EASILY ACCESS AND UPDATE *ALL* YOUR PAYROLL AND HR INFORMATION IN PAYCOM'S EMPLOYEE SELF-SERVICE (WITH *ONE* LOGIN).
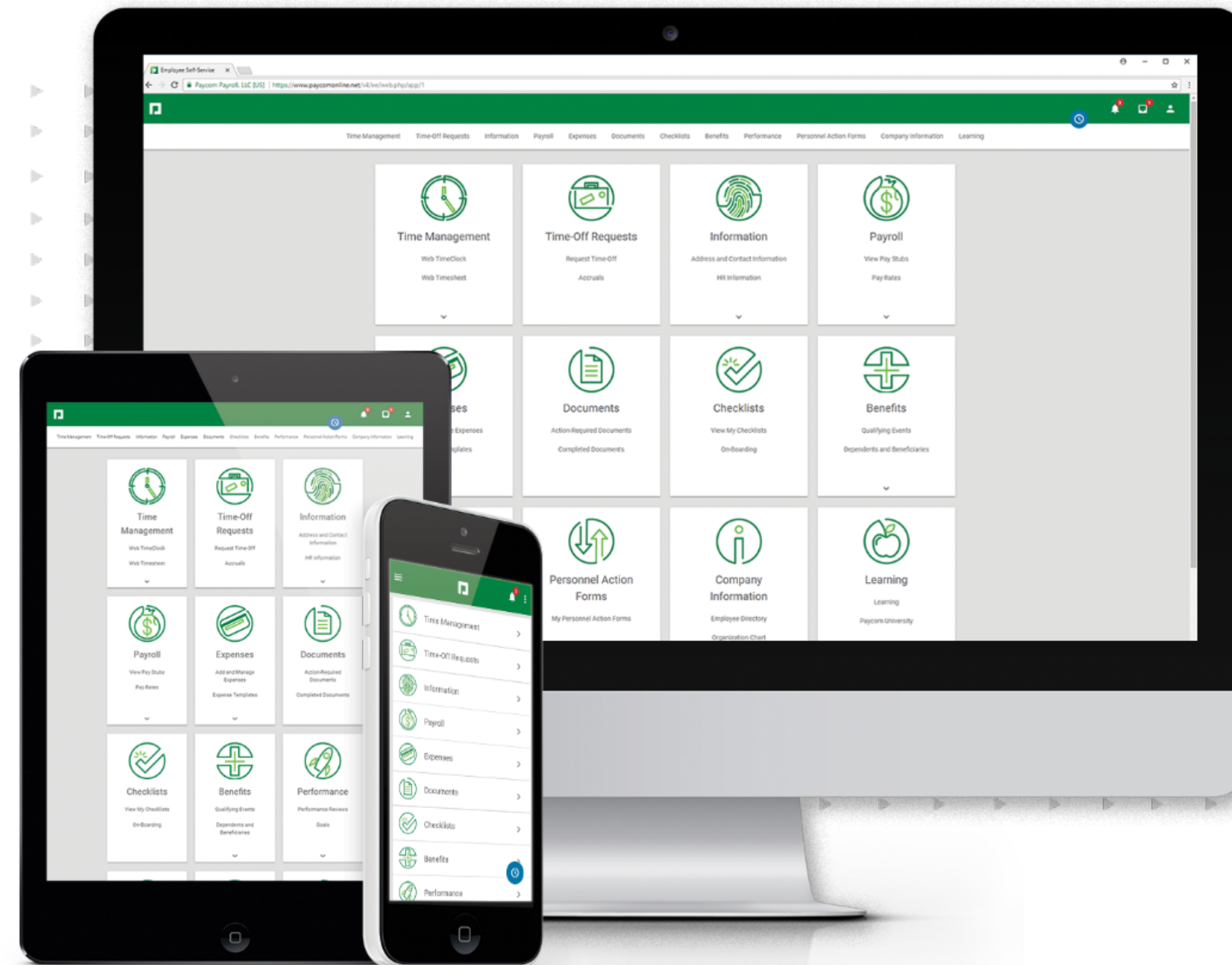
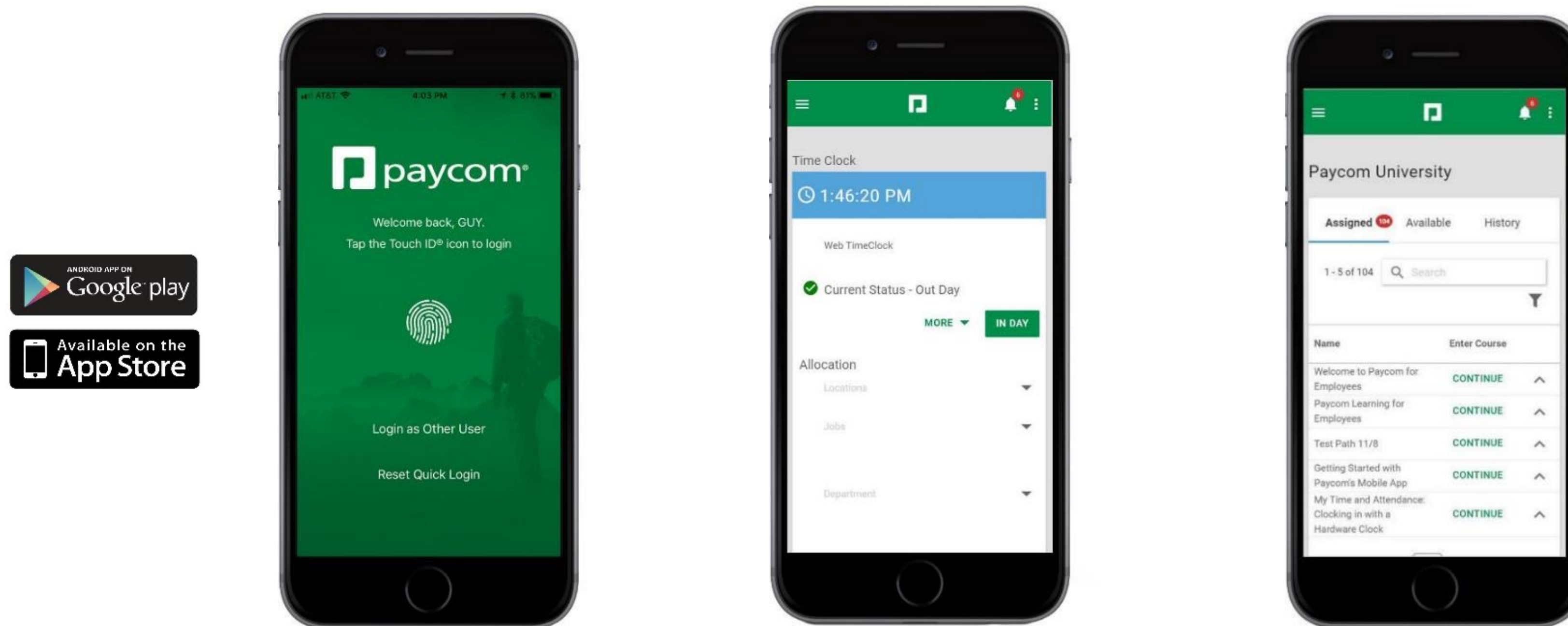# EMPLOYEE SELF-SERVICE GIVES YOU 24/7 ACCESS TO YOUR INFORMATION ONLINE AND VIA MOBILE DEVICES.

- ✓ 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
- ✓ Enroll in benefits and make plan changes for qualifying events
- ✓ 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.

PAYROLL

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

PAYROLL

Getting paid is quick and convenient with direct deposit.

Easily add and update information for your main bank account and any distributions.
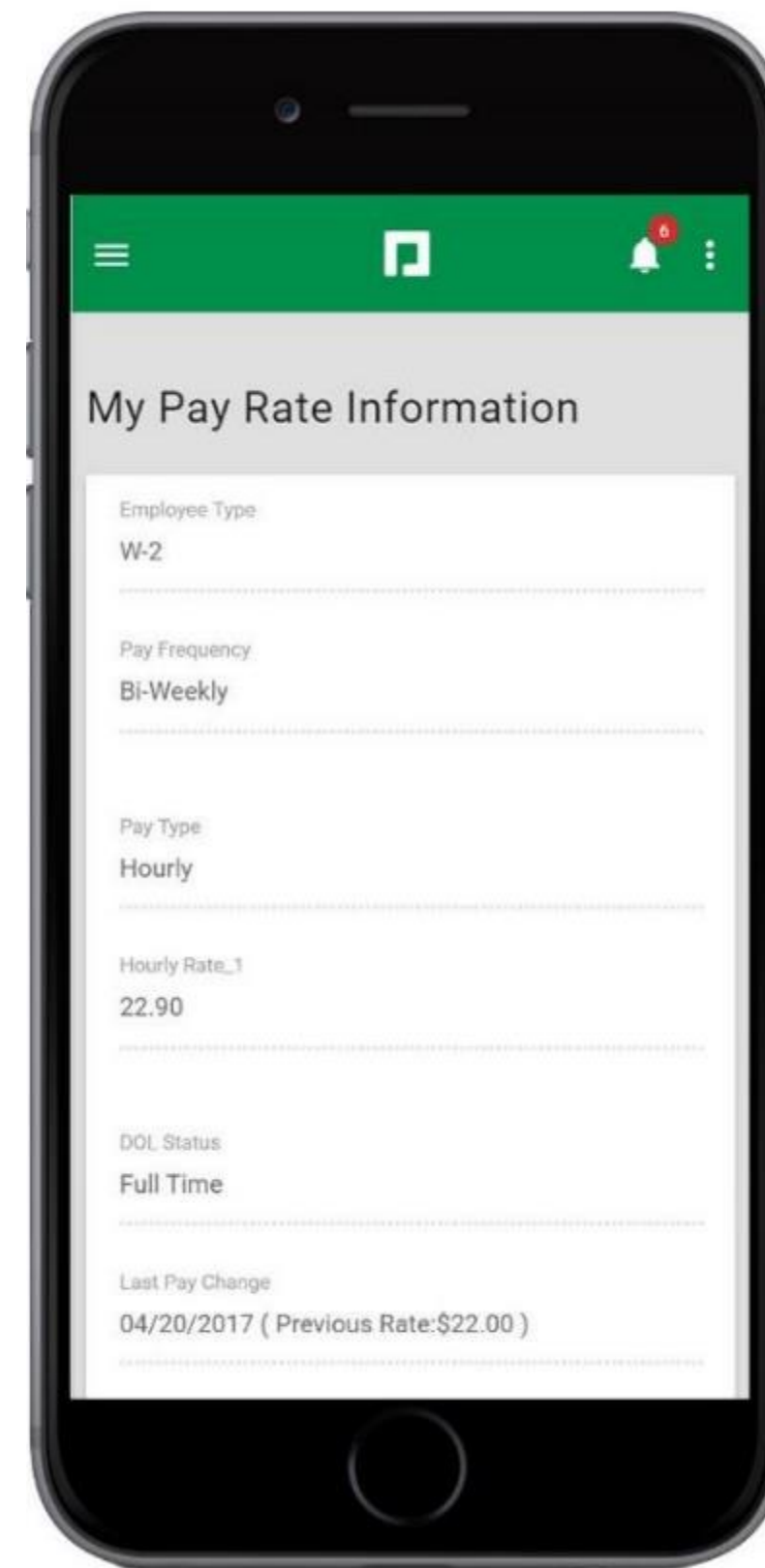
PAYROLL

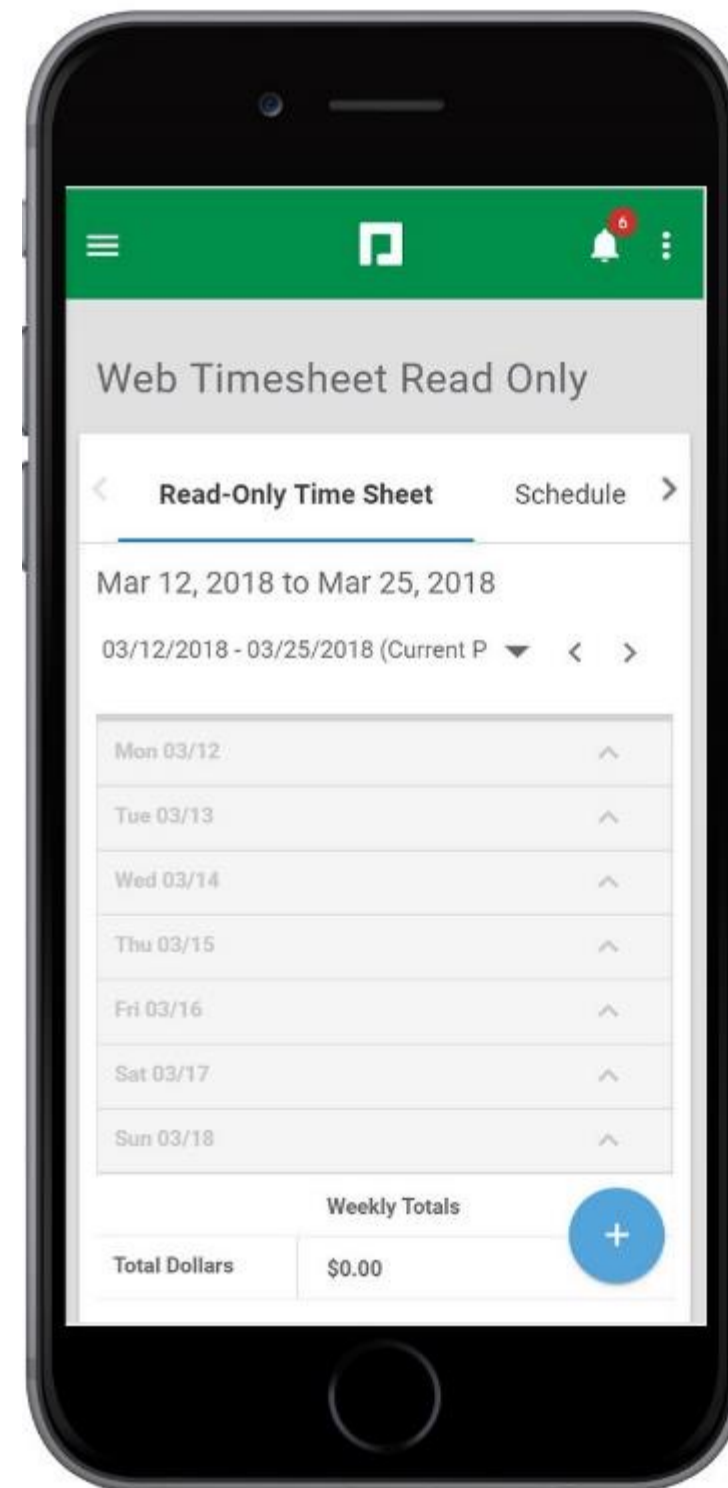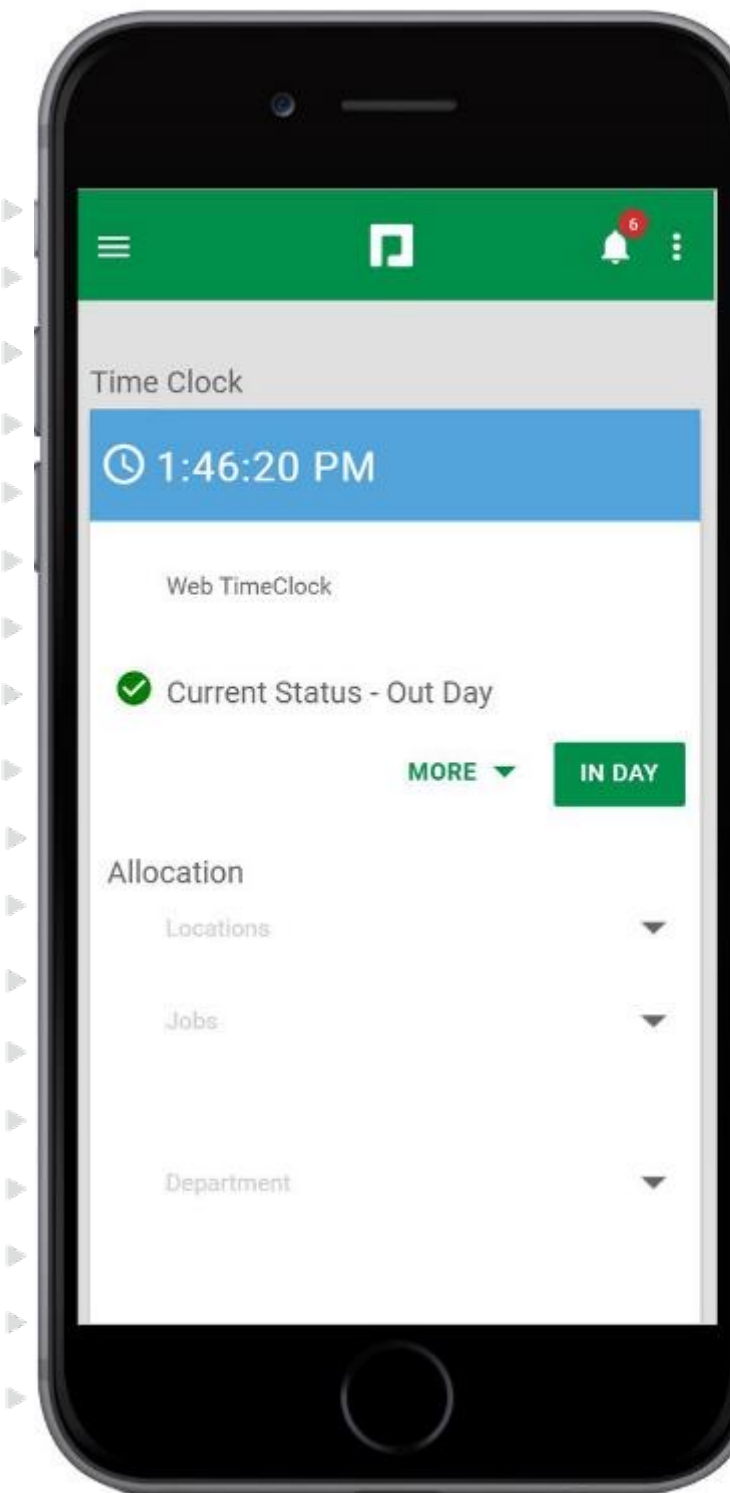You even can download W-2s and other applicable tax forms at any time.

TIME AND ATTENDANCE

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

WEB TIME SHEET

WEB TIME CLOCK

Web Timesheet Read Only

< Read-Only Time Sheet   Schedule >

Mar 12, 2018 to Mar 25, 2018

03/12/2018 - 03/25/2018 (Current P ▼   <   >

Mon 03/12   ⌃
Tue 03/13   ⌃
Wed 03/14   ⌃
Thu 03/15   ⌃
Fri 03/16   ⌃
Sat 03/17   ⌃
Sun 03/18   ⌃

Weekly Totals
Total Dollars $0.00

Time Clock

🕐 1:46:20 PM

Web TimeClock

✓ Current Status - Out Day

MORE ▼   IN DAY

Allocation

Locations   ▼

Jobs   ▼

Department   ▼

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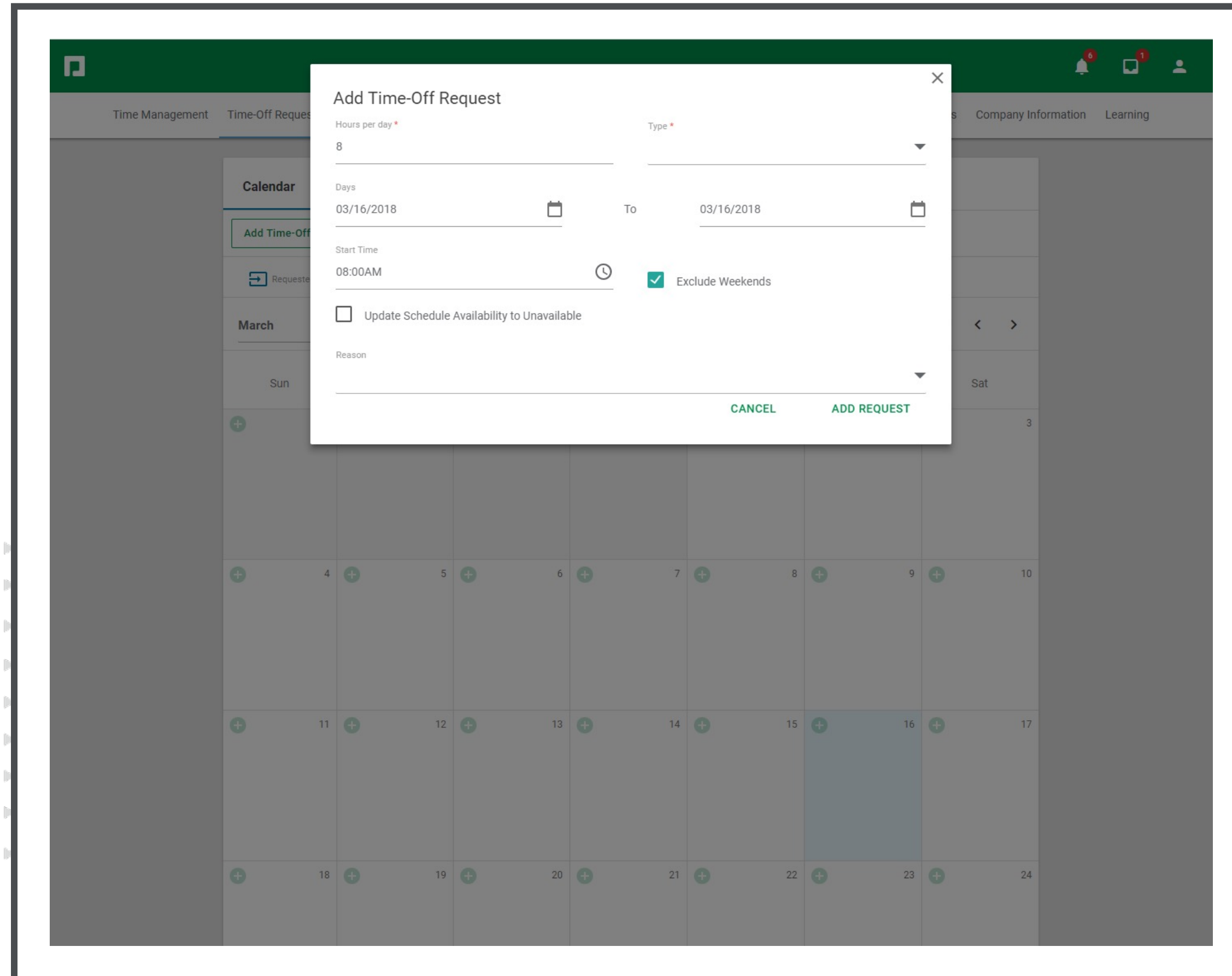
TIME-OFF REQUESTS

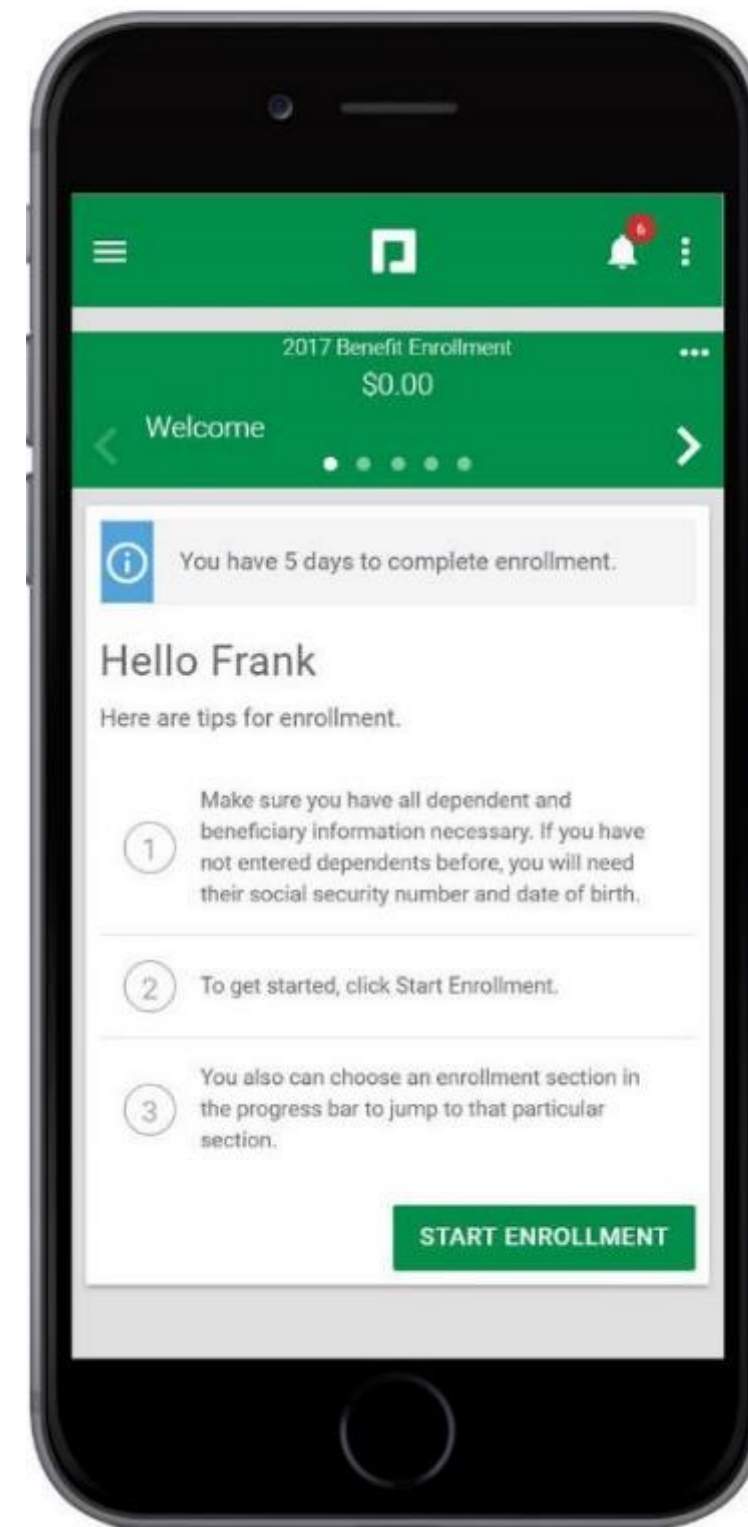

At any time and from anywhere, you can:

- ✅ view your available time off
- ✅ issue requests for time off
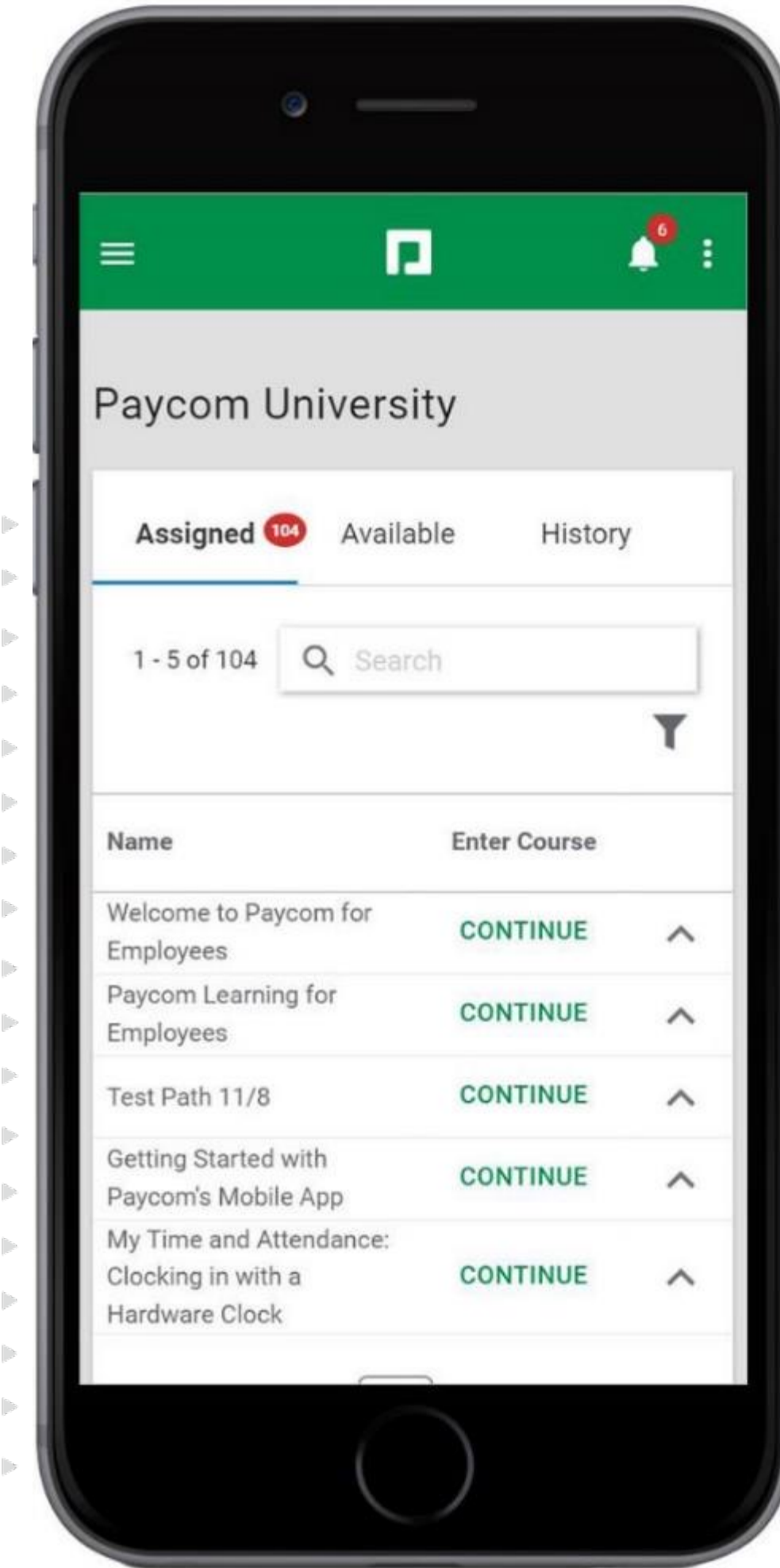- ✅ check the status of requests

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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.
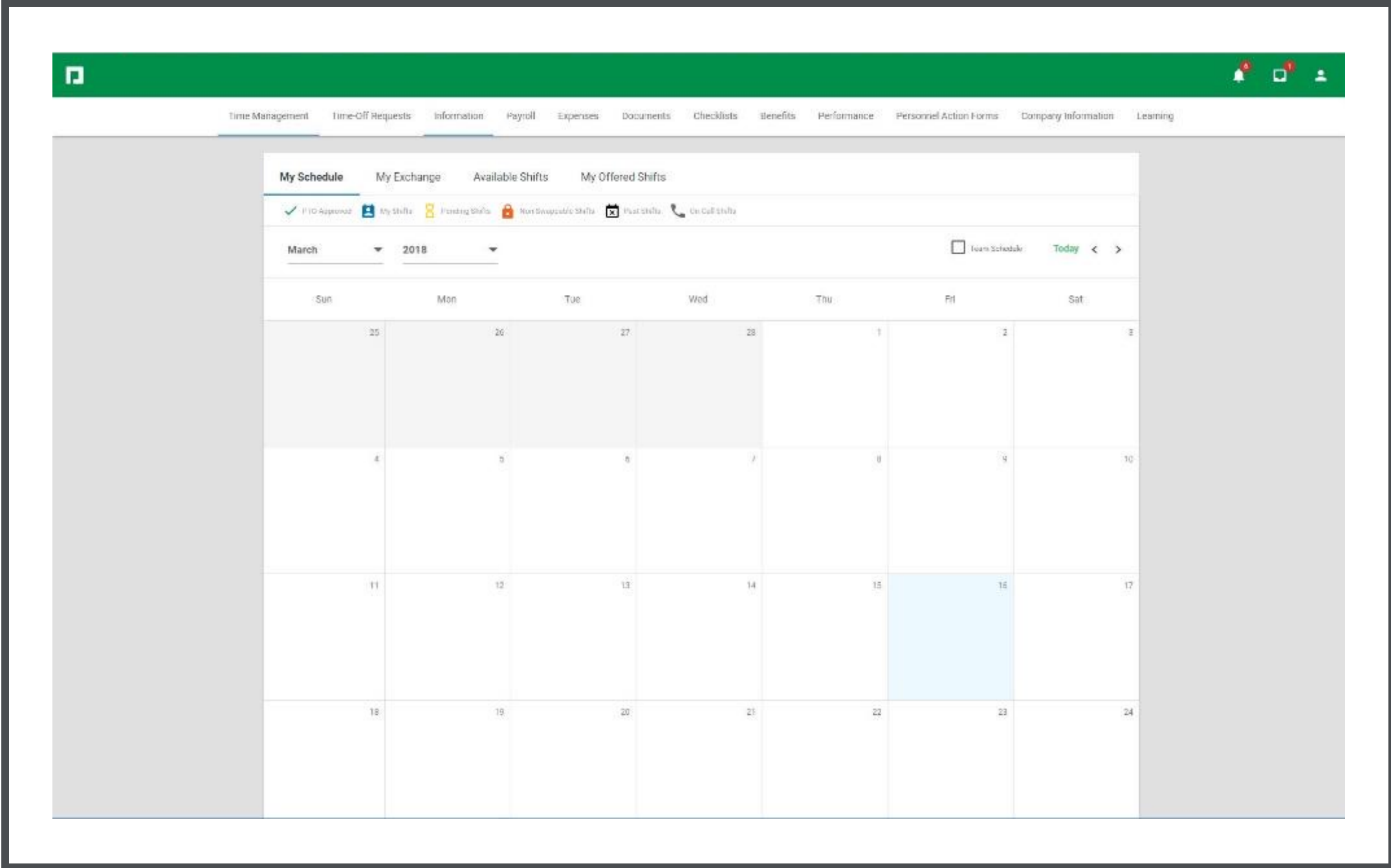
PAYCOM LEARNING

Enjoy anytime, anywhere access to on-demand courses you can take at your own place.
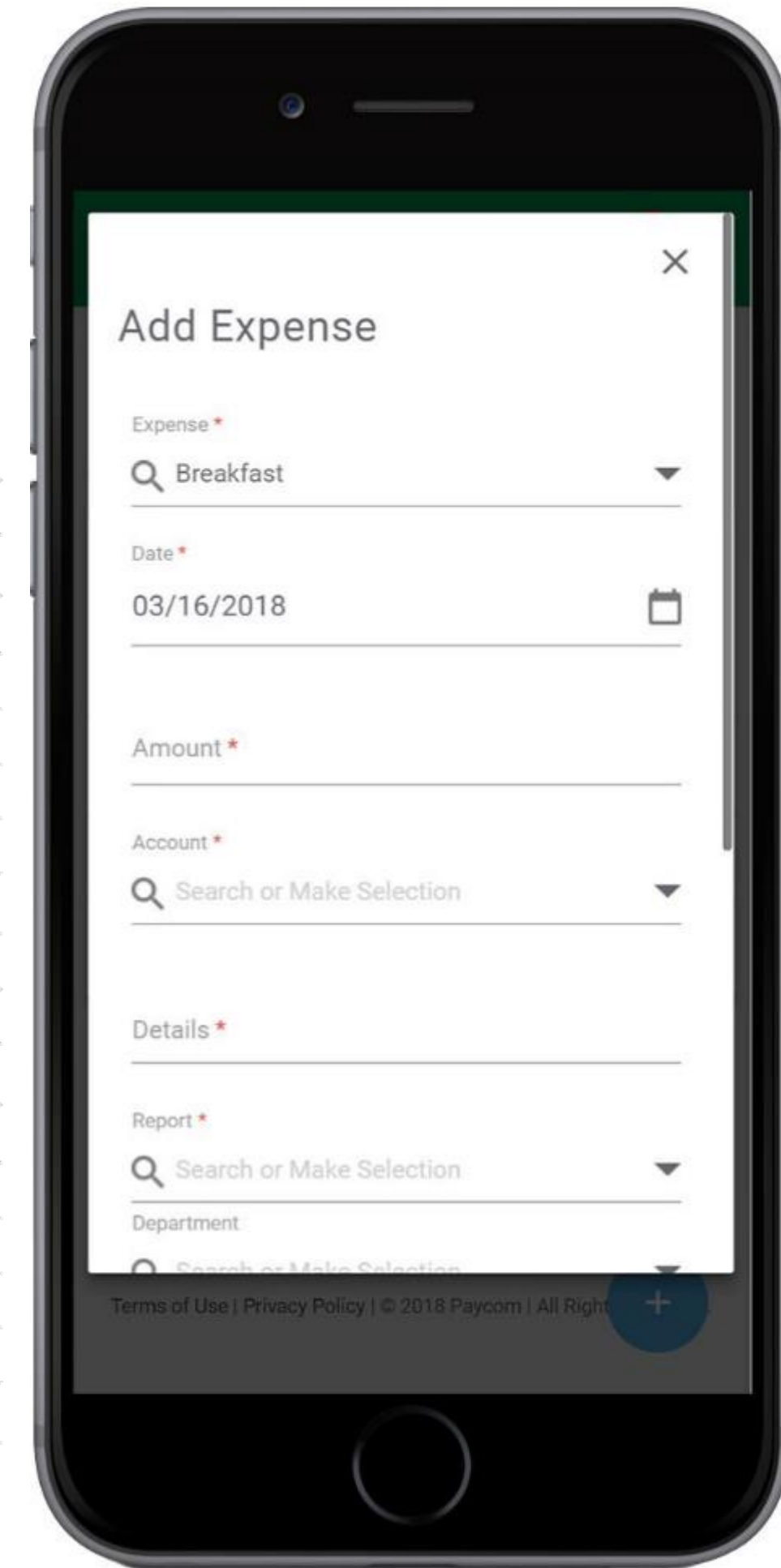
SCHEDULE EXCHANGE

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.

My Goals

Personal Goals | **Performance Goals** | Development Goals

Show 10 ▼ 1 - 5 of 5 🔍

| Goal Name	Goal Group	Metric Type	Value	Target Completion Date	Weight	Track Progress
Increase Sales Quota	Sales Goals	Percentage	10%	N/A	0%	TRACK
Conduct Meetings	Sales Goals	Number	2	N/A	0%	TRACK
Project Plan	Sales Goals	By Date	06/01/2017	N/A	0%	TRACK
Mentor	Sales Goals	Number	1	N/A	0%	TRACK
Attend two seminars	Sales Goals	Number	2	N/A	0%	TRACK

Page [1] of 1 ‹

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.
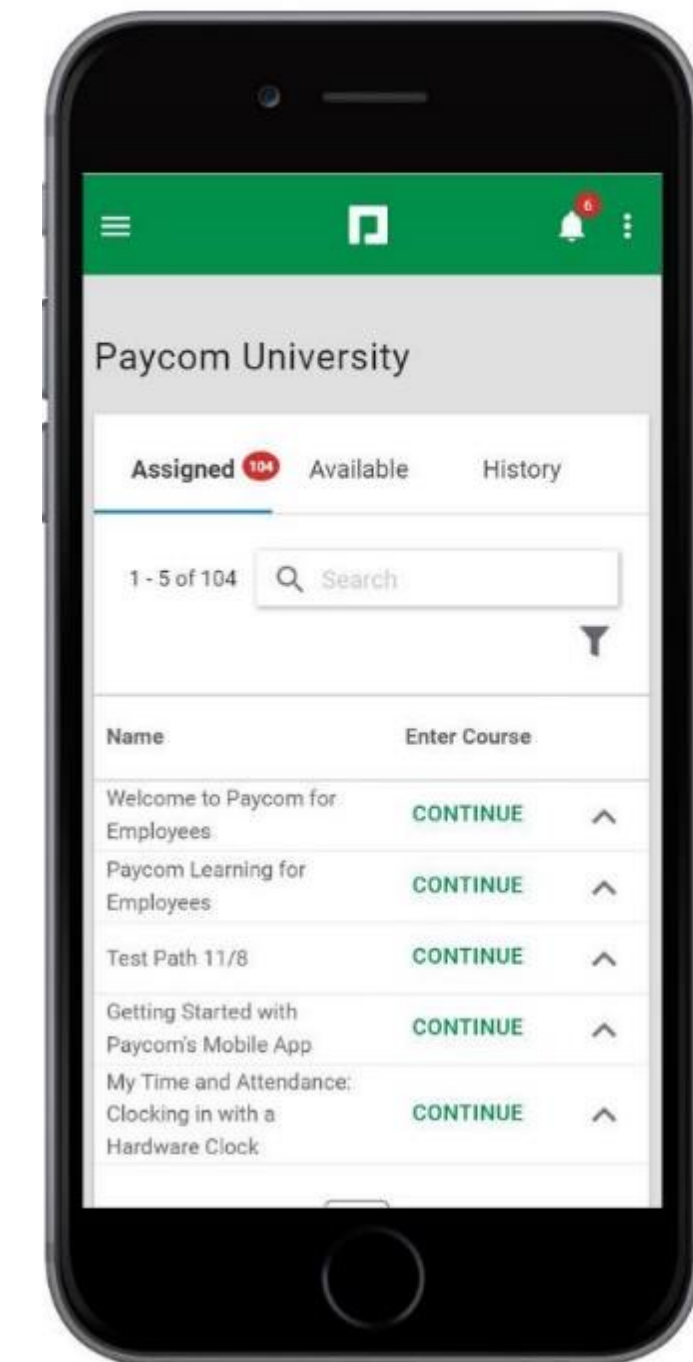
ONBOARDING

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.
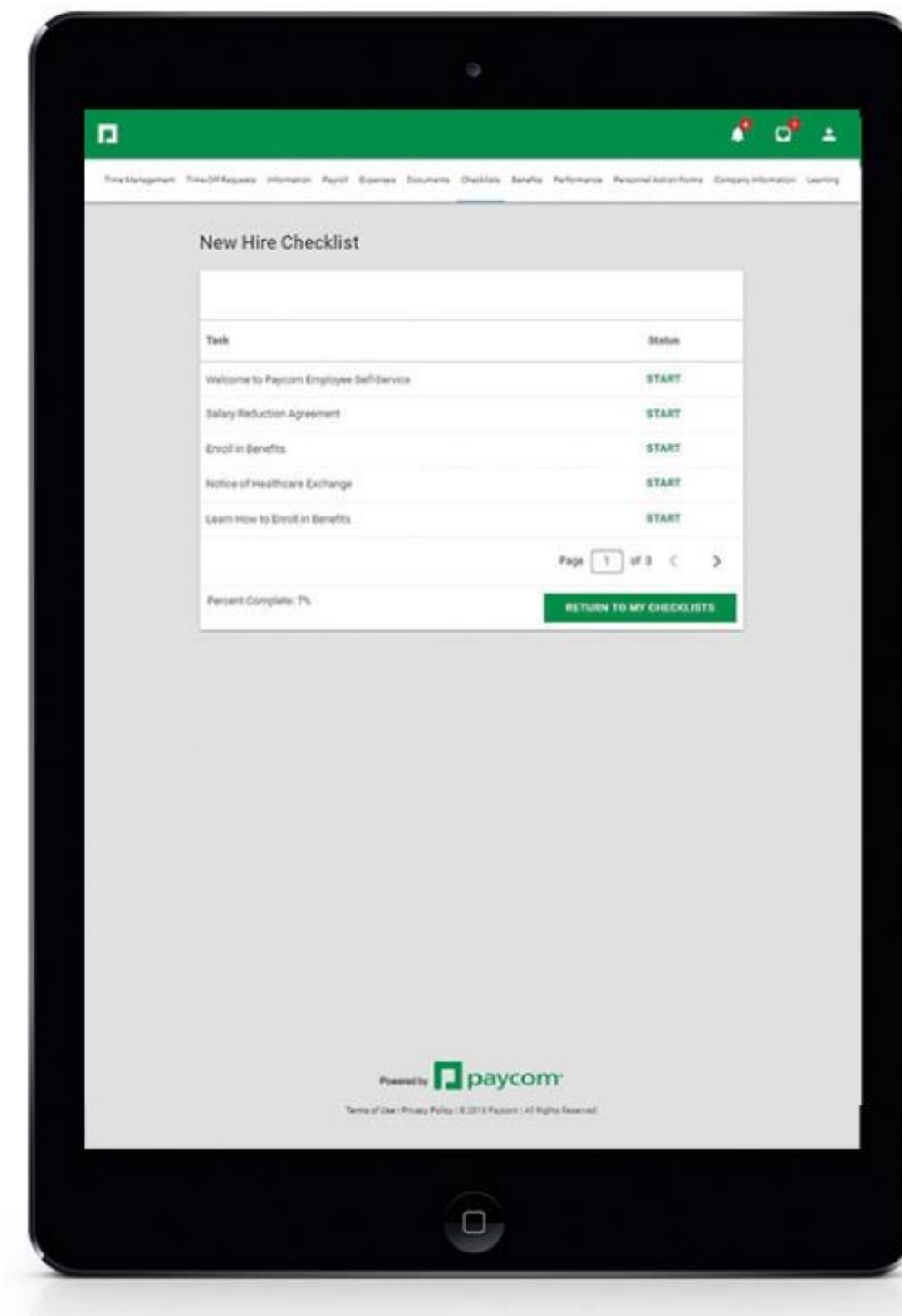
PAYCOM UNIVERSITY

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

IT'S GO TIME

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

COMING SOON!

Questions? Please contact HR.