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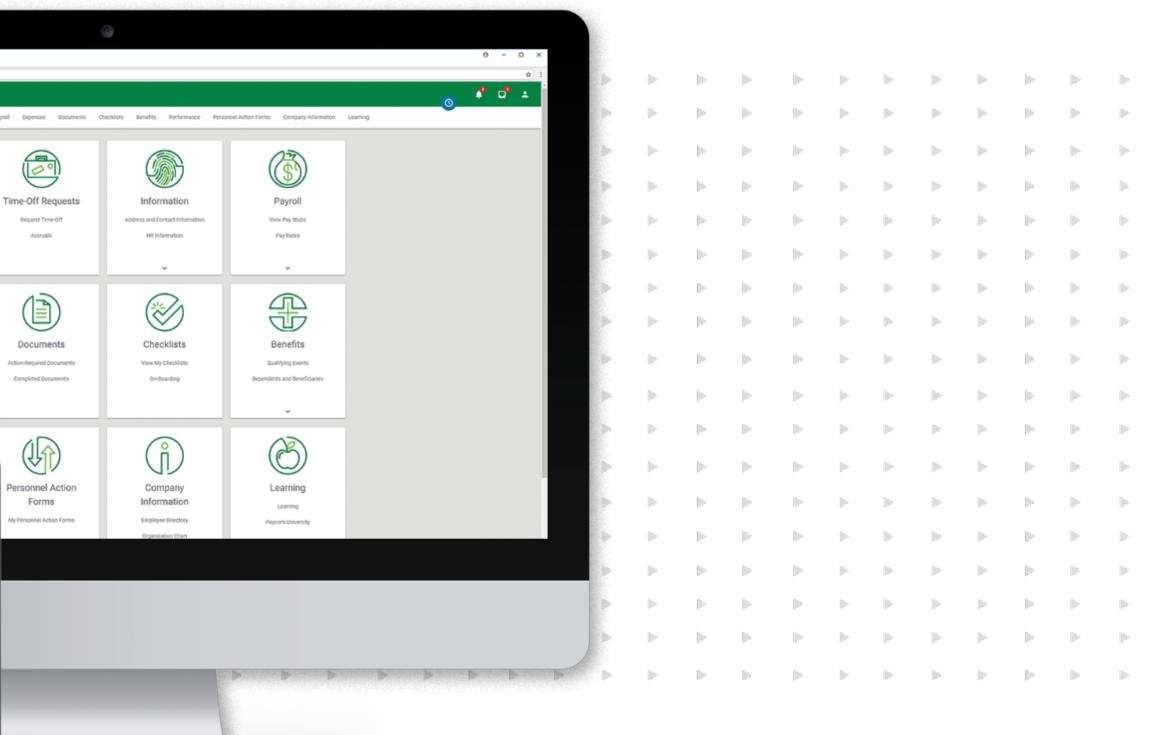




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# EASILY ACCESS AND UPDATE ALL YOUR PAYROLL AND HR INFORMATION IN PAYCOM'S EMPLOYEE SELF-SERVICE (WITH *ONE* LOGIN).

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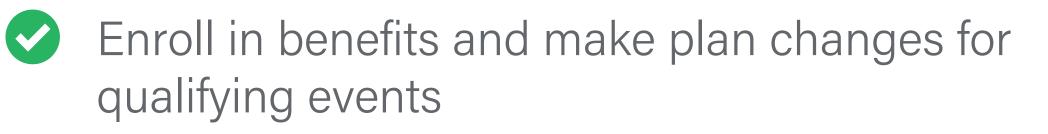
# EMPLOYEE SELF-SERVICE GIVES YOU 24/7 ACCESS TO YOUR INFORMATION ONLINE AND VIA MOBILE DEVICES.





View your pay rates, pay vouchers and W-2s

- Update your contact info, W-4 withholdings, deductions and expense submissions
- Clock in and out, approve your timesheet, manage your schedule and request time off





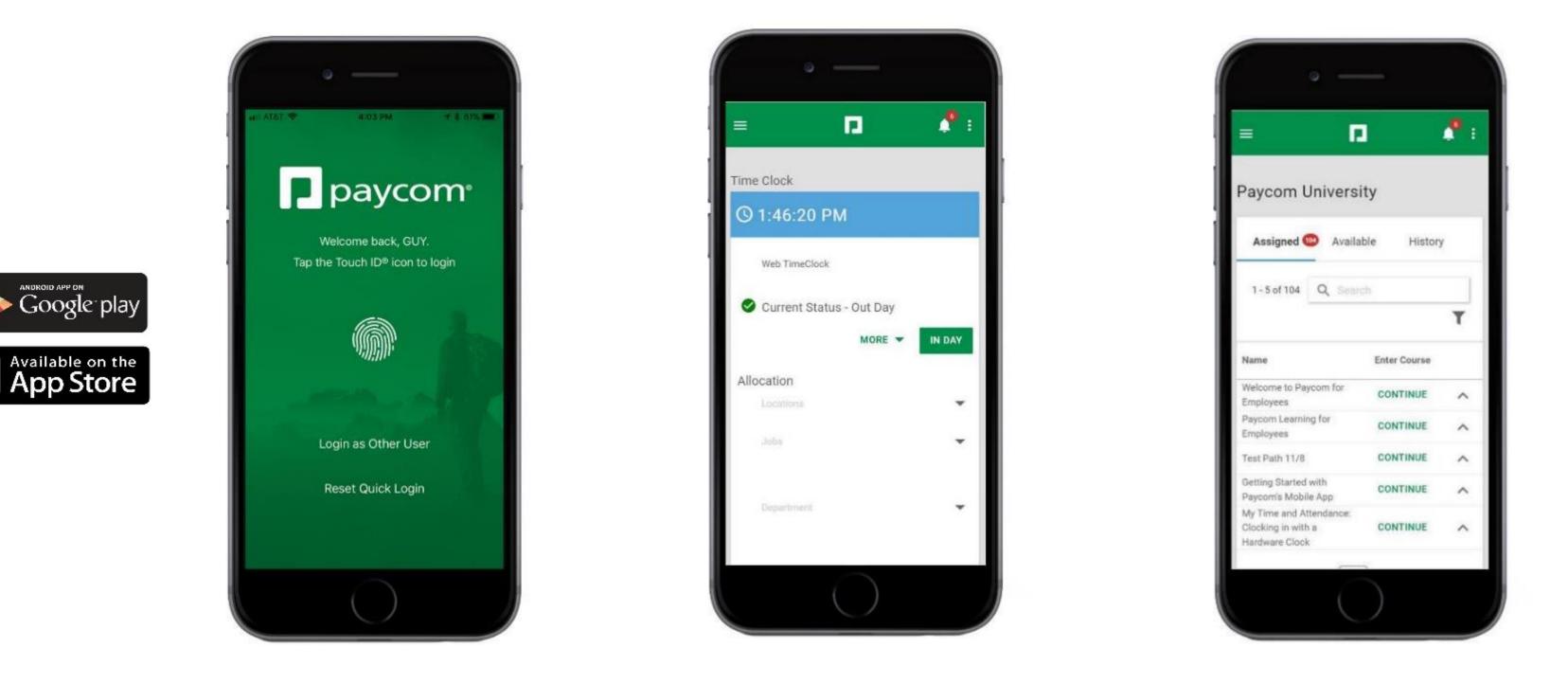
View and sign important documents

Take surveys and access on-demand training



## DOWNLOAD THE PAYCOM APP

Employee Self-Service in Paycom's mobile app makes it easy to check or update your personal information on the go, with features including fingerprint and Face ID® login and notifications.



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### PAYROLL

#### Past and current pay history and deductions are accessible to you 24/7.

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## PAYROLL

Getting paid is quick and convenient with direct deposit. Easily add and update information for your main bank account and any distributions.

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### PAYROLL

#### You even can download W-2s and other applicable tax forms at any time.

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## TIME AND ATTENDANCE

Enter, edit and approve your time through online timecards or a web-based time clock.

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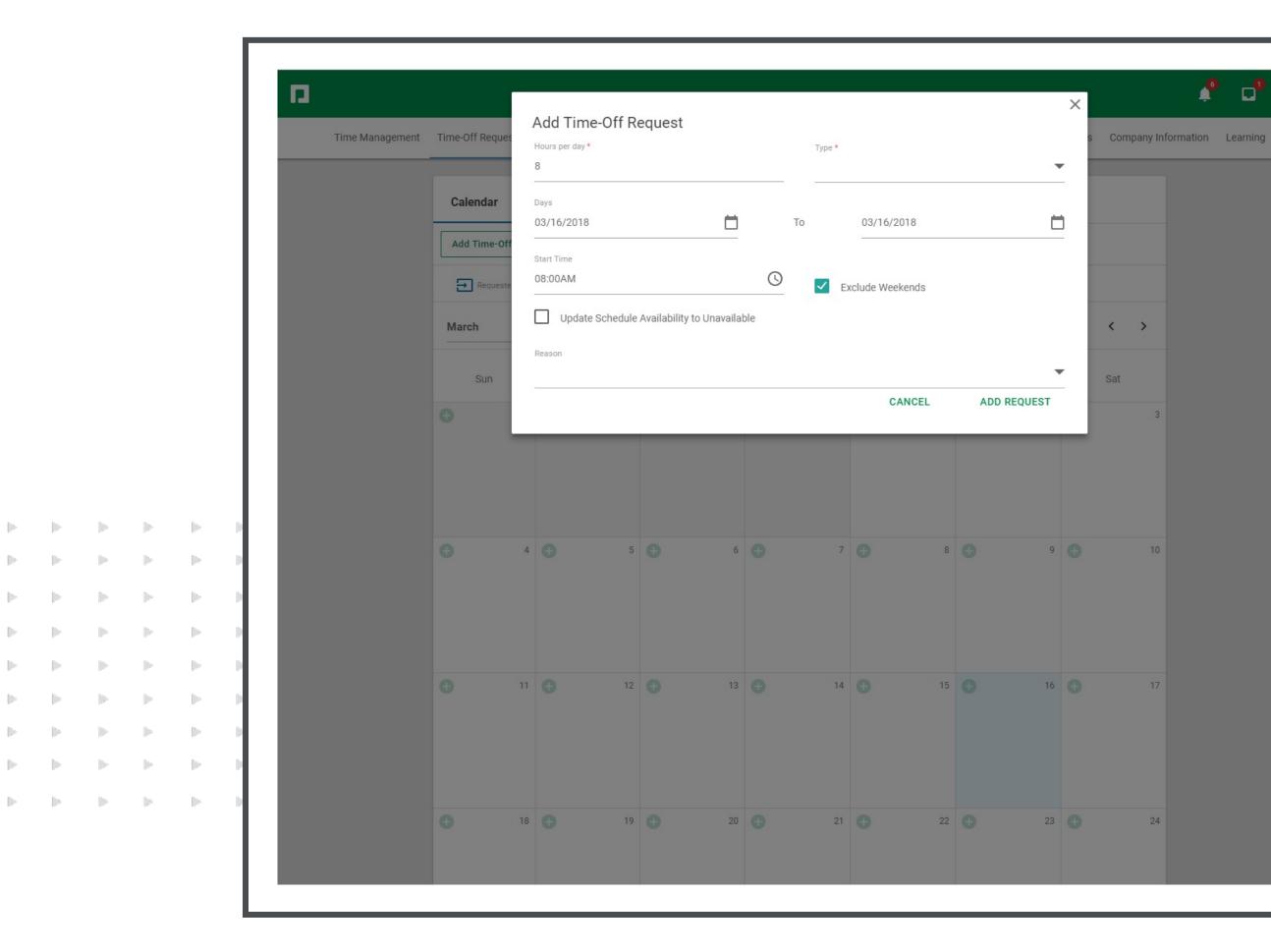
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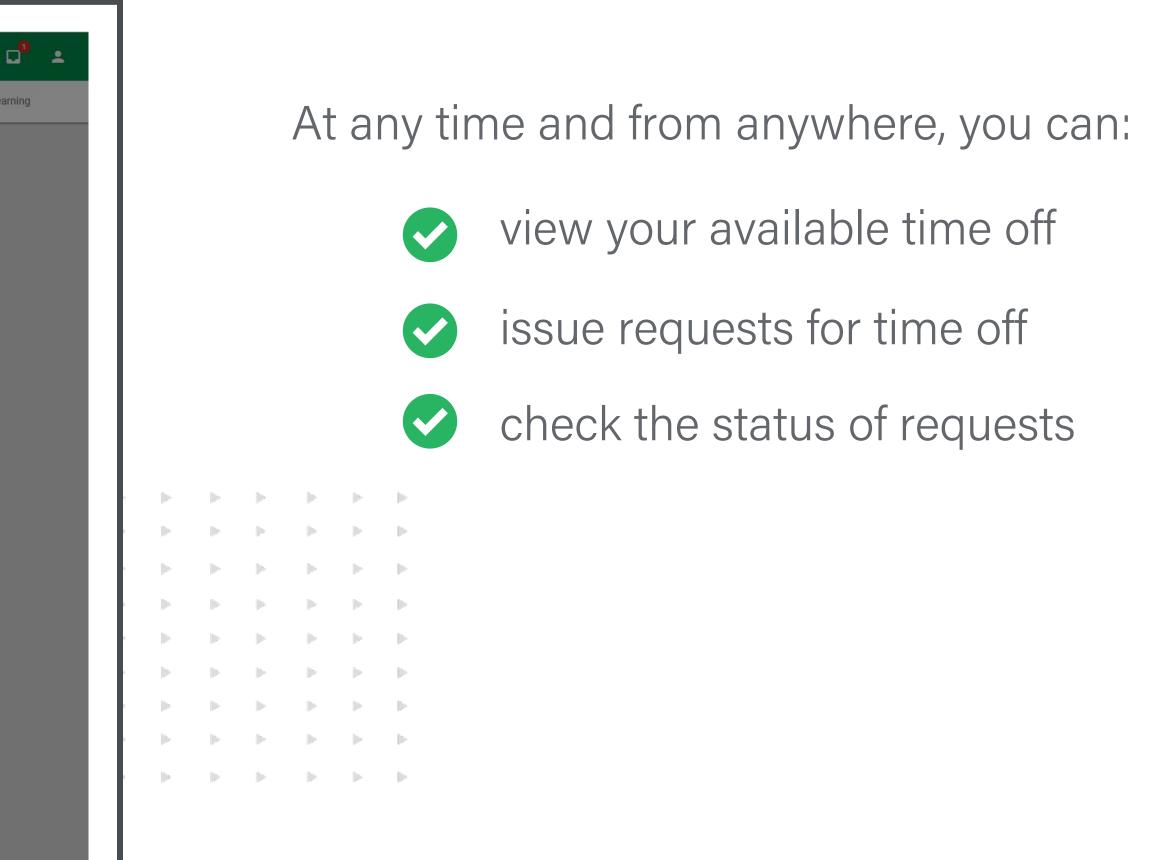






#### **TIME-OFF REQUESTS**







### **BENEFITS ENROLLMENT**

Choose and enroll in benefits online, with 24/7 access to such resources as plan documents and sample paychecks, to preview how new deduction amounts would affect your paycheck.

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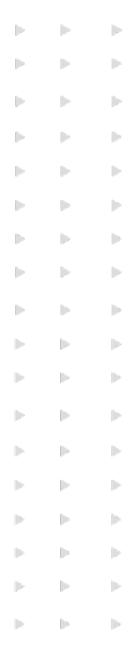


### PAYCOM LEARNING

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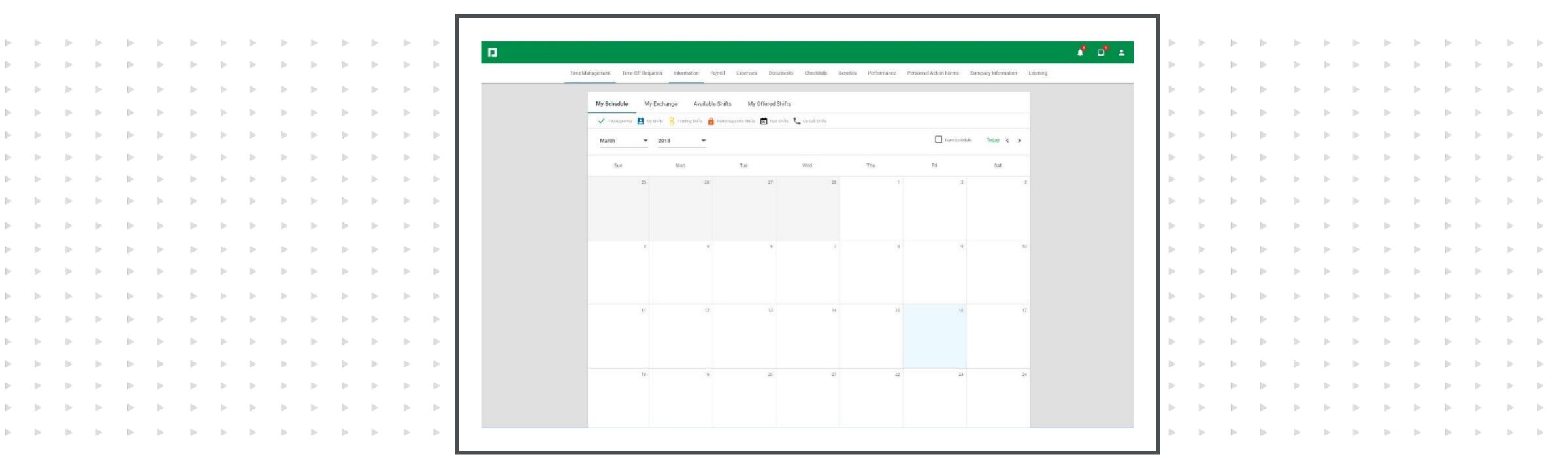
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### SCHEDULE EXCHANGE

View your schedule on-site or remotely, 24/7. Issue requests for co-workers to swap shifts or pick up a shift when necessary.





#### **EXPENSE MANAGEMENT**

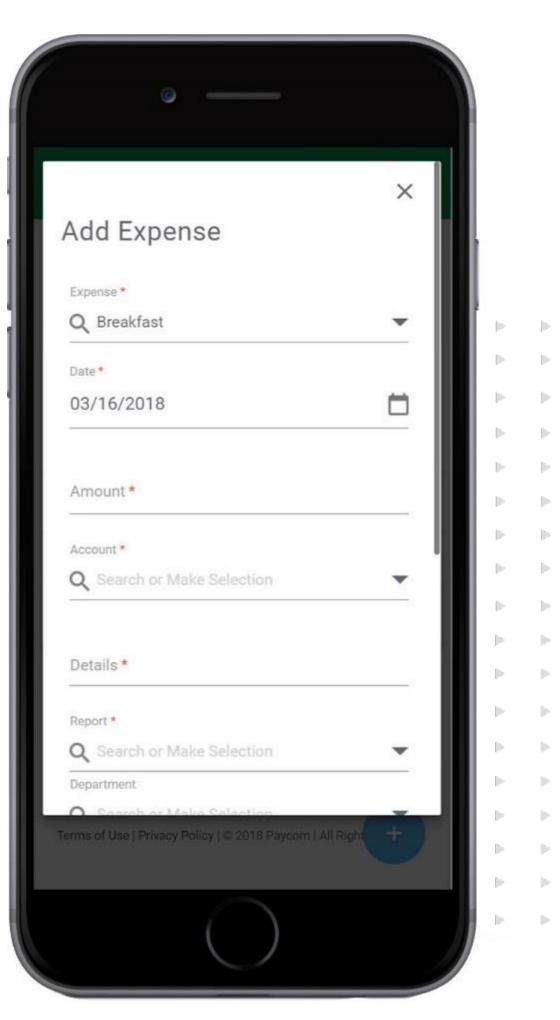


No more dealing with paper receipts – just upload a photo of it using your smartphone.

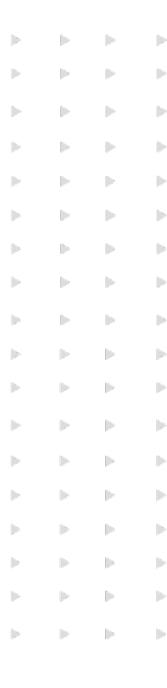


Submit and check the status of reimbursement requests.

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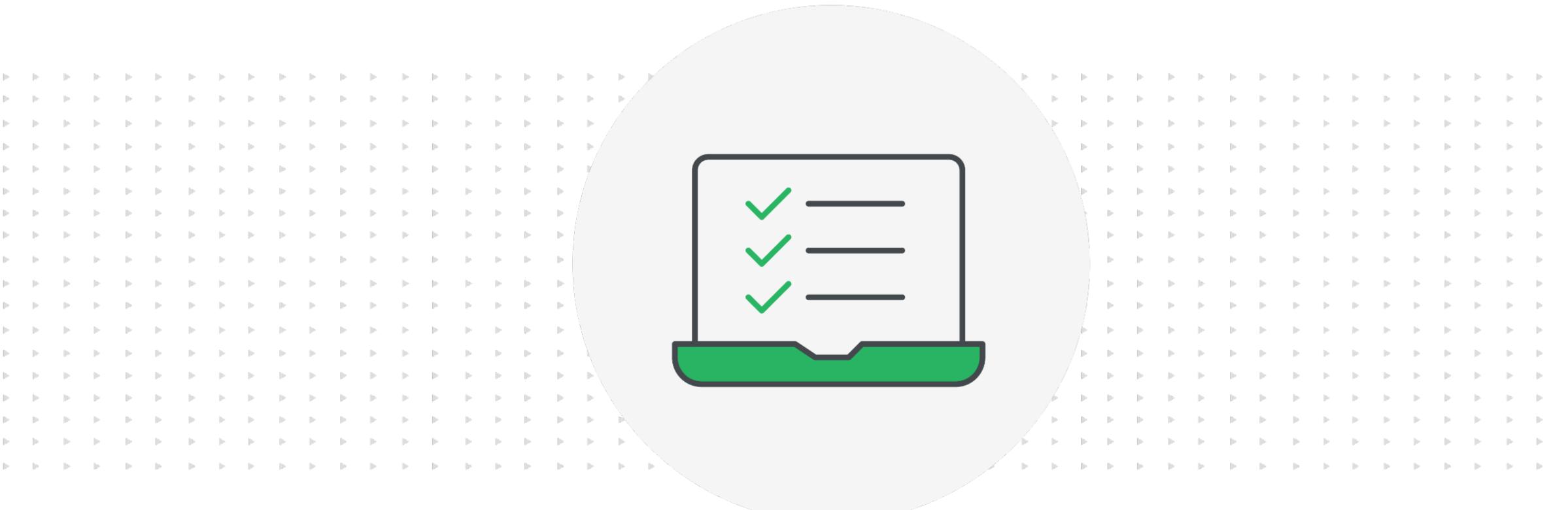






#### PAYCOM SURVEYS

Give valuable feedback through "rate the boss" questionnaires and other polls.





### **PERFORMANCE MANAGEMENT**

Employees and managers will work together to set goals and evaluate progress. Two-way feedback and engagement will be a central theme in how we use Paycom.

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Conduct Meetings	Sales Goals	Number
Project Plan	Sales Goals	By Date
Mentor	Sales Goals	Number
Attend two seminars	Sales Goals	Number

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## **APPLICANT TRACKING**

Applicants will apply through a careers page hosted on our website. Once hired, candidates' information populates throughout the system, eliminating re-keying and manual entry.

Filters     < 1 >   First Time User?	
ex. Job Title, Listing ID, etc.     Account Manager (41073) C       Oklahoma City - Oklahoma City, OK	
Location     Full Time       Degree Type     Degree Type	i in!
Position Type	
Shift Type	
Travel Type       We are looking to hire a full time Secretary. The ideal candidate will have strong data entry and typing skills.       Sign In         Daily responsibilities include, but are not limited to: entering marketing data into an Excel spreadsheet, filling paperwork, distributing mail and any additional work assigned by managem       Sign In	
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Create Your Job Alert	

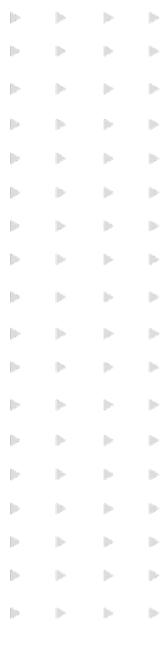


### ONBOARDING

New hires will have a seamless, digital onboarding experience, so everyone is in the loop for bringing on a new team member effectively and efficiently.

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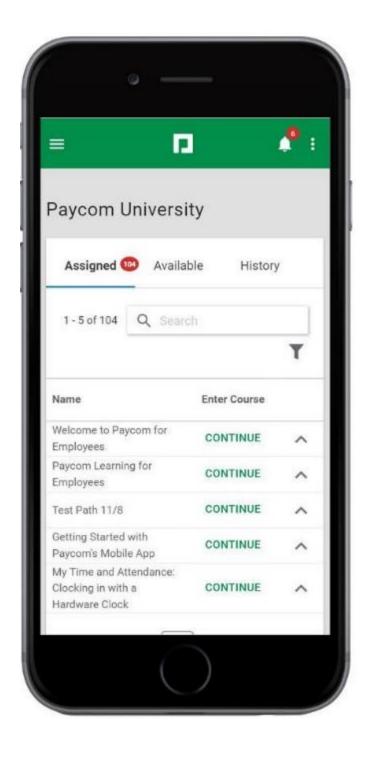


### **PAYCOM UNIVERSITY**

This training resource will get you up to speed using Paycom.











To make sure everyone reaps the benefits of this switch, we're mandating usage of the Paycom app. So we want you to feel confident using it! Join us for our upcoming training on Employee Self-Service:

Date: Thursday, October 21st

Time: 10am, 12pm 3pm

Location: Zoom (a recording will be sent for those that cannot attend)

**Topic:** How to log into Paycom and enroll in benefits



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# STAY TUNED FOR MORE INFO

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#### Questions? Please contact HR.

