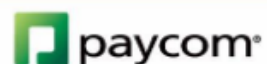


My Employee Self-Service



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:

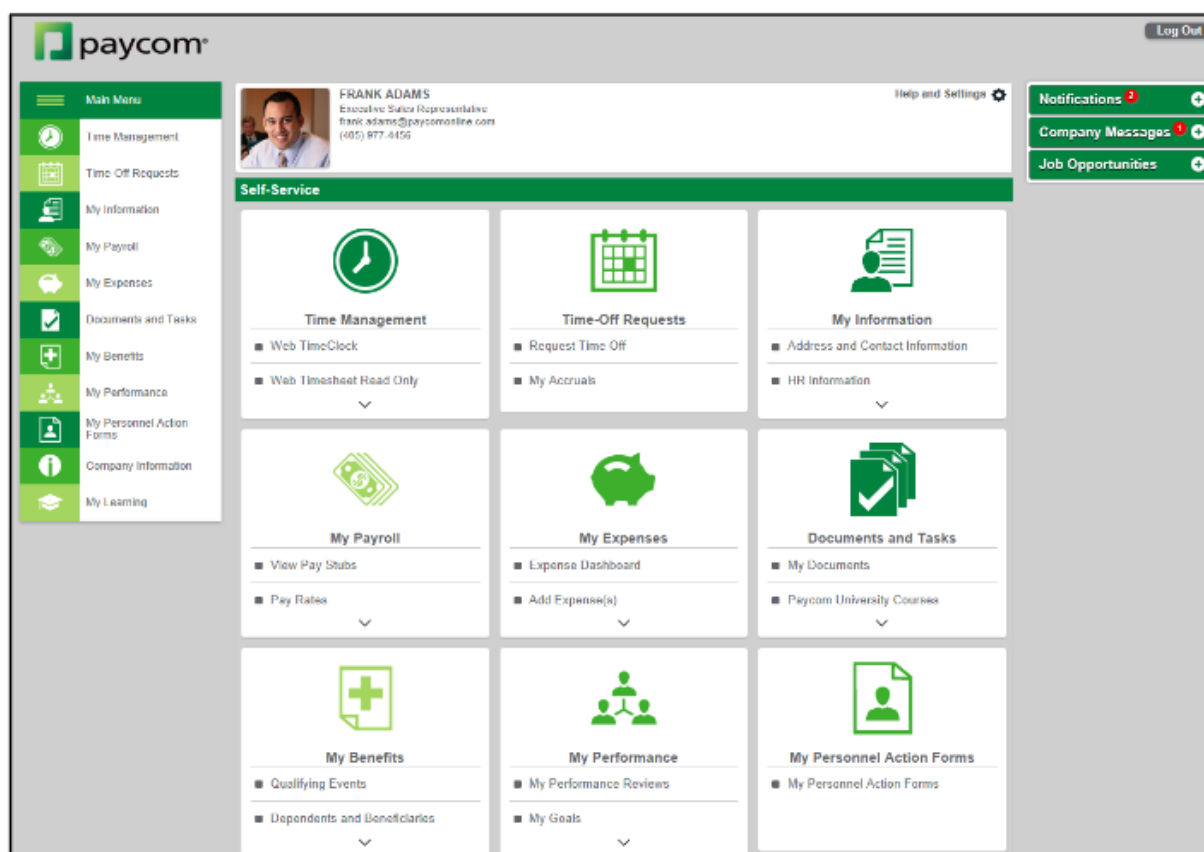
- navigate Employee Self-Service (Page 3);
- use the Notifications Center and Company Messages (Page 5);
- find your pay stubs (Page 6);
- access your Year-End Tax Forms (Page 7);
- update your address and contact information (Page 8);
- change your username (Page 9);
- access Paycom University (Page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



Navigating Employee Self-Service

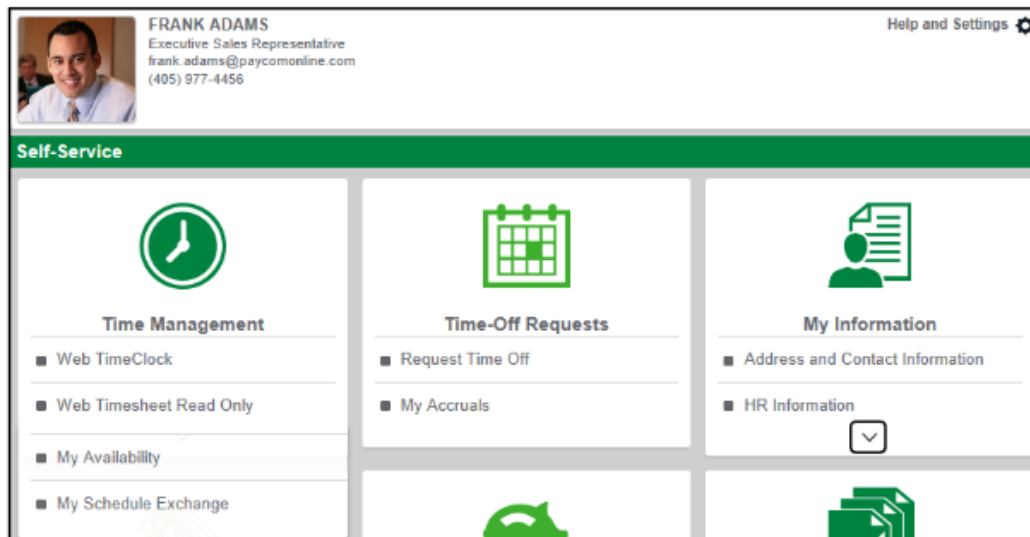
After logging in to Employee Self-Service, you'll arrive at the home screen. This is the central location where you can find all of your personal information. Keep in mind that your screen may look a little different, depending on the way your company has set things up for you.

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.

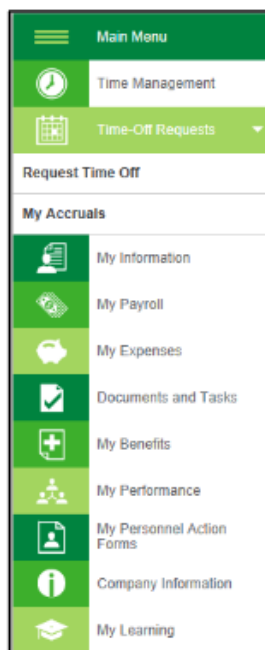




If you click on one of the tiles, it expands and you can choose from the options available.



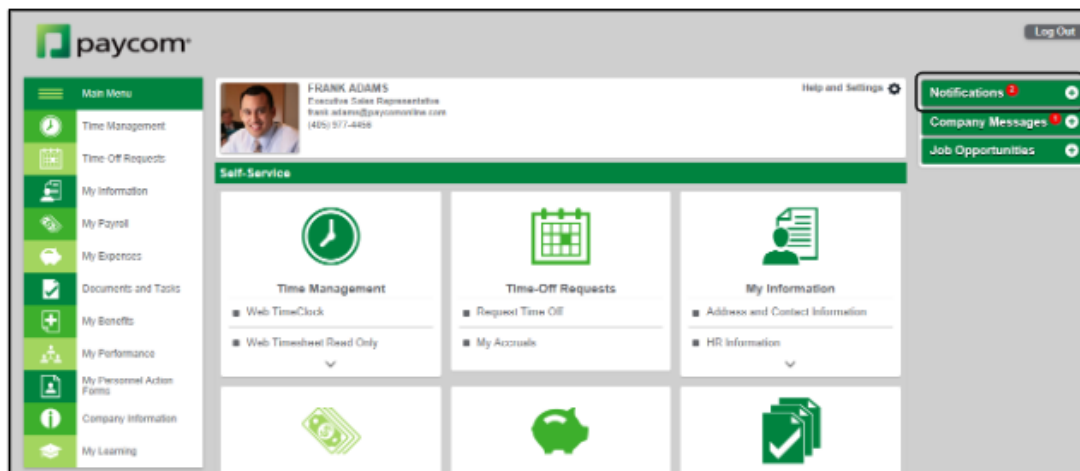
Likewise, if you click an option from the Main Menu on the left, it also expands to show additional options. Understanding the Main Menu is key, because we'll use it to navigate during this training. If you're logged in using a computer, it will always be on the left-hand side, so you access anything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



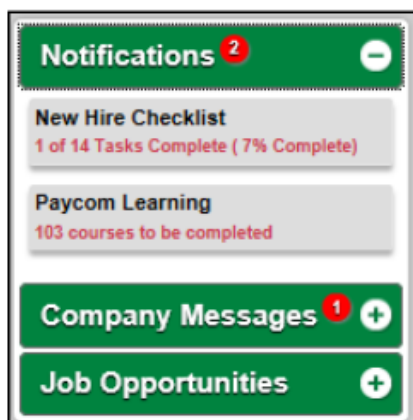


Using the Notifications Center and Company Messages

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.

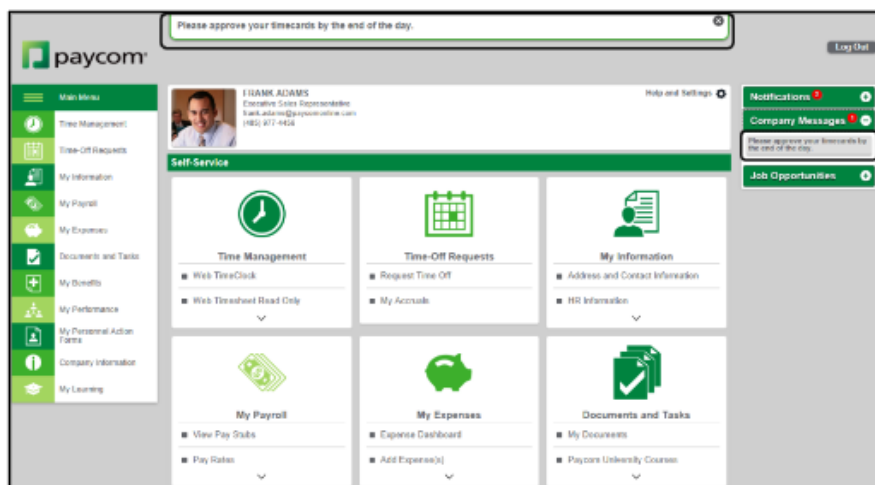


After selecting the drop-down, you can click on a notification to be taken to the area within Employee Self-Service to complete the task.



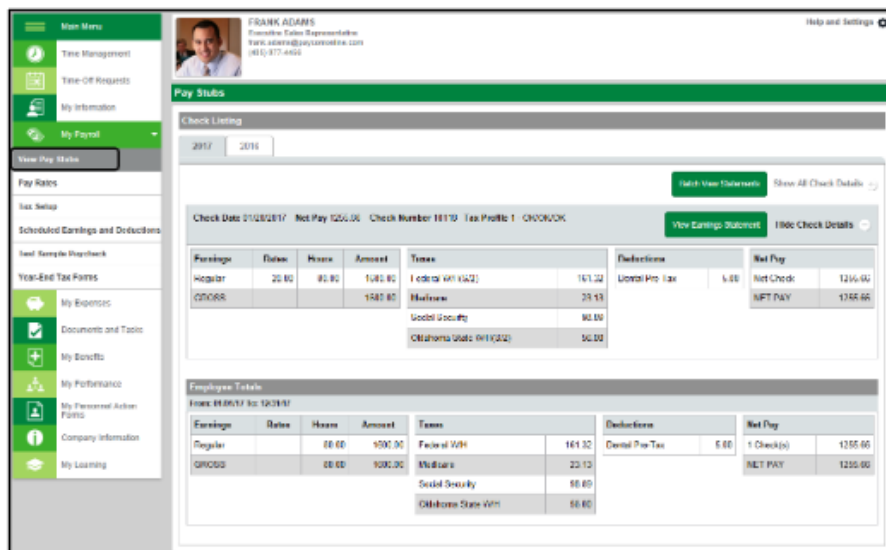


Communication is key. So if your employer needs to make an announcement, you'll receive a notification in Company Messages. This could be something like reminding you to submit your timecard. You'll also see the message at the top of your screen.



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.





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.

Main Menu

Time Management

Time-Off Requests

My Information

My Payroll

View Pay Slubs

Pay Rates

Tax Setup

Scheduled Earnings and Deductions


Test Sample Paycheck

Direct Deposit

Year-End Tax Forms

My Expenses

Documents and Tasks









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Help and Settings

Year-End Tax Forms

W-21095

Search

| Reporting Year | Employer FEIN | Employer Legal Name | Date Posted | View | Corrected Form |
|----------------|---------------|---------------------|-------------|---|---|
| 2016 | 290302465 | PAYCOM PAYROLL LLC | 01/27/2017 |  | |
| 2016 | 290302465 | PAYCOM PAYROLL LLC | 02/16/2017 |  |  |
| 2015 | 290302465 | PAYCOM PAYROLL LLC | 01/29/2016 |  | |
| 2014 | 290302465 | PAYCOM PAYROLL LLC | 02/05/2015 |  | |
| 2013 | 290302465 | 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.

My Address and Contact Information

* Indicates Required Field

Employee Name: FRANK ADAMS

Nick Name:

Birth Date: 05/14/1985

* Primary Phone Number: 405 - 977 - 4456 Other [v]

Secondary Phone Number: - - - Other [v]

* Street Address: 3319 ELLIS WAY

* City, State, Zip Code: OKLAHOMA CITY, Oklahoma 73105 -

Work Email: frank.adams@okccompany.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.

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.



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.

Main Menu

- Time Management
- Time-Off Requests
- My Information
- My Payroll
- My Expenses
- Documents and Tasks
- My Benefits
- My Performance
- My Personnel Action Forms
- Company Information
- My Learning**
 - Learning**
 - Request Learning
 - Learning History

Learning

Paycom University Courses

| 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 | 03/08/2017 | 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

Paycom University Courses

| Course Name | Course Category | Date Assigned | Progress | Enter Course |
|--|-----------------|---------------|----------|------------------------------|
| Compensating Year-End Viewing Year-End Tax Forms | Employee | 12/09/2016 | 50% | CONTINUE> |
| Introduction to Employee Self-Service | Employee | | 0% | START> |
| My Accounts 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.

Main Menu

Time Management

Time Off Requests

My Information

My Payroll

My Expenses

Documents and Tasks

My Benefits

My Performance

My Personnel Action Forms

Company Information

My Learning

Learning

Request Learning

Learning History

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Executive Sales Representative
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Help and Settings

Learning

Courses 5PathsPaycom University Courses 123Paycom 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 +

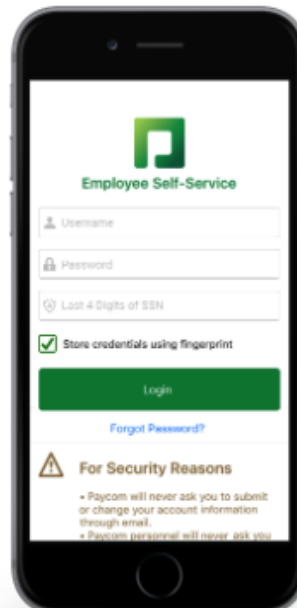
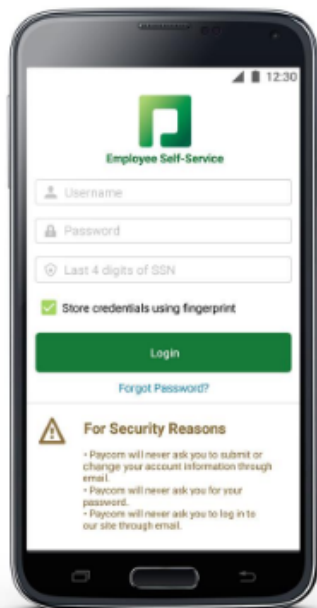
Surveys for Employees +



Downloading Paycom on Your Phone

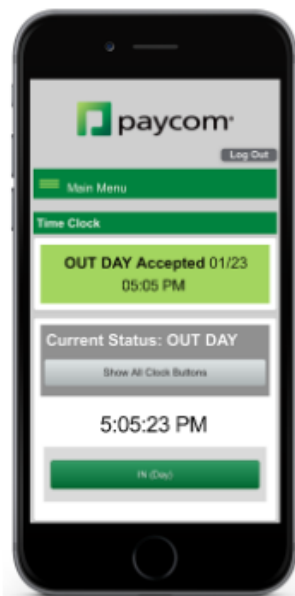
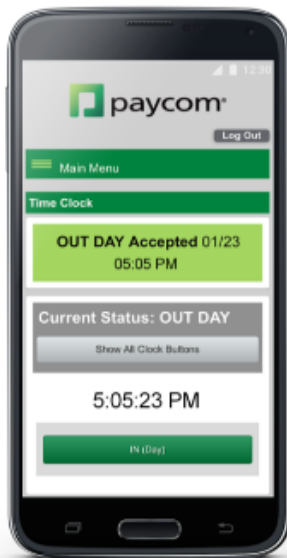
Nothing makes accessing your Employee Self-Service easier than using Paycom's mobile application. This is helpful because you could do things like submit your timecard or an expense request, or even use it to show your income to someone when you're applying for a loan – all from the palm of your hand.

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!