



Perform Custom Field Instruction Guide for MCC

This step by step guide will assist you in completing the employee custom fields in Perform. It is imperative that these fields be filled out accurately to avoid incorrect data being transmitted to Michigan Catholic Conference. These fields will determine employee eligibility for 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 View Employees
- Select the Employee you will be adding custom fields to
- Click on Employee Details

Job Titles – select the correct job title

Custom Fields

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

Employee Type – enter only one of the following values:

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

Custom Fields

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

Marital Status – enter 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

Custom Fields

The screenshot shows a form titled "Custom Fields" with several input fields. The "Marital Status" dropdown menu is highlighted with a red border. The other fields include "Annual Salary", "Employee Type", "Job Titles", "Scheduled Hours", "Status Change Date", "Unit #", and "Workers Comp Code". At the bottom right, there are "Cancel" and "Save" buttons.

Scheduled Hours – enter the scheduled hours for this employee for 1 pay period. If the employee is part time and you are unsure of their scheduled hours enter less than 20, or Full time EE's = 20 or More- See Screen Shot below. This will determine if the employee is benefit eligible.

Custom Fields

The screenshot shows the same "Custom Fields" form as above, but with the "Scheduled Hours" dropdown menu highlighted in red. The "Marital Status" field is now unhighlighted. The "Status Change Date" field has a calendar icon next to it. The "Cancel" and "Save" buttons are at the bottom right.

Status Change Date – enter the date that the status code for this employee was changed. If this employee is a new hire enter the hire date.

Custom Fields

The screenshot shows the "Custom Fields" form with the "Status Change Date" text input field highlighted in red. The "Scheduled Hours" dropdown is now unhighlighted. The "Status Change Date" field includes a calendar icon. The "Cancel" and "Save" buttons are at the bottom right.

Unit Number – enter your unit number

Custom Fields

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

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

- 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

Custom Fields

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