



While the Paycom app is so easy to use that it allows you to take charge of your own HR tasks and information, we understand that questions, concerns or urgent issues may arise that require contacting HR.

Now, this can be done efficiently and effectively through Paycom's new "Ask Here" feature! Access it 24/7 through Employee Self-Service® or the Paycom app, then **follow these simple steps for a direct connection to HR:**

1. Select a category for your inquiry.
2. Enter the details.
3. Click "Submit."

The technology routes it to the correct HR representative so we can answer as quickly as possible. You'll receive a notification when we've responded.

[This brief training guide](#) will tell you more about using Ask Here. Thanks for your participation in using this tool so we can provide the best service possible!

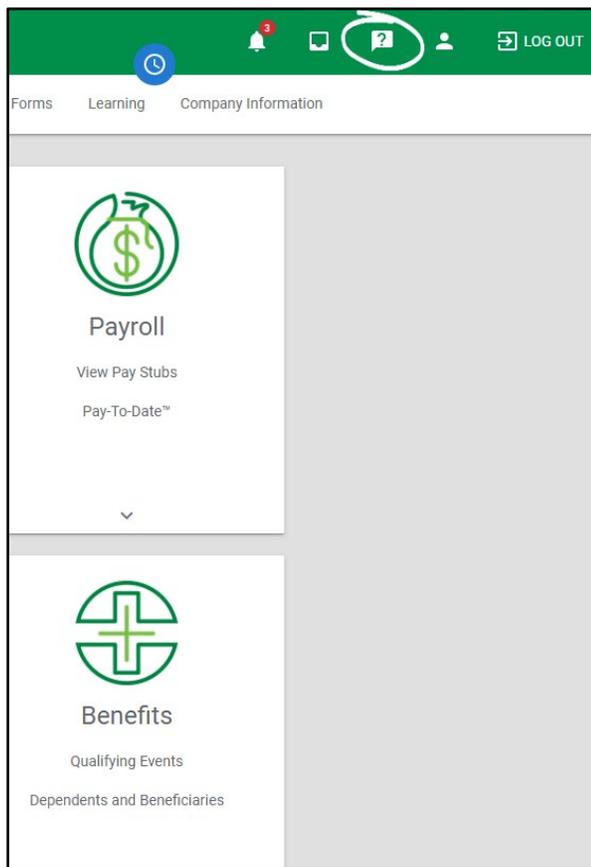
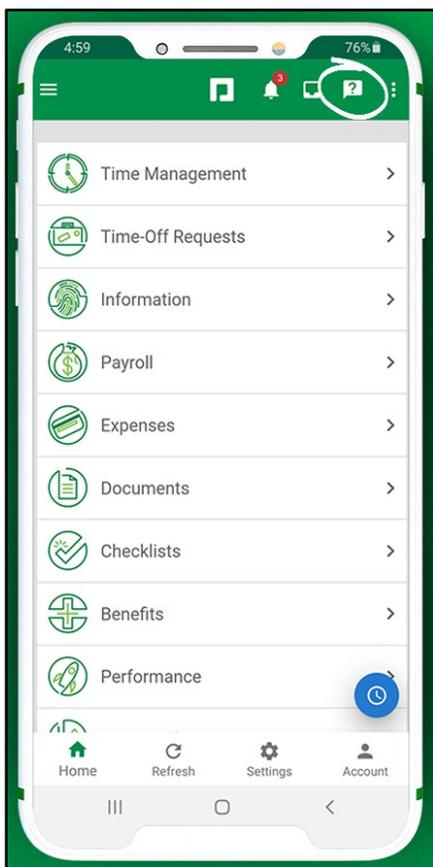
Now you can ask work-related questions anytime, anywhere, and get answers all in *one* place: **Ask Here** within Paycom's **Employee Self-Service®**.



Starting Conversations

One of the many benefits of Ask Here is that employees, regardless of their job type or location, can easily contact the appropriate company personnel through the Paycommobile app.

To begin a conversation, log in to Employee Self-Service® and select the questionmark icon.



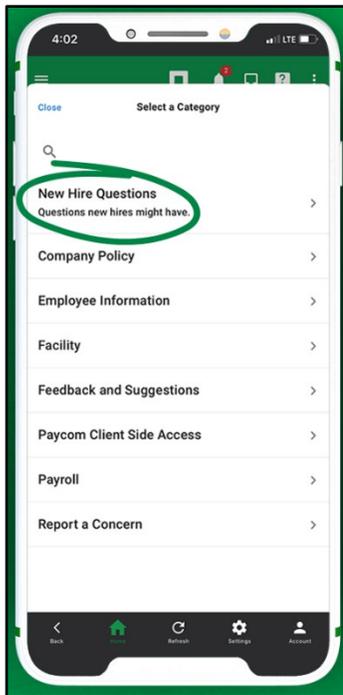


Then, on the Ask Here screen, select "New Message" to create a new inquiry.





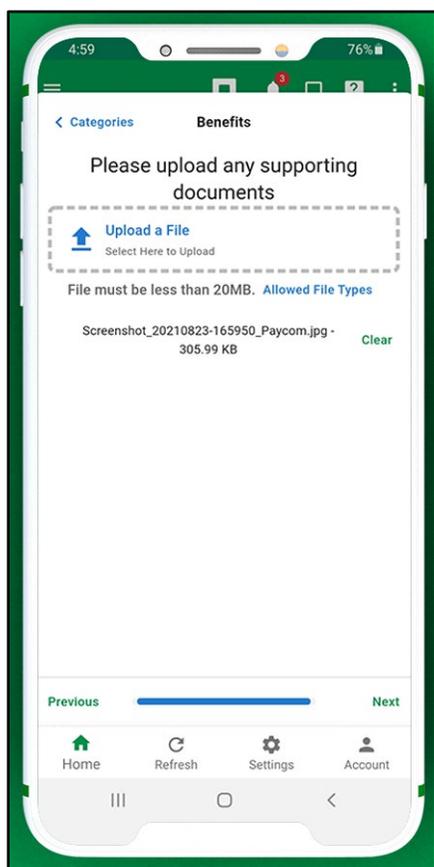
On the Select a Category screen, select the appropriate category for your question, you will then be prompted to answer a series of questions to provide detail and ensure your conversation is routed to the correct responder.





If necessary, you can upload supporting documents, such as a picture of your pay stub or insurance card, before submitting your conversation. Multiple documents can be submitted; however, each file must be less than 20 MB.

Once a conversation is submitted, the documents attached cannot be removed.





You can review the information before submitting your conversation. If edits need to be made, you can select "Previous" to go back and make changes. When finished, select "Submit."

