



Perform Custom Field Instruction Guide

This step by step guide will assist you in completing the employee custom fields in Perform. **These fields are mandatory for MCC to determine benefit eligibility and to ensure you are billed correctly by MCC for employee benefits.** These fields populate a report that Paycor transmits to MCC on a weekly basis (your employee changes will only be transmitted to MCC on your specific payroll processing week, no matter when the change was made in the system).

After logging in to Perform:

- Click on Manage Employees
- Select the Employee you will be adding custom fields to
- Click on Employee Details

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.

Custom Fields

Annual Salary <input type="text"/>	Marital Status Select one	Unit # Select one
Employee Type Select one	Scheduled Hours Select one	Workers Comp Code Select one
Job Titles Select one	Status Change Date mm/dd/yyyy	

Marital Status – choose only one of the following values:

- If the employee is Single, enter S
- If the employee is Married, enter M
- If the employee is Divorced, enter D
- If the employee is Widowed, enter W

Custom Fields

Annual Salary <input type="text"/>	Marital Status Select one	Unit # Select one
Employee Type Select one	Scheduled Hours Select one	Workers Comp Code Select one
Job Titles Select one	Status Change Date mm/dd/yyyy	

Unit Number – choose the appropriate unit# from the drop down

Custom Fields

A screenshot of a 'Custom Fields' form. The form contains several dropdown menus: Annual Salary, Employee Type, Job Titles, Marital Status, Scheduled Hours, Status Change Date, Unit #, and Workers Comp Code. The 'Unit #' dropdown menu is highlighted with a red rectangular box.

Employee Type – choose the appropriate type from the drop down

- D = Diocesan Priest
- L = Lay
- O = Order
- R = Religious
- S = Seminary

Custom Fields

A screenshot of a 'Custom Fields' form. The form contains several dropdown menus: Annual Salary, Employee Type, Job Titles, Marital Status, Scheduled Hours, Status Change Date, Unit #, and Workers Comp Code. The 'Employee Type' dropdown menu is highlighted with a red rectangular box.

Scheduled Hours – choose the number of weekly scheduled hours for the employee. If the employee is part-time and you are unsure of their scheduled hours enter a number less than 20, or full-time employees enter hours- see screen shot below. This will determine if the employee is benefit eligible.

Custom Fields

A screenshot of a 'Custom Fields' form. The form contains several dropdown menus: Annual Salary, Employee Type, Job Titles, Marital Status, Scheduled Hours, Status Change Date, Unit #, and Workers Comp Code. The 'Scheduled Hours' dropdown menu is highlighted with a red rectangular box.

Worker's Comp Code – choose the appropriate code from the drop down (the codes are listed below).

Custom Fields

A screenshot of a 'Custom Fields' form. The form contains several dropdown menus: Annual Salary, Employee Type, Job Titles, Marital Status, Scheduled Hours, Status Change Date, Unit #, and Workers Comp Code. The 'Workers Comp Code' dropdown menu is highlighted with a red rectangular box.

- 01 – Administrative
- 02 – Custodial & Maintenance
- 03 – Housekeeper
- 04 – Administrative Assistant
- 05 – Teacher
- 06 – Organist
- 07 – Cafeteria Worker
- 08 – Nurse
- 09 – Nurse's Aid
- 10 – Cemetery
- 11 – Case Worker
- 12 – Production Clerk
- 15 – Management
- 16 – Bookkeeper
- 17 – Bus Driver
- 18 – Librarian
- 22 – Permanent Deacon
- 26 – Principal
- 27 – Accountant
- 28 – Groundskeeper
- 29 – Director of Religious Education
- 30 – Seasonal, Sub or Temporary

Job Titles – choose the correct job title

Custom Fields

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Employee Type Select one	Scheduled Hours Select one	Workers Comp Code Select one
Job Titles Select one	Status Change Date mm/dd/yyyy	

Status Change Date – enter the effective date for all changes made to these custom fields.

Custom Fields

Annual Salary <input type="text"/>	Marital Status Select one	Unit # Select one
Employee Type Select one	Scheduled Hours Select one	Workers Comp Code Select one
Job Titles Select one	Status Change Date mm/dd/yyyy	