

# Tools for a Successful Transition

## Payroll and Time Entry

One of the benefits of **Rock Engineering & Testing Laboratory, LLC**, joining the UES family of companies is access to better systems and support from both your teammates at Alpha Testing and UES to begin using these systems.



## PAYROLL AND TIME ENTRY

Beginning with the pay period starting on September 26, which is for paycheck issued on October 14, RETL is transitioning to using Paycom for time entry and payroll.

This guide provides you with useful information about current and key aspects of your payroll and time entry transition to Paycom, including:

- Paycheck schedule with Paycom
- Key upcoming training dates
- Accessing and understanding your paycheck stubs (pay statements)
- How to access and use Paycom for time and attendance

*Prior to September 26, we recommend that you sign onto your Quickbooks Account and download any past information you want to access such as your last few pay stubs and your W2s.*

Beginning with the pay period beginning on September 26, for paycheck issued on October 14, you will now be paid every two weeks rather the current semi-monthly (twice per month) schedule.

For your planning purposes, please see the paycheck issue dates for the remainder of 2022 below.

**Please remember to take this into account for any automatic bill payments you may have set up.** Review the dates below and make any necessary adjustments to the scheduling of those payments.

Final Check Date Quickbooks: 10/1/2022

Check Schedule with Paycom		
Period Beginning	Period End	Check Date
9/26/2022	10/9/2022	10/14/2022
10/10/2022	10/23/2022	10/28/2022
10/24/2022	11/6/2022	11/11/2022
11/7/2022	11/20/2022	11/25/2022
11/21/2022	12/4/2022	12/9/2022
12/5/2022	12/18/2022	12/23/2022
12/19/2022	1/1/2023	1/6/2023



## TRAINING SESSIONS

To help ensure you're ready for this transition, Paycom representatives were made available via virtual, one-hour training sessions.

The Employee Training covers a system overview and time entry. The Manager Training includes the system overview and time entry as well as how to review and approve timecards. Managers only need to watch the Manager Training.

One of each session was recorded for your reference. **Click here** to watch the Employee Training and enter the passcode of: @aeff!W0

**Click here** to watch the Manager Training and enter the passcode of: \*eqx%K8h

## YOUR PAYSTUB AT A GLANCE

You can quickly and conveniently access your earnings statements in Paycom. When you log in to Paycom, find them under **Payroll > View Pay Stubs**

### Earnings

An itemized listing of hours for the pay period and corresponding pay for those hours.

### W/H Taxes

Taxes Federal, state and local tax withholdings; Medicare taxes (Fed MED/EE) and Social Security taxes (Fed OASDI/EE).

### Deductions

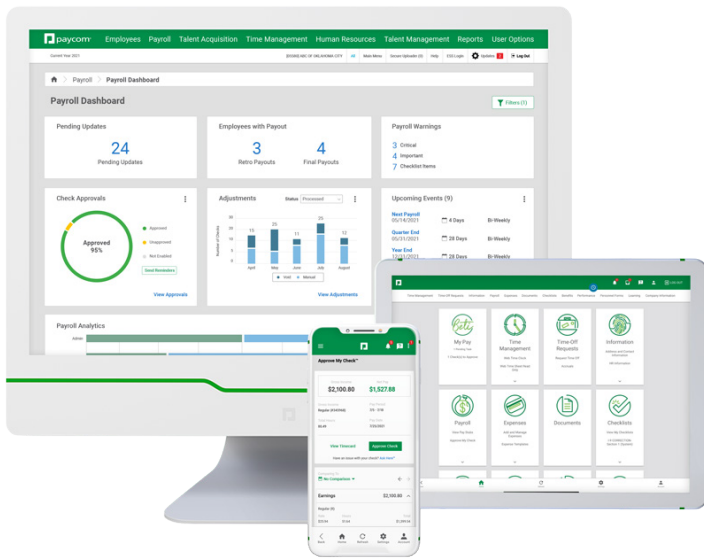
Wages withheld from an employee's total earnings such as child-support or levy garnishments or other miscellaneous items that may occur.

Earnings Statement				
Pay Date:	09/02/2022			
Period Start:	08/15/2022			
Period End:	08/28/2022		Pay Basis: Hourly	
	Rate	Hours/Units	Current Period	Year To Date
<b>Earnings</b>				
Regular	17.50	63.64	1113.70	19665.53
Overtime	26.25	14.45	379.31	8081.70
PTO	17.50	0.00	0.00	272.00
BONUS			0.00	520.72
HOLIDAY	17.50	0.00	0.00	272.00
<b>Gross</b>		<b>78.09</b>	<b>1493.01</b>	<b>28811.95</b>
<b>W/H Taxes</b>				
Federal W/H(M)			49.69	1426.30
Medicare			21.65	417.77
Social Security			92.57	1786.34
<b>Deductions</b>				
Purchase Reimbursement			0.00	-50.00
<b>Net Pay</b>			<b>1329.10</b>	<b>25231.54</b> Voucher No. 91950DD
<b>Net Pay Distribution</b>				
Direct Deposit Net Check			1329.10	25231.54 A/C:3849
<b>Employee Benefits, Allowances, and Other</b>			<b>Current Period</b>	<b>Year To Date</b>
PTO Hours			3.08	46.20
			<b>YTD Taken</b>	<b>Available</b>
			16.00	30.20

## "SHOW ME HOW" TRAINING FROM PAYCOM

The following pages walk you through how to do the following in Paycom. These resources are also available within Paycom in the Help section.

- How to clock in and out via the Web Time Clock
- How to manage your time with the Web Time Sheet
- How to use Quick Punch in the App to quickly log time in and out
- How to request a Punch Change (desktop)
- How to request a Punch Change (in the App)
- How to request time off



## ACCESSING PAYCOM

You can begin accessing Paycom and your Employee Self-Service portal on **September 21**.

The Employee Self-Service portal provides you with the online convenience to:

- View your pay rates, pay vouchers and W-2s
- Update your contact information, W-4 withholdings, deductions, direct deposit
- Clock in and out, approve your timesheet, and request time off.

Enter your username and password that you will have received in an email from Paycom by the end of day on **Wednesday, September 21**. It will contain instructions to log in and a temporary password. Once you get into the system, you can and should update your password.

When you log in for the first time, please take a moment to review your personal information for accuracy. If it's information you can update, such as your address, please do so. If it's an item you can't update in the system (such as your social security number), please contact Loren Rock to make the correction.

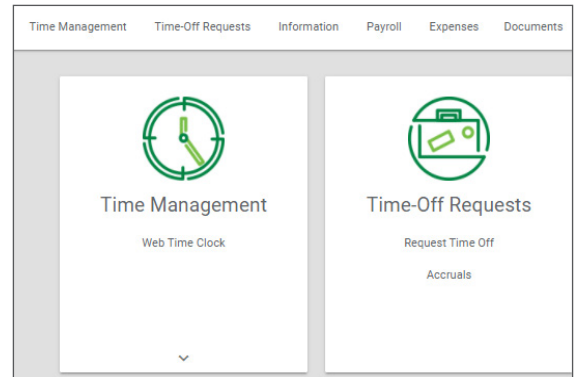
# Show Me How

## to Clock In/Out via Web Time Clock

### TIME AND ATTENDANCE

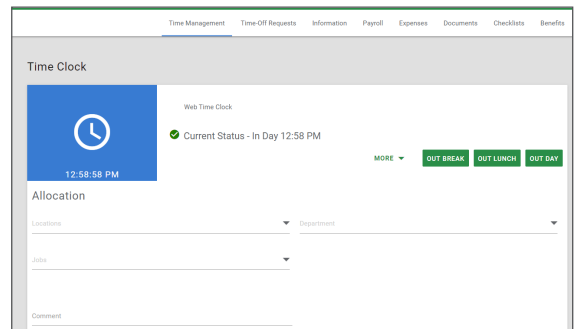
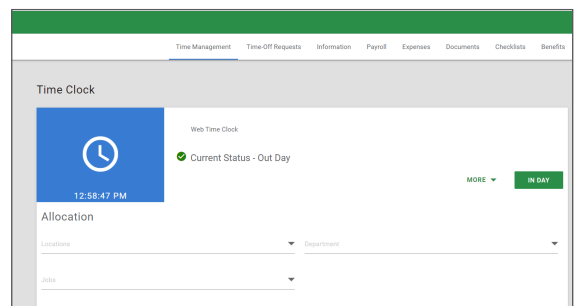
#### STEP 1

From the Time Management tile, click "Web Time Clock."



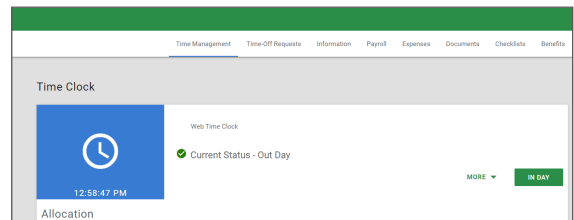
#### STEP 2

Click the appropriate punch option, such as "In Day." After clocking in or out, different options will display for your next punch, such as "Out Lunch" or "Out Day."



#### STEP 3

Not sure whether you are clocked in or out? Your current status appears next to the check mark icon.



### EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

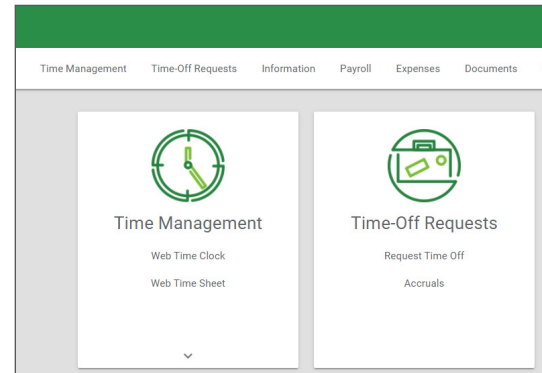
# Show Me How

## to Manage My Time with Web Time Sheet

### TIME AND ATTENDANCE

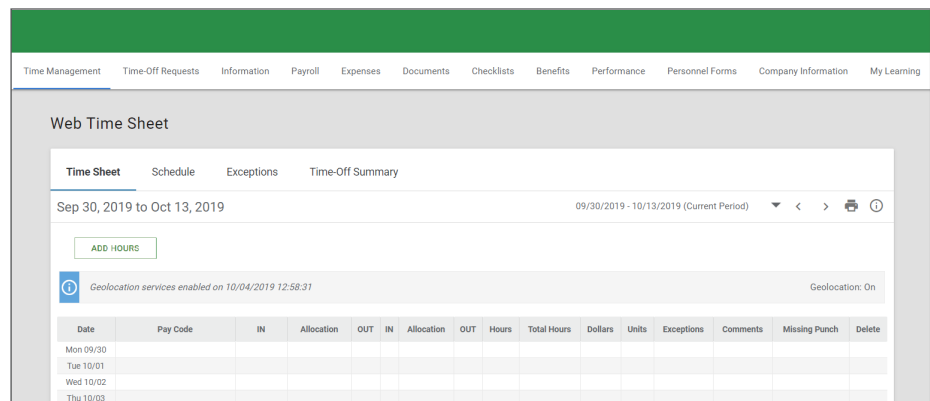
#### STEP 1

From the Time Management tile, click "Web Time Sheet."



#### STEP 2

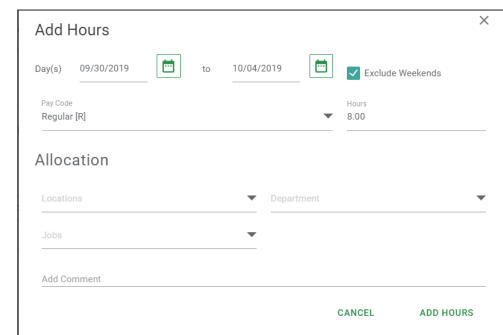
Click "Add Hours."



#### STEP 3

From the pop-up window, input your hours worked. Then, click "Add Hours." You can then review your timecard to verify the hours entered.

*If you need to allocate your time, make the appropriate selection(s) from the drop-down menu(s).*



## EMPLOYEES

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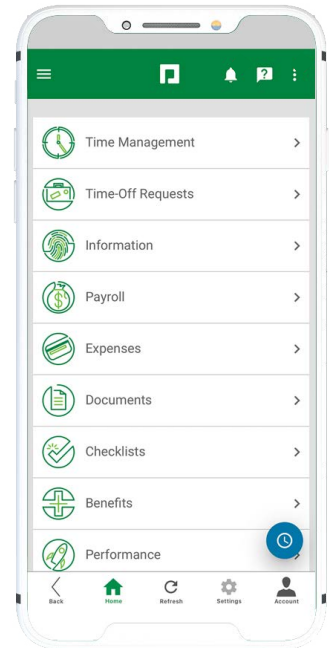
# Show Me How

to Use Quick Punch on Mobile

## TIME AND ATTENDANCE

### STEP 1

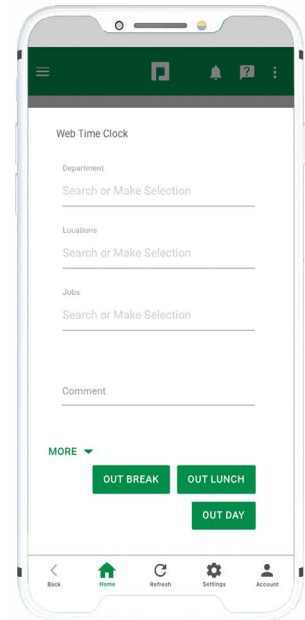
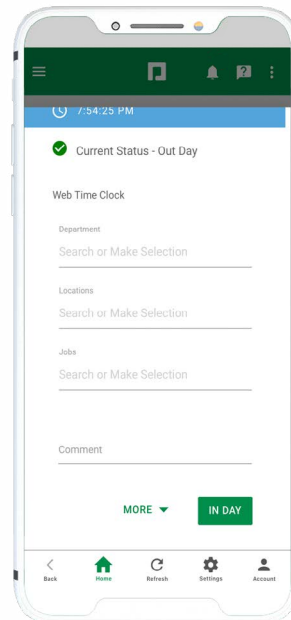
From Employee Self-Service® on the Paycom app, tap the quick punch icon.



### STEP 2

To clock in, tap "In Day." To clock out, tap the appropriate option, such as "Out Day" or "Out Lunch."

*To allocate your time, make the appropriate selection(s) from the drop-down menu(s).*



## EMPLOYEES

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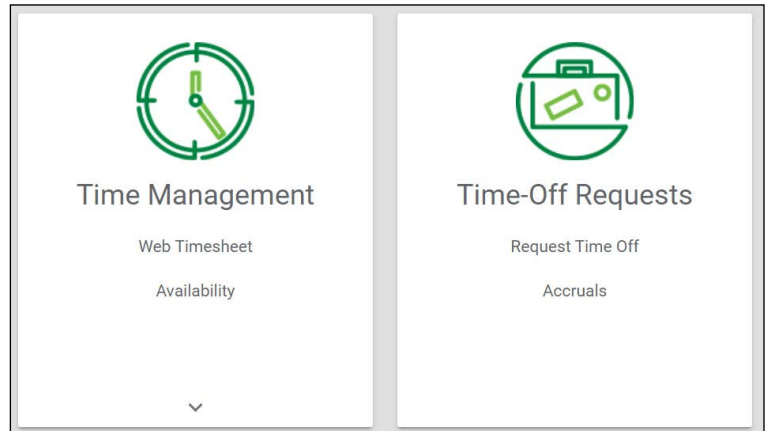
# Show Me How

## to Request a Punch Change

### TIME AND ATTENDANCE

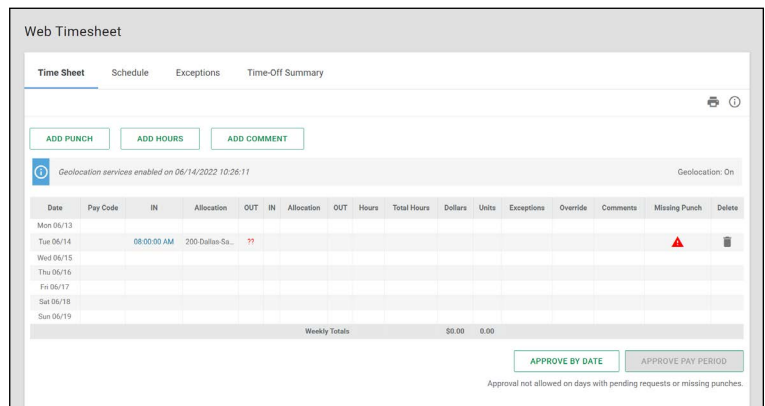
#### STEP 1

From the Time Management tile, click "Web Timesheet."



#### STEP 2

Any missing punches are indicated with two question marks [??]. To correct a missed punch, click "??."



#### STEP 3

On the Request New Punch pop-up window, enter the date and time of your missed punch. Then, click "Add Request."



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

# Show Me How

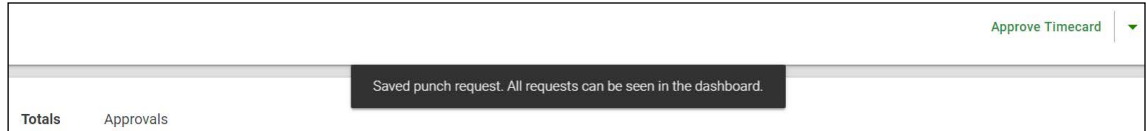
to Request a Punch Change



## TIME AND ATTENDANCE

### STEP 4

A confirmation message confirms your punch request was saved.



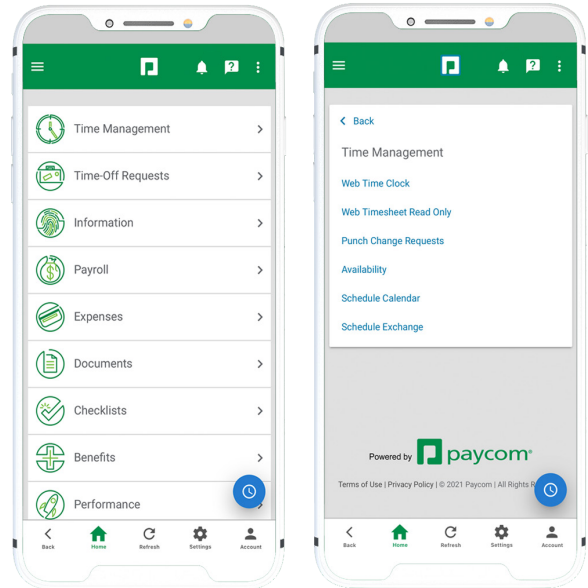
# Show Me How

## to Request a Punch Change

### TIME AND ATTENDANCE

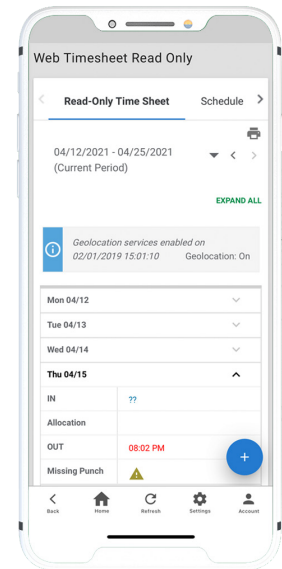
#### STEP 1

Navigate to Time Management > Web Timesheet Read Only.



#### STEP 2

Any missing punches are indicated with two question marks [??] and an exclamation point (!) within a triangle. To correct a missed punch, tap "??."



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

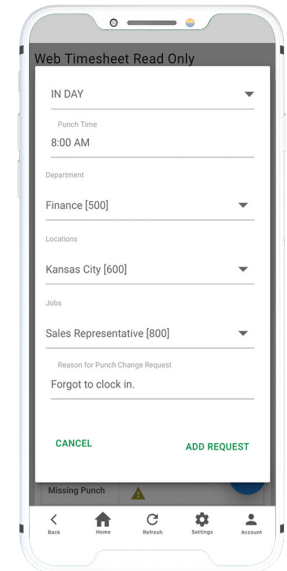
# Show Me How

## to Request a Punch Change

### TIME AND ATTENDANCE

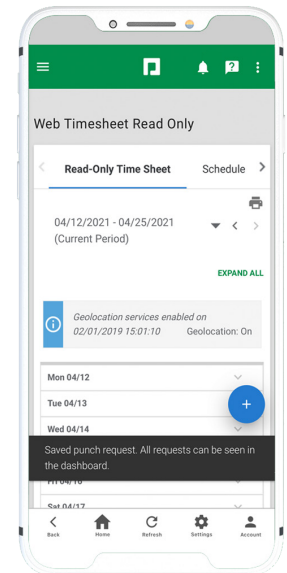
#### STEP 3

On the Request New Punch pop-up window, enter the date and time of your missed punch. If necessary, enter a reason for your request. Then, click "Add Request."



#### STEP 4

A confirmation message confirms the request.



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

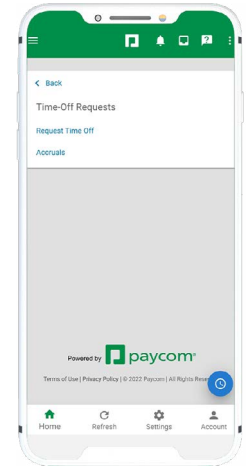
# Show Me How

to Request Time Off

## TIME-OFF REQUESTS

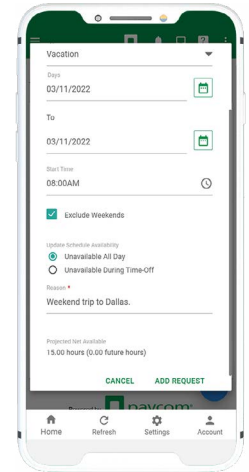
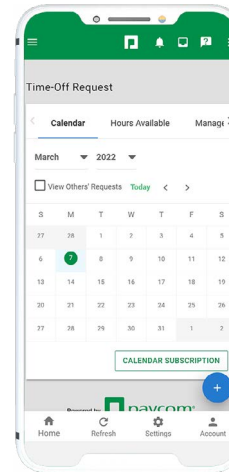
### STEP 1

Log in to the Paycom app and navigate to Time-Off Requests > Request Time Off.



### STEP 2

Tap the plus sign to enter the details of your request. Ensure you select the correct request type (vacation, sick, etc.). After all details are entered, click "Add Request."



## HELPFUL TIPS

Review accrued paid time off by navigating to Time-Off Requests > Request Time Off > Hours Available.

## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



## ADMIN LABOR (AL) VS DIRECT LABOR (DL) IN PAYCOM

An important additional step to entering your time in Paycom is to include the department. You will notice as you enter your time that you have 2 options for your department. The department name is the same, but there is either AL or DL after the department. These abbreviations stand for **Admin Labor** or **Direct Labor**. You will need to select the appropriate code based on whether your time is billable or not.

If you are working on a project or billable time, you will need to select the department with the **DL** (Direct Labor) code. If you are working on a non-billable task, you will need to select the **AL** (Admin Labor) code.

Actions

Day(s)  To   Exclude Weekends

New Punch

Pay Code

Department

Comment

Tax Profile

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	H	Override	⋮
MON (09/26)		12:27 AM		09:59 AM				9		⋮
TUE (09/27)		05:29 AM		11:42 AM	12:12 PM		05:15 PM	1		⋮
WED (09/28)										
THU (09/29)										
FRI (09/30)										
SAT (10/01)										

31 CC Geo AL - [31]  
32 CC Geo Lab DL - [32]  
33CC Geo Lab AL - [33]  
40 SA CMT DL - [40]  
41 SA CMT AL - [41]  
42 SA CMT Lab DL - [42]  
43 SA CMT Lab AL - [43]  
50 SA Geo DL - [50]  
51 SA Geo AL - [51]  
52 SA Geo Lab DL - [52]  
53 SA Geo Lab AL - [53]  
60 RR CMT DL - 60  
61 RR CMT AL - [61]

If you have already begun adding your time, please log on to Paycom and review your time entries to be sure your time is being coded to the correct type of work.