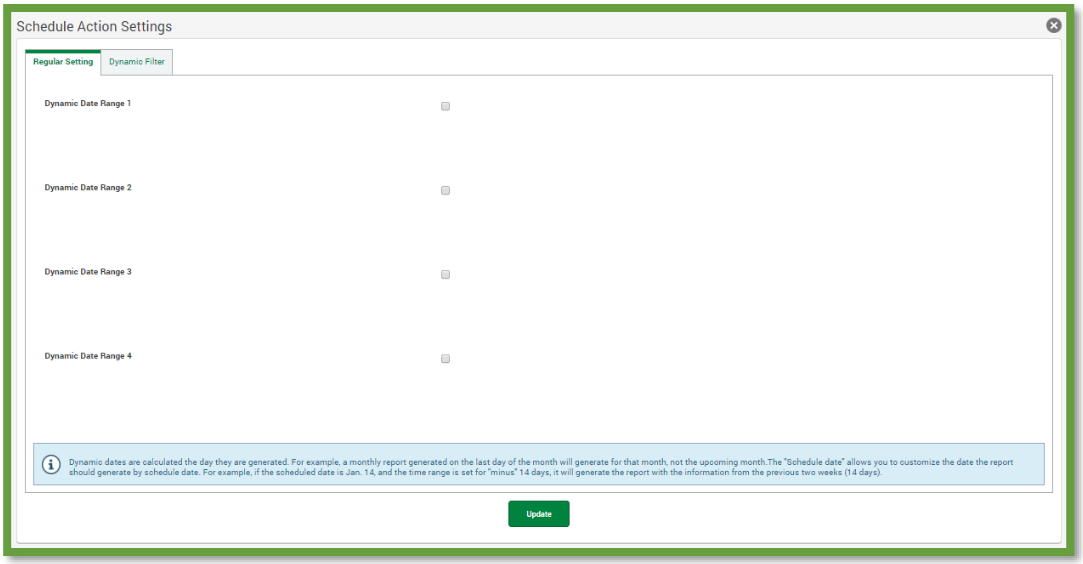
*If you do not see the option for a Report Start Time, please contact your specialist to have this enabled on your code

You can repeat this step to have up to 5 triggers per Push Reporting™ Group.

<u>Step 3. Reports</u> – This is the step where you will select the reports that need to generate to specific Push Reporting™ Inboxes or to your SFTP user. You may also select the Output Format. Additional options such as report filtering and Custom Options are available depending on which report you select.

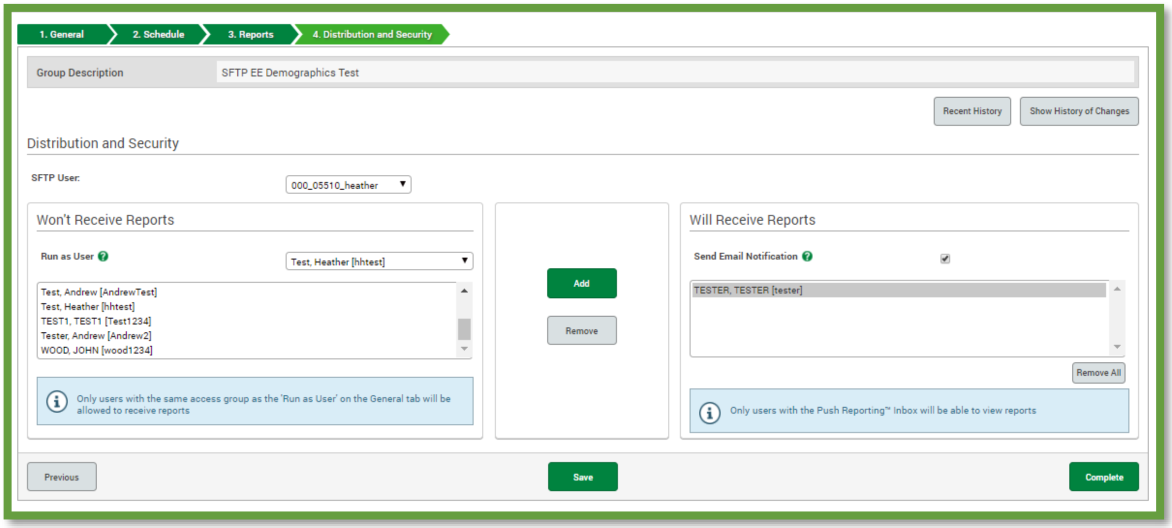


To edit the Custom Options you will click the pen icon within the Custom Options column. From there you will be able to add Dynamic Date Rages and/or Dynamic Filters.



For more information on setting this up for your specifications, please reach out to your dedicated specialist.

Step 4. Distribution and Security – This step will allow you to select which user you would like to run the report(s) in the group as and which user(s) and SFTP user you would like to receive the report(s). If you are looking to send the report(s) to an SFTP user, it is recommended that you select a “Run As User” who has all departments access.



On the selected scheduled dates and times, the reports will be generated and then delivered to the selected Paycom user inboxes or Paycom hosted SFTP account.

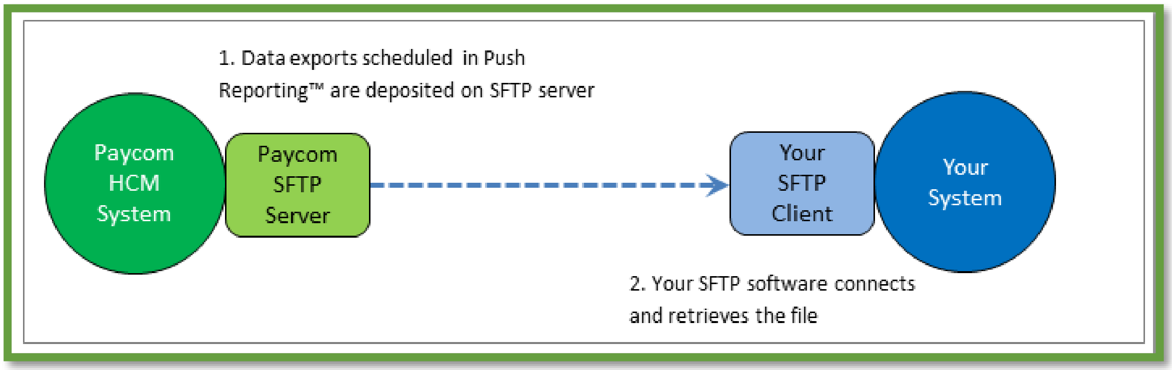
SFTP / EDI

Paycom offers the ability to transmit imports and exports securely through a Paycom hosted SFTP (Secure FTP) account. The SFTP / EDI feature can be a good way to take care of basic integration needs such as:

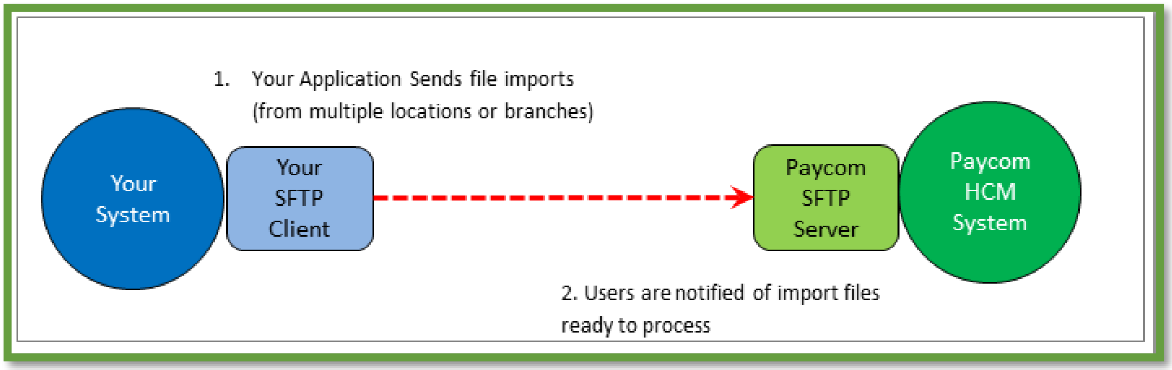
- Sending recurring exports to a local data warehouse
- Sending Employee info (status, identifiers) to an in-house system.
- Sending import files from multiple branch or franchise locations directly to your Paycom account(s).

The Paycom SFTP / EDI account can be used to automate data imports and exports.

Exports: Exports scheduled through Push Reporting™ can be delivered to the /outbound folder once they are generated where they can be picked up automatically by your system. Once processed you can delete the file from the server.



Imports: Paycom's file imports can also be sent to the /inbound SFTP folder. When import files are found in the /inbound folder, Paycom users will be prompted that they have files ready to process when they login to the Paycom system.



Connecting to your SFTP account

There are multiple ways you could connect to a Paycom hosted SFTP account to retrieve or send files.

1. Use an SFTP client to connect manually and download/upload your files.

2. Schedule SFTP client software to automatically download or upload SFTP files. This can be achieved using software such as WinSCP, which can be scripted to download a file and then scheduled with a Cron Scheduler or Windows Task Scheduler.

3. Use a communication component like "cURL" to connect directly from your in-house application. There are implementations of cURL available for most platforms (java, .net, .php)

4. Use a Managed File Transfer (MFT) software. Your MFT software can be configured to connect to our SFTP server periodically and download available files to a local folder or network drive. Then your application can simply look for local files to process. There are many MFT solutions available from companies like IPSwitch, GlobalScape, IBM, Microsoft and others.

Paycom API

Paycom offers an open, REST standards-based API for circumstances where near real-time access to punch data or employee information is needed. The API solution requires your organization to have development expertise and timelines that account for adequate consultation and testing.

Paycom's API supports Basic Authentication using an SID and Token and only allows connections from allowlisted IPs of your choosing.

Demo API Accounts:

Test Credentials can be used to test the functionality of the Paycom API. Test credentials are used to connect to a test Paycom account with fictional data. Ask your representative for more details.

Please request the most recent Rest API documentation from your Paycom Representative for an overview of what functionality the Rest API supports.

GL Concierge

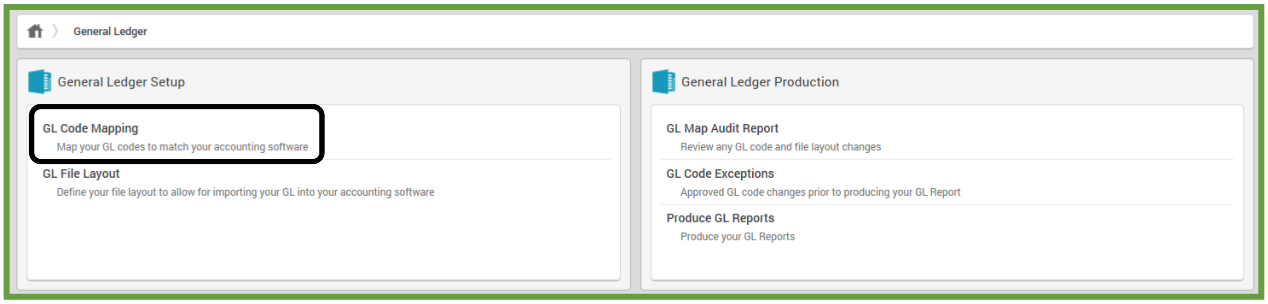
You can use the GL Concierge module to create General Ledger files that you can use to populate payroll data for your accounting software. These files can be downloaded manually inside Paycom or automatically pushed out via the Paycom SFTP service.

GL Concierge Benefits:

- Customizable codes across business sectors
- Customizable GL string setups down to the GL account level
- Ability to group accounts
- Ability to sum and allocate accounts within a group
- Ability to override system logic for GL codes
- System preview and validation to ensure accurate GL setup
- Grid-based custom layout with drag and drop capabilities
- Ability to run Accrual GLs

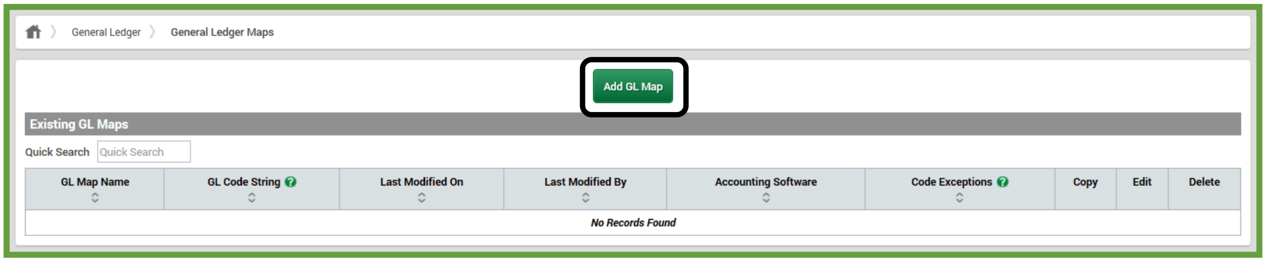
GL Code Mapping

The first step in the setup process is setting up the GL code mapping. From the General Ledger menu, select “GL Code Mapping.”



Existing maps will display on this page. Whether transitioning to new accounting software or needing to customize GL codes for various types of journal entries, customers can add an unlimited amount of GL maps for any purpose.

To add a new map, select “Add GL Map.”



The setup of a GL map is as easy as click, drag and drop. The 5-step setup process is guided and actions required by the user are visual and apparent.

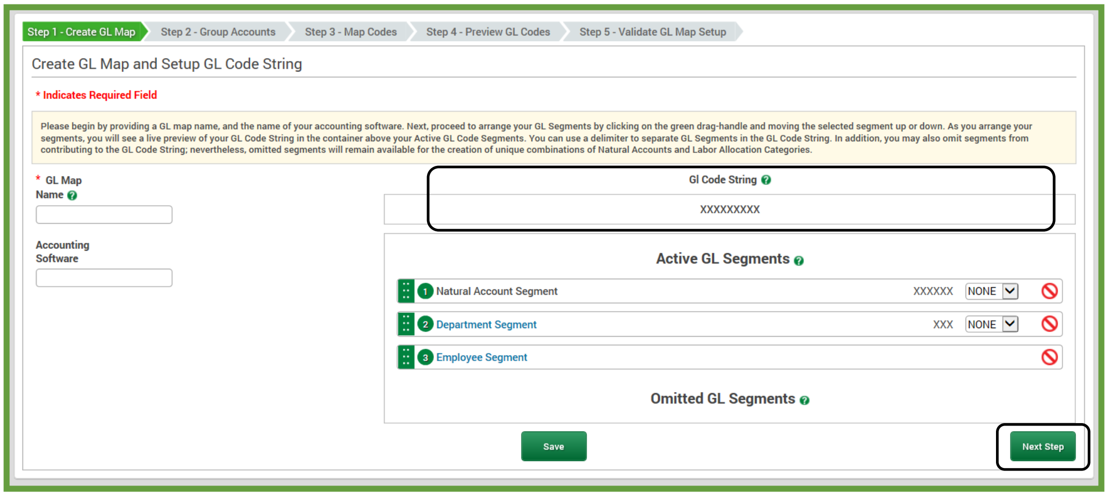
Step 1 – Create GL Map

First, enter the GL map name and provide the accounting software (for reference purposes). Then, arrange the labor allocation categories by dragging and dropping the sections in the preferred order for the final GL Code String. You may use delimiters to separate each segment.

Select the  symbol to omit a segment. Omitting segments will prevent that segment from producing a code segment to the final GL Code String. Please note: Omitted labor categories still can be used to allocate labor on the GL Report. You may also create one-off GL Code Strings for GL Groups later in the process if needed.

You can view a live preview of the changed at the top of the section.

When finished, select “Next Step.”

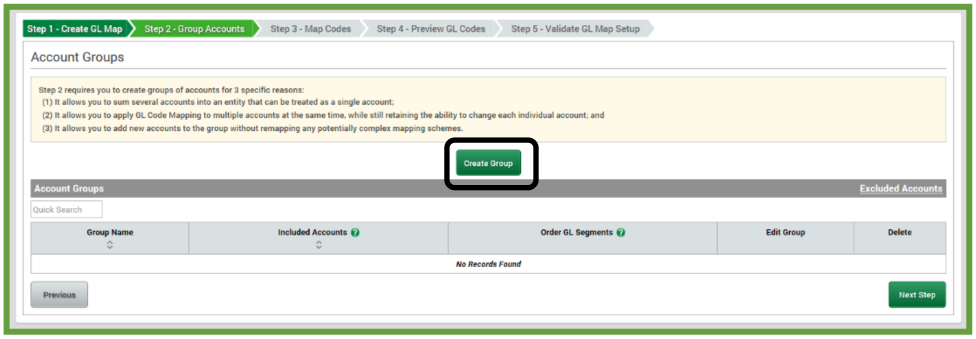


Step 2 – Group Accounts

Account grouping provides flexibility for GL mapping. Along with summing accounts in the group, it allows for mapping efficiencies previously unattainable. For example, all accounts in a group can be mapped together, yet separated where needed.

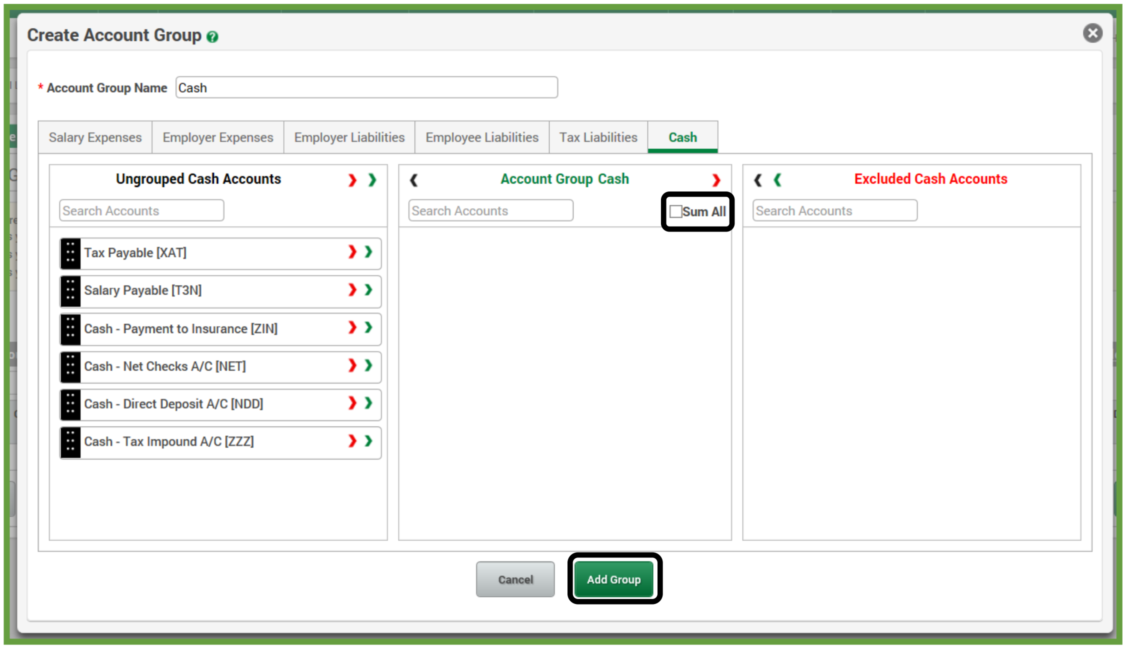
To view existing included accounts, reorder segments, edit or delete the group, select the applicable option within the Existing Groups section.

To create a group, select “Create Group.”

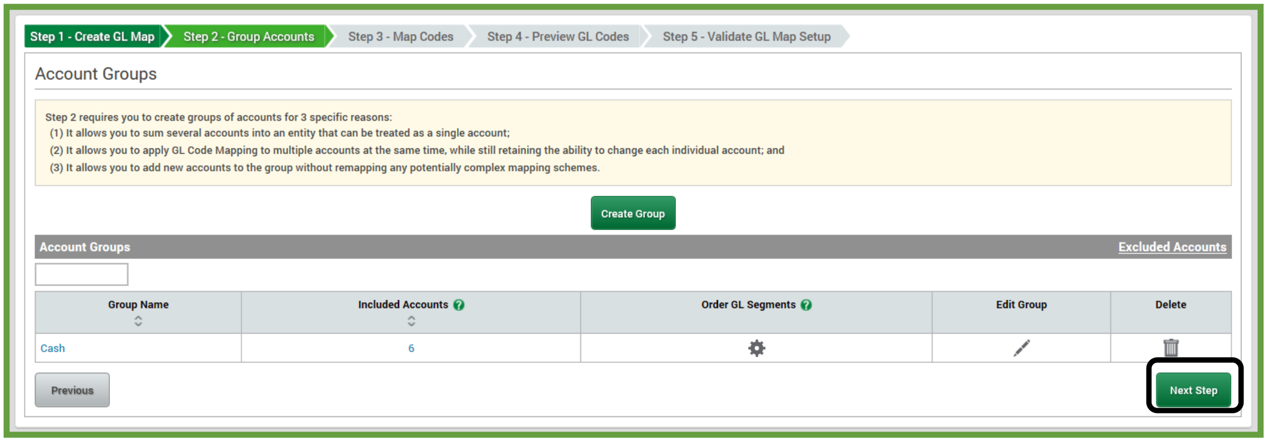


First, enter an account group name. Grouping accounts is simple. Just click, drag and drop the desired accounts into the group of your choice. For example, you can add an account group called “Cash” and select all the cash accounts to be included in that specific account group. You also have the choice to sum a few options within the section, or select “Sum All” to total all of the cash accounts.

In addition, you can exclude any accounts that may not be needed for your specific implementation of the GL report. When finished, select “Add Group.”



To move onto the next step, select "Next Step."

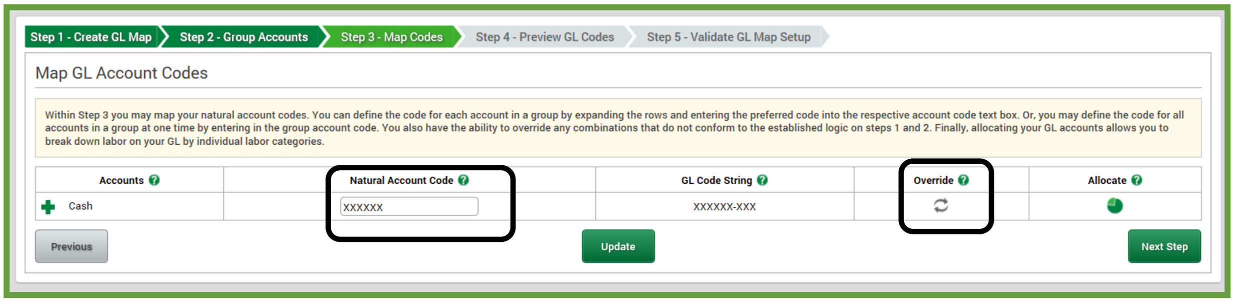


Step 3 – Map Codes

You can map codes quickly and efficiently with this transparent and intuitive code mapping user interface. Within Step 3 you will map the natural account codes. You can define the code for each account in a group by expanding the rows and entering the preferred code into the respective account code text box. Or, you may define the code for all accounts in a group at one time by entering in the group account code in the first text box beneath the "Natural Account Code" header.

You also have the ability to override any combinations that do not conform to the established logic on steps 1 and 2. To utilize the override feature, select its icon in the applicable row.

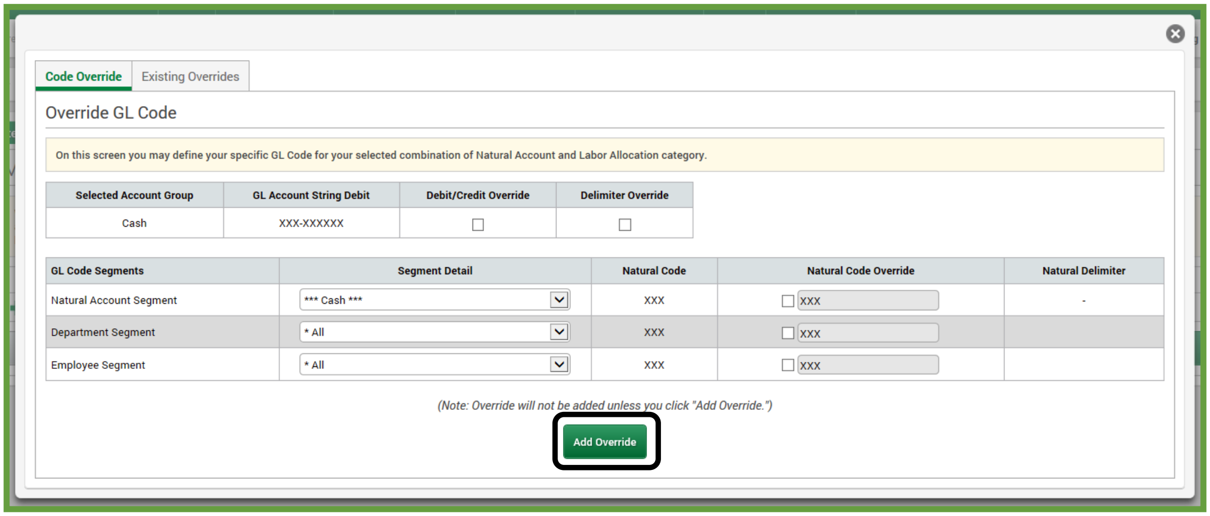
In the previous step the Cash account group was created. Now, you are able to customize, within that account group, the specific account codes, determine any overrides and allocations.



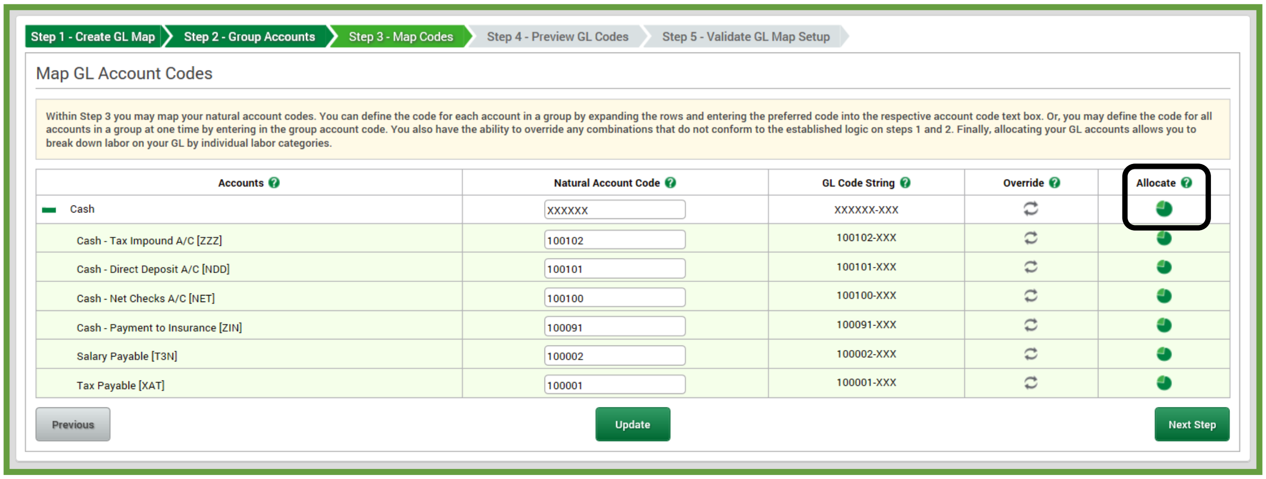
You can perform very powerful code overrides with ease. You may override the GL code calculation by selecting your desired combination of labor categories and changing the specific segment code. You may define your GL account codes differently by debits and credits. You also may override the previously selected delimiter between each segment.

Please note: The import and export override options only are available to Paycom Specialists. This will not be client facing. If a customer has a lot of overrides, we would use an import to get information in the system more quickly; however, this will be used infrequently due to the functionality in this new tool. Most companies will not have a lot of overrides.

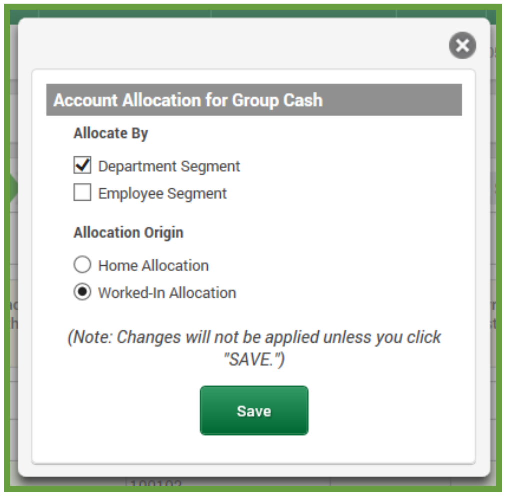
When finished, select "Add Override."



Allocating your GL accounts allows you to break down labor on your GL by individual labor categories. To allocate account, select the icon in the applicable "Allocate" row.



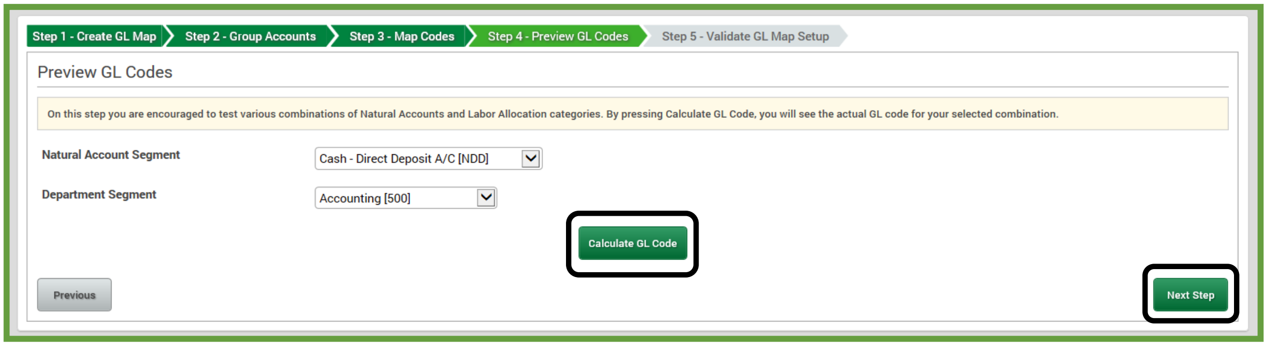
The allocation pop-up message allows you to distribute or allocate by the selected category. You can select a department, labor allocation category (if enabled) or employee GL code. A customer might change if they want to allocate by department and later decide to allocate by labor allocation. Select the applicable options in the "Allocate By" section and then choose the "Allocation Origin" before selecting "Save."

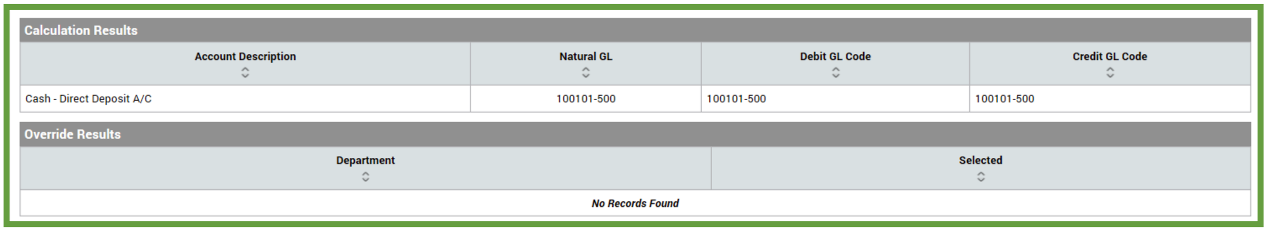


Step 4 – Preview GL Codes

You can test every mapping you perform before running a full GL report. This will significantly reduce the time it takes to set up a GL map.

Within Step 4 you may test any combination of labor categories and accounts to calculate the resulting GL code string. You will find valuable information about the GL code string as well as any overrides for this particular combination. To view a preview, select the applicable options from the drop-down menus for which you'd like to test. Then select "Calculate Code" to view and verify the preview is correct.





Calculation Results

Account Description	Natural GL	Debit GL Code	Credit GL Code
Cash - Direct Deposit A/C	100101-500	100101-500	100101-500

Override Results

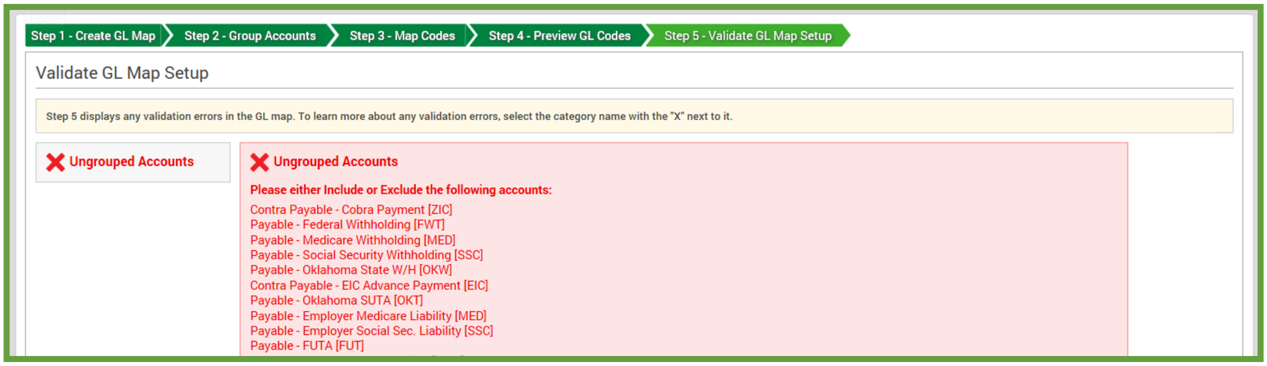
Department	Selected
No Records Found	

When finished select "Next Step."

Step 5 – Validate GL Map Setup

Step 5 displays any validation errors in the GL map. To learn more about any validation errors, select the category name with the "X" next to it.

Customers receive very specific validation messages if anything in the map could cause the GL not to produce as expected. Clicking on each listed item would yield specific instructions for fixing the issue.

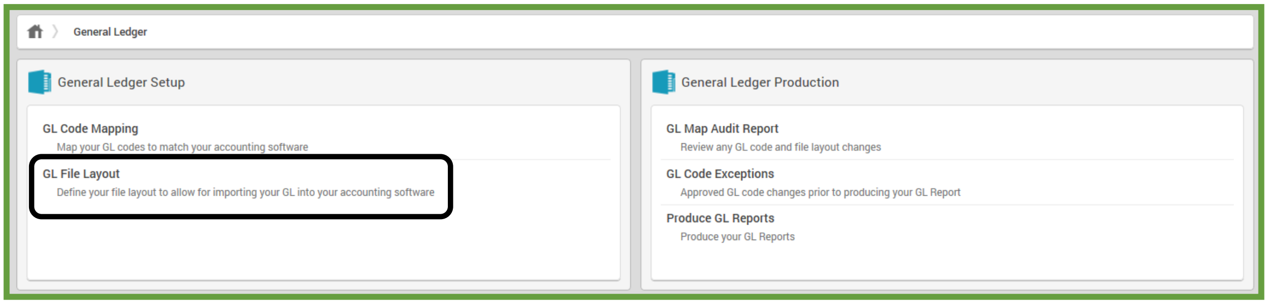


Once the map is set up correctly, the customer receives a confirmation message to provide positive feedback on the setup.

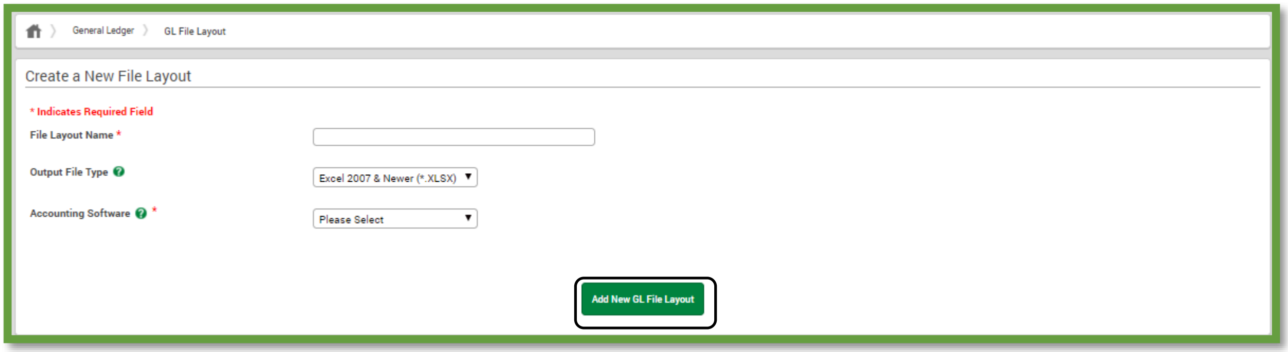
When finished, select "Finish Setup."

GL File Layout

The GL File Layout section allows you to define your file layout to allow for importing your GL into your accounting software. To begin, select “GL File Layout.”

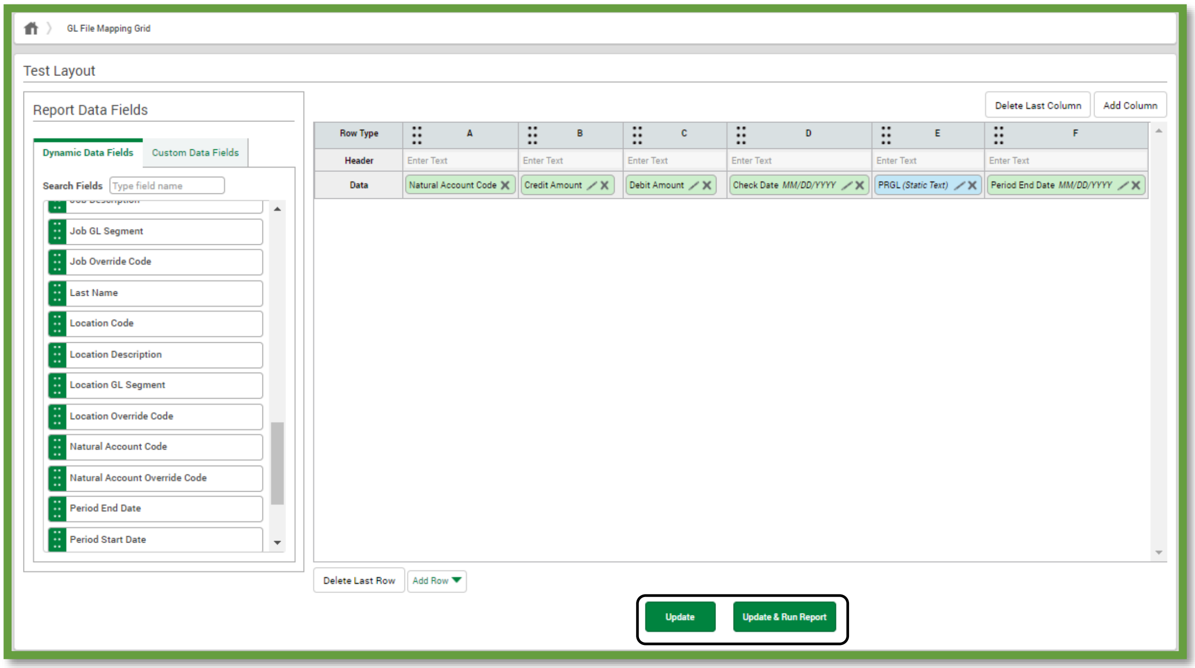


The powerful layout editor allows you to create almost any file format/layout you require. You can create a file layout with drag and drop simplicity to feel confident the resulting output file will be what you expect. First, enter a file layout name, select the appropriate options from the drop-down menus and select “Add New GL File Layout.”



The next screen is where the customer will create what the import file spec looks like based on the accounting software. From here you can add rows and columns, all while specifying the type: header, footer or data.

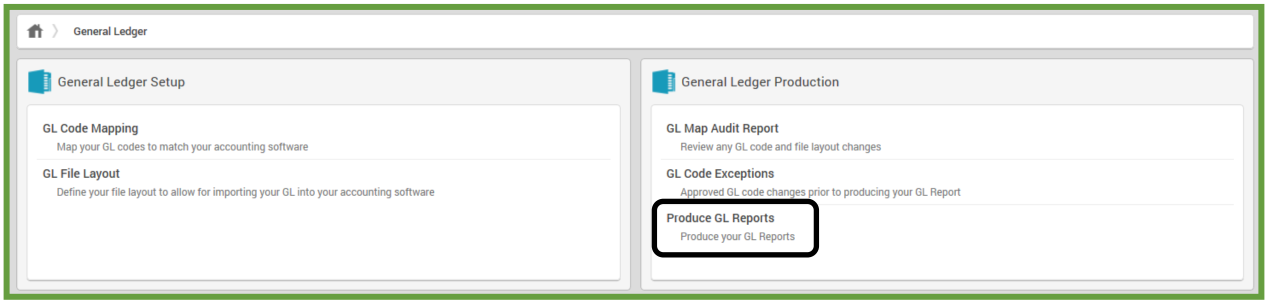
When finished, select "Update."



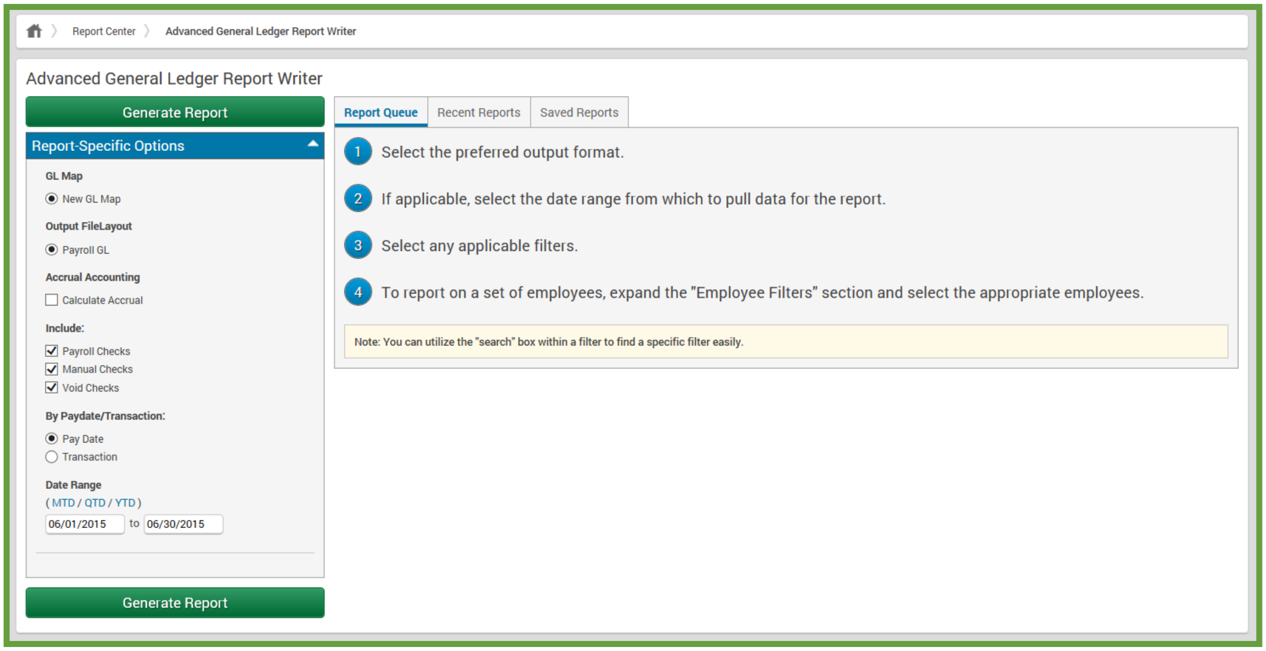
Manually Produce GL Reports

After making the custom file in the GL File Layout section, the next step is to generate the GL report. Customers not only will be able to produce a GL with their exact GL code structure and file layout, but also they have the ability to create an accrual accounting entry with reversing entry.

Also, customers are able to output labor hours only, instead of expenses. This report writer allows the combining of any transaction with another, as well as, the combining of multiple GL reports across MCC payroll profiles. Running a GL report has never been easier, and with Push Reporting, customers can simply set it and forget it.

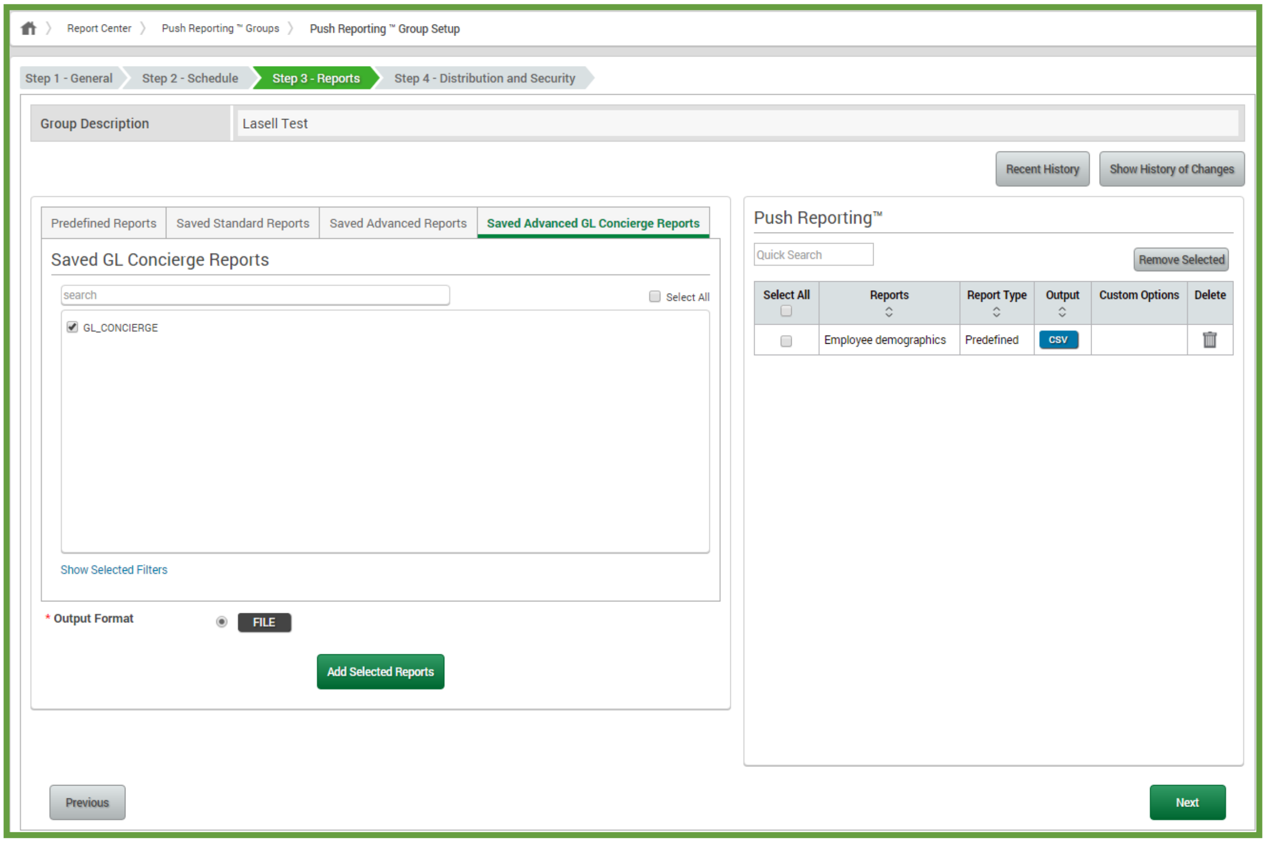


Select the appropriate GL map you would like to generate the report for. The system selects the previously selected output based on your selections during setup. When finished choosing the report-specific options, select “Generate Report.”



Schedule GL Reports via Push Reporting and SFTP

GL Concierge Reports can be scheduled the same as other reports inside Push Reporting:



For more information on how Paycom can help automate your company's processes, please reach out to your dedicated specialist at 1-800-580-4505.