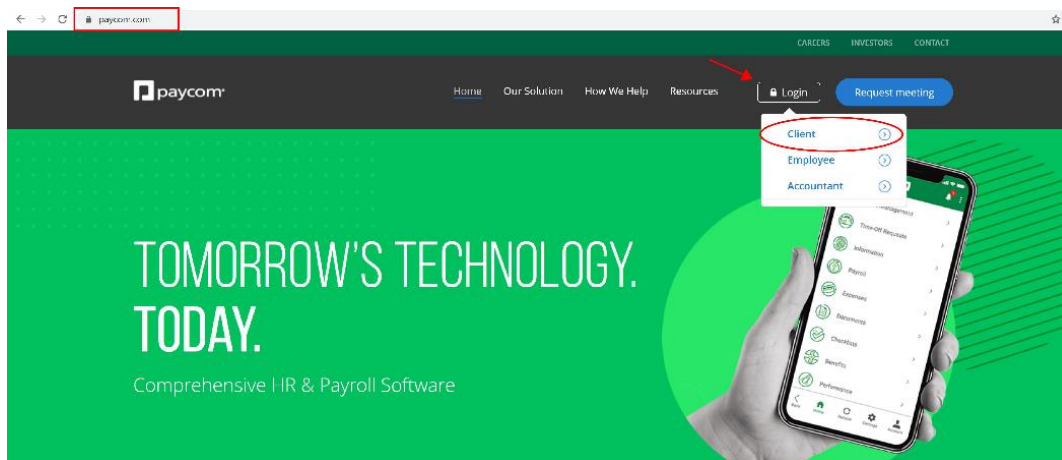


IT'S GO TIME

Hello,

As a manager you will have manager login credentials to Paycom, so that you are able to review/approve timecards, time-off requests, and manage employees within Paycom.

To login initially you will go to www.paycom.com > go to the top right for login > choose client (outlined in image below), and input the following login credentials:



Client code:

- 0UT60 (make sure first and last digit is a zero, not the letter O)

Username:

- First Initial Last Name (*Example: Susan Johnson = sjohnson*)
 - Please note if last name is shorter than 5 characters or longer than 12, your username might not follow this logic (you can confirm with HR team).

Temporary password:

- 0UT60123!