

My Employee Self-Service



PAYCOM
UNIVERSITY





My Employee Self-Service

Welcome to Paycom! We're the provider your company has chosen to handle all your payroll and HR needs. Think of this as your personal HR station, where you can do everything from filling out company paperwork to viewing your pay stubs. We're here to teach you how to use Employee Self-Service. You're taking this training through Paycom University. That's our training certification program that you can access any time, any place. You can take courses on each feature or product your company uses. For now, let's get started with some of the basics that you'll need to know. In this course, we'll cover how you can:

- navigate Employee Self-Service (Page 3);
- use the Notifications Center and Company Messages (Page 5);
- find your pay stubs (Page 6);
- access your Year-End Tax Forms (Page 7);
- update your address and contact information (Page 8);
- change your username (Page 9);
- access Paycom University (Page 10); and
- download the Paycom app to your phone (Page 12).



Navigating Employee Self-Service

After logging in to Employee Self-Service, you'll arrive at the home screen. This is the central location where you can find all of your personal information. Keep in mind that your screen may look a little different, depending on the way your company has set things up for you.

Here, you'll notice there are tiles in the middle of the screen labeled with different subcategories, like Requesting Time Off and Viewing Pay Stubs. You can click on the tiles to access those features. See the sidebar on the left-hand side of the screen? That's your Main Menu, and it mirrors the information found in the middle of the screen.

The screenshot displays the Paycom Employee Self-Service interface. At the top left is the Paycom logo. The top right corner features a 'Log Out' button. Below the logo is a 'Main Menu' sidebar with icons for Time Management, Time-Off Requests, My Information, My Payroll, My Expenses, Documents and Tasks, My Benefits, My Performance, My Personnel Action Forms, Company Information, and My Learning. The main content area shows the user's profile for FRANK ADAMS, Executive Sales Representative, with contact information. Below the profile is a 'Self-Service' section with a grid of tiles: Time Management (Web TimeClock, Web Timesheet Read Only), Time-Off Requests (Request Time Off, My Accruals), My Information (Address and Contact Information, HR Information), My Payroll (View Pay Stubs, Pay Rates), My Expenses (Expense Dashboard, Add Expense(s)), Documents and Tasks (My Documents, Paycom University Courses), My Benefits (Qualifying Events, Dependents and Beneficiaries), My Performance (My Performance Reviews, My Goals), and My Personnel Action Forms (My Personnel Action Forms). On the right side, there are notification boxes for Notifications (2), Company Messages (1), and Job Opportunities.



If you click on one of the tiles, it expands and you can choose from the options available.

The screenshot shows the user interface for Frank Adams, an Executive Sales Representative. The top header includes his name, title, email (frank.adams@paycomonline.com), and phone number (405) 977-4456, along with a 'Help and Settings' gear icon. Below the header is a green 'Self-Service' bar. The main area is divided into three columns of tiles:

- Time Management** (clock icon):
 - Web TimeClock
 - Web Timesheet Read Only
 - My Availability
 - My Schedule Exchange
- Time-Off Requests** (calendar icon):
 - Request Time Off
 - My Accruals
- My Information** (person and document icon):
 - Address and Contact Information
 - HR Information (with a dropdown arrow)

At the bottom of the tiles, there are icons for a mobile app and document management.

Likewise, if you click an option from the Main Menu on the left, it also expands to show additional options. Understanding the Main Menu is key, because we'll use it to navigate during this training. If you're logged in using a computer, it will always be on the left-hand side, so you access anything you need, regardless of what screen you're on.

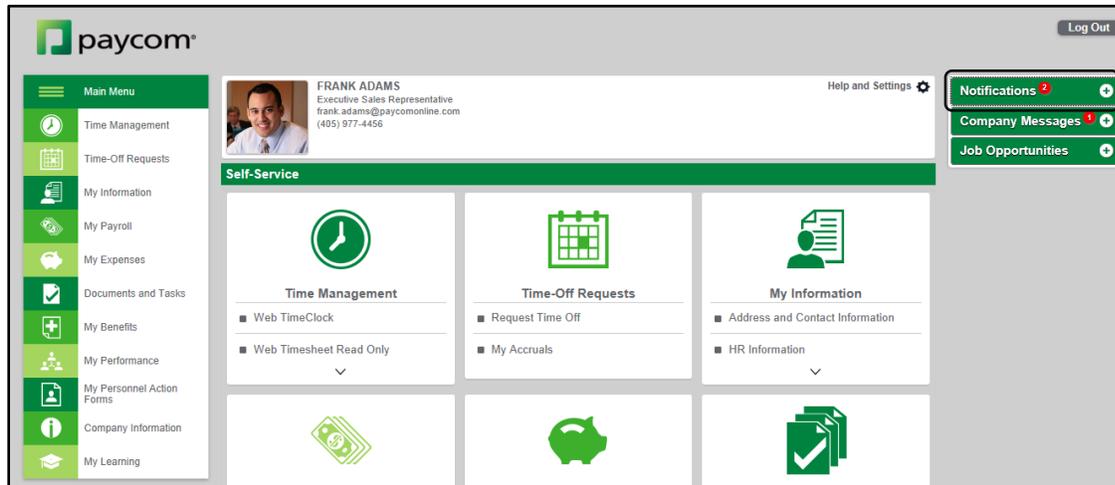
The screenshot shows the 'Main Menu' on the left side of the interface. It is a vertical list of options, each with a green icon:

- Time Management
- Time-Off Requests (expanded to show sub-options):
 - Request Time Off
 - My Accruals
- My Information
- My Payroll
- My Expenses
- Documents and Tasks
- My Benefits
- My Performance
- My Personnel Action Forms
- Company Information
- My Learning

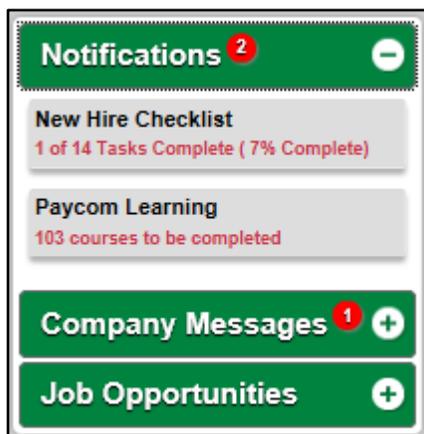


Using the Notifications Center and Company Messages

At times, your employer may need you to perform certain actions within Employee Self-Service, like complete a checklist. When this happens, you'll receive a message in your Notifications Center.



After selecting the drop-down, you can click on a notification to be taken to the area within Employee Self-Service to complete the task.





Communication is key. So if your employer needs to make an announcement, you'll receive a notification in Company Messages. This could be something like reminding you to submit your timecard. You'll also see the message at the top of your screen.

Finding Your Pay Stubs

Thinking about making a large financial commitment, like purchasing a home or applying for a loan? If so, you'll need to provide a copy of your most recent pay stub with your application. There's no need to contact your HR department for this! You can find everything you need within Employee Self-Service. Simply select "View Pay Stubs" from My Payroll, and you can access all of your pay stubs.

Earnings	Rates	Hours	Amount	Taxes	Deductions	Net Pay
Regular	20.00	80.00	1600.00	Federal WH(S/2)	161.32	Dental Pre-Tax 5.00
GROSS			1600.00	Medicare	23.13	NET CHECK 1255.66
				Social Security	98.89	NET PAY 1255.66
				Oklahoma State WH(S/2)	56.00	

Employee Totals						
From: 01/01/17 To: 12/31/17						
Earnings	Rates	Hours	Amount	Taxes	Deductions	Net Pay
Regular		80.00	1600.00	Federal WH	161.32	Dental Pre-Tax 5.00
GROSS		80.00	1600.00	Medicare	23.13	1 Check(s) 1255.66
				Social Security	98.89	NET PAY 1255.66
				Oklahoma State WH	56.00	



Finding Your Year-End Tax Forms

You may also be able to view your tax forms for the year. This is especially helpful because when it's time to do your taxes, you won't have to wait for a hard copy of your tax forms to arrive through the mail. Instead, you can conveniently access everything you need by selecting "Year-End Tax Forms" within the My Payroll tab. By doing so, you can take a glance at your current and previous forms.

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Help and Settings

Year-End Tax Forms

W-2 1095

Search

Reporting Year	Employer FEIN	Employer Legal Name	Date Posted	View	Corrected Form
2016	260302465	PAYCOM PAYROLL LLC	01/27/2017		
2016	260302465	PAYCOM PAYROLL LLC	02/16/2017		
2015	260302465	PAYCOM PAYROLL LLC	01/29/2016		
2014	260302465	PAYCOM PAYROLL LLC	02/05/2015		
2013	260302465	PAYCOM PAYROLL LLC	02/25/2014		

You have elected to receive both electronic copies and paper copies of your Form W-2. To change your preference, [click here](#).



Updating Your Address and Contact Information

Did you recently move or get a new phone number? You can easily notify your HR department through the Address and Contact Information section within My Information. Here, you can also confirm that your employer has the correct birth date, email address and emergency contact information on file.

Main Menu

- Time Management
- Time-Off Requests
- My Information
- Address and Contact Information**
- HR Information
- Change Password or Username
- Change Security Questions
- My EEO Information
- Additional Information
- Customize Time Display
- Requested Change Dashboard
- My Payroll
- My Expenses
- Documents and Tasks
- My Benefits
- My Performance
- My Personnel Action Forms
- Company Information
- My Learning

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Help and Settings

My Address and Contact Information

*** Indicates Required Field**

Employee Name: FRANK ADAMS

Nick Name: _____

Birth Date: 08/14/1985

* Primary Phone Number: 405 - 977 - 4456 Other

Secondary Phone Number: _____ Other

* Street Address: 3319 ELLIS WAY

* City, State, Zip Code: OKLAHOMA CITY - Oklahoma 55555 - _____

Work Email: frank.adams@abccompany.com

Personal Email: _____

Emergency Contacts

Emergency Contact 1

Emergency Phone Number: 405 - 574 - 4441

Emergency Contact Name: Martha Adams

Relationship to the Employee: Wife

Emergency Contact 2

Emergency Phone Number: _____

Emergency Contact Name: _____

Relationship to the Employee: _____

Emergency Contact 3

Emergency Phone Number: _____

Emergency Contact Name: _____

Relationship to the Employee: _____

(Please Note: Changes will not be applied unless you click Update.)

Cancel Update Contact Information



Changing Your Username

If your username is hard to remember, you can change it if your employer allows. To do so, select “Change Password or Username” from the My Information section.

The screenshot shows the Paycom Self-Service dashboard for Frank Adams, Executive Sales Representative. The dashboard is divided into several sections:

- Left Navigation Menu:** Main Menu, Time Management, Time-Off Requests, My Information (selected), Address and Contact Information, HR Information, Change Password or Username (highlighted), Change Security Questions, Additional Information, Customize Time Display, My Payroll, My Expenses, Documents and Tasks, My Benefits.
- Header:** FRANK ADAMS, Executive Sales Representative, frank.adams@paycomonline.com. Buttons for Change Password, Address and Contact Info, Help, and Settings.
- Self-Service Grid:**
 - Time Management:** Web Timesheet Read Only, My Availability.
 - Time-Off Requests:** Request Time Off, My Accruals.
 - My Information:** Address and Contact Information, HR Information, Change Password or Username (highlighted), Change Security Questions, Additional Information, Customize Time Display.
 - My Payroll:** (represented by a stack of money icon).
 - My Expenses:** (represented by a piggy bank icon).

Keep in mind your new username must be a valid email address that you can access so you can confirm the changes. You can also change your password from this screen.

The screenshot shows the "Change Your Password" form in the Paycom system. The form is titled "Change Your Password" and includes the following fields and buttons:

- Username:** 05683A016. A "Change Username" button is next to the field.
- Current Password:** A text input field.
- New Password:** A text input field with a question mark icon.
- Confirm Password:** A text input field with a question mark icon.
- Change Password:** A green button at the bottom of the form.

Additional information: (last change 02/10/2017) and Help and Settings gear icon.



Accessing Paycom University

Now let's talk about Paycom University. The course you're taking right now is a Paycom University course. If you have additional questions and want to learn more about all that you can do in Employee Self-Service, you can find more courses through the Learning tab of My Learning. Then, select the "Paycom University Courses" tab.

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Learning

Courses 5 | Paths | **Paycom University Courses 93** | Paycom University Paths

Course Name	Course Category	Date Assigned	Progress	Enter Course
Sales Department Training	Sales Training	12/09/2016	0%	START ▶
Customer Service	Customer Service Training	11/11/2016	50%	CONTINUE ▶
New Manager Strategy	New Hire	06/01/2016	0%	START ▶
Company Vision	New Hire	06/02/2016	25%	CONTINUE ▶
Sales Department Training	Sales Training	03/30/2017	0%	START ▶

You'll see a list of available courses. Keep in mind that what you see depends on your access level. Simply click the "Start" button to launch the course.

Learning

Courses | Paths | **Paycom University 11**

Course Name	Course Category	Date Assigned	Progress	Enter Course
Conquering Year-End: Viewing Year-End Tax Forms	Employee	12/28/2016	50%	CONTINUE ▶
Introduction to Employee Self-Service	Employee		0%	START ▶
My Accruals and Time-Off Requests	Employee		0%	START ▶
My Benefits: Enrolling in Benefits	Employee		0%	START ▶
My Documents and Tasks	Employee		0%	START ▶
My Expenses	Employee		0%	START ▶
My Learning	Employee		0%	START ▶
My Payroll: Tax Setup and Sample Paychecks	Employee		0%	START ▶
My Payroll: Viewing Pay Stubs	Employee		0%	START ▶
My Performance Reviews	Employee		0%	START ▶
My Schedule Exchange	Employee		0%	START ▶
My Surveys	Employee		0%	START ▶
My Time and Attendance: Kiosk	Employee		0%	START ▶
My Time and Attendance: Web Time Clock	Employee		0%	START ▶
My Time and Attendance: Web Time Sheet	Employee		0%	START ▶



You can also access Paycom University courses through the Paycom University Paths tab. Here, you'll see Paycom University paths. Paths are made up of multiple courses designed to teach you about a process or subject. For example, if you're new to your organization and need to know how to use Employee Self-Service, you might take the "Welcome to Paycom for Employees" path, which covers how to navigate Employee Self-Service, view tax information and pay stubs, enroll in benefits and more.

Select "Start" to begin a path. Keep in mind that you'll have to complete the courses in the order shown.

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Learning

Courses 5 Paths Paycom University Courses 99 **Paycom University Paths**

Welcome to Paycom for Employees

After completing the courses and earning your certification, you'll be able to navigate Employee Self-Service, view your tax information, view your pay stubs, complete a checklist and enroll in benefits. Estimated completion time: 1 hour 40 minutes

Search

Type	Name	Category	Date Assigned	Progress	Enter Course or Content
Course	My Employee Self-Service	Employee		0%	START
Course	My Payroll: Viewing My Tax Information	Employee		0%	
Course	My Payroll: Viewing Pay Stubs	Employee		0%	
Course	My Documents and Tasks	Employee		0%	
Course	My Benefits: Enrollment	Employee		0%	

Time Management for Employees +

Performance and Compensation for Employees +

Paycom Learning for Employees +

Schedule Exchange for Employees +

Expense Management for Employees +

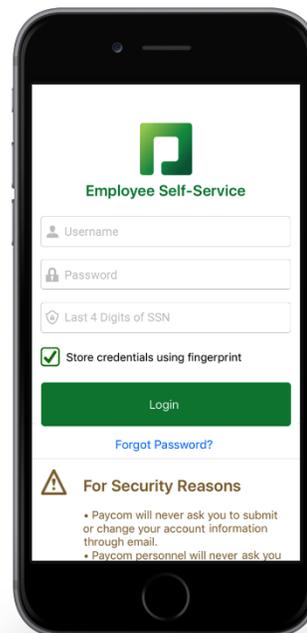
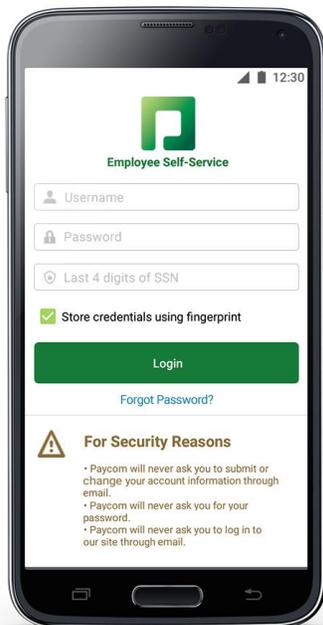
Surveys for Employees +



Downloading Paycom on Your Phone

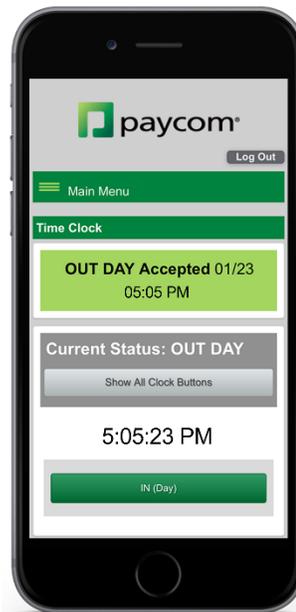
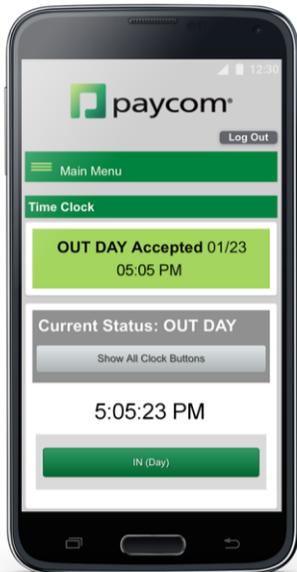
Nothing makes accessing your Employee Self-Service easier than using Paycom’s mobile application. This is helpful because you could do things like submit your timecard or an expense request, or even use it to show your income to someone when you’re applying for a loan – all from the palm of your hand.

Simply search in the Apple App Store or Google Play Store for “Paycom Payroll.” Then, you’re able to log in to the app by entering your username, password and the last four digits of your social security number. If you want to use your fingerprint to login, make sure to select the box for “Store credentials using fingerprint” and click “Login.”





Now, you can easily access your Employee Self-Service any time, any place. You can access everything from clocking in or out, reviewing your benefit plans and even completing learning courses right from the palm of your hand!



In Conclusion

With the skills you learned today, you should now be able to navigate your way around Employee Self-Service and access the information you need. Complete the video and quiz so you can earn your certification!