

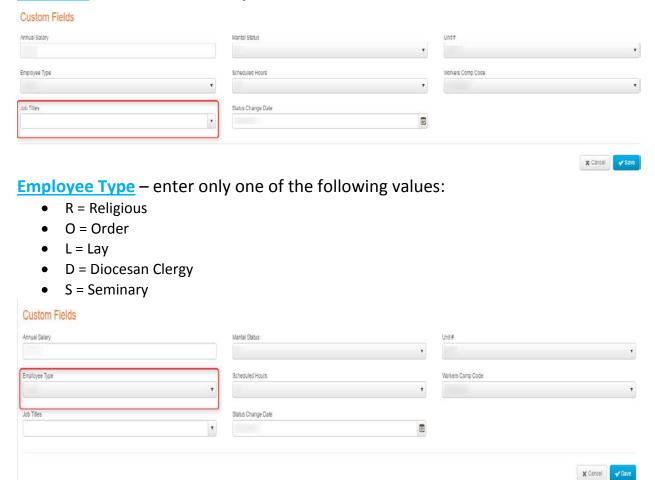
Perform Custom Field Instruction Guide for MCC

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



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



<u>Scheduled Hours</u> – 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.



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



<u>Unit Number</u> – enter your unit number



<u>Worker's Comp Code</u> – 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

