



FREQUENTLY ASKED QUESTIONS

Where do I find my Paycor ID number?

Paycor client ID number can be found on any saved payroll report. Alternatively, this can be found on the Pay Employees screen towards the top of the screen and "Client" field.

How do my employees register for online check stubs?

For an employee to be able to see his/her online check stub, they must be a registered user. If an employee has not yet registered, a registration link can be sent from the **Manage Employee Access** section under the **Employees** tab in Perform.

On the **Users** page, click on the **Unregistered** tab. This will show employees that have not yet registered to see their information. You can update their email address and then click the **Send Invite** button in the upper right-hand corner. The employee will then receive a notification email and link complete the registration process.

Where do I go to enter in Custom Fields information?

Manage Employees -> Select Employee -> Custom Fields

Refer to MCC Custom Field document for detailed instructions for each custom field.

How do I change an employee's rate of pay?

Manage Employees -> Select Employee -> Compensation -> Payrates

If an employee is receiving a pay rate increase, this can be managed/changed in the **Pay Rate** screen which is located under the **Compensation** tab on the employee's profile. To change the employee rate of pay, you will use the Actions button to the right of the screen and then click on **Edit**. You can then change the per pay amount or the hourly rate depending on the type of employee. Even though you are editing Payrate 1, you can still see the history of the old pay rates by clicking on the **Show History** box.

You should only use the **Add Payrate** button if the employee is going to need a second rate of pay for other work.

How do I add a deduction to an employee's check?

Manage Employees -> Select Employee -> Compensation -> Deductions

To add in a new deduction for an employee, you will need to be under the **Compensation** tab on the employee's profile (which is in the manage employees section). You will then see an option for **Deductions**. From that screen, you can choose the **Add Deduction**. You can then choose the applicable deduction for the employee. If you do not see the deduction you are looking for, it must be added at the configure company level deductions first. After that is saved, it can then be added to the employee's profile.

How can I add in a new direct deposit for an employee?

Manage Employees -> Select Employee -> Compensation -> Direct Deposits

An employee can have only one NET direct deposit set up on his/her profile. If the employee has changed banks, their primary NET account will need to be updated to reflect the new routing and/or account number.

The **Add Direct Deposit** Feature should only be used if the employee is looking to have a portion of their pay go to a secondary and/or tertiary account.

How do I set up the taxes for a Priest that is clergy?

Manage Employees -> Select Employee -> Compensation -> Taxes/Tax Handling

Certain members of the parish may be exempt from paying FICA taxes.

If this is the case, the below procedure can be followed to ensure there is no withholding for those taxes.

From the taxes tab, turn off calculate by removing the check mark from the calculate box for **SOC, SOCER, MED, MEDER**. Make sure that you save your changes before moving on to the next step.

The final step is navigating to the **Tax Handling** tab and choosing the Clergy option under the **Tax-Exempt Reason** field.

How do I terminate an employee?

[Manage Employees](#) -> [Select Employee](#) -> [Company](#) -> [Status](#)

To remove an employee from the active employee roster, you will need to navigate to the **Status** tab in the employee's profile. From there, you will see a button at the top right called **Terminate**. From there you can enter a date.

Please note that you must choose terminated as the status as opposed to **"On Leave"** or **"Retired"**.

How do I update my Employer Health deduction amount for an employee w2 reporting?

[Manage Employees](#) -> [Select Employee](#) -> [Compensation](#) -> [Deductions](#) -> [Select Med125ER](#)

Enter the amount the employer pays for the medical premium. This amount can be reported for the entire year using the "per pay" amount. Check the year to date history and make one-time change in the pay grid for catchup amounts as needed.