

EMPLOYEES...

IT'S GO TIME



WELCOME TO BEING *IN CONTROL* OF YOUR EMPLOYEE DATA. THROUGH PAYCOM'S EMPLOYEE SELF-SERVICE, YOU HAVE 24/7 ACCESS TO:

- View your pay rates, pay vouchers and W-2s
- Update your contact information, W-4 withholdings, deductions, direct deposit, expense submissions and more*
- Clock in and out, approve your time sheet, manage your schedule and request time off*
- Enroll in benefits, make plan changes for qualifying events, view and sign important documents, take surveys and access on-demand training*

LOG IN FROM A DESKTOP COMPUTER

To log in to Employee Self-Service through the Paycom website:

1. Go to Paycom.com.
2. Under the "Login" button at the top of the page, click "Employee."
3. Enter your username and password. Your login credentials will be sent to your work email.

LOG IN FROM A MOBILE DEVICE

Download our free app for easy access to your information.

1. Search "Paycom" on the App Store® or Google Play®.
2. Download the app.
3. Enter your username and password. Log in even faster with fingerprint authentication. Your login credentials will be sent to your work email.

WANT MORE HELP?

Within Paycom University, you'll find free training videos on how to use the Paycom app.

To get started:

1. Log in to Employee Self-Service.
2. Navigate to "My Learning," then "Paycom University."
3. Select the course titled "My Employee Self-Service."

FOR QUESTIONS OR ASSISTANCE, CONTACT HR!

**Functionality is dependent upon whether your employer has enabled these products.*

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