

EMPLOYEES...

IT'S **GO** TIME



WELCOME TO BEING IN CONTROL OF YOUR OWN 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*



APPROVE your time sheet. Clock in and out, manage your schedule and request time off*



ENROLL in benefits, update your dependents, view and sign important documents, take surveys and access on-demand training*

*Access is dependent upon whether your employer has enabled these tools.

LOG IN FROM A MOBILE DEVICE

Download our free app
for easy access to your
information:

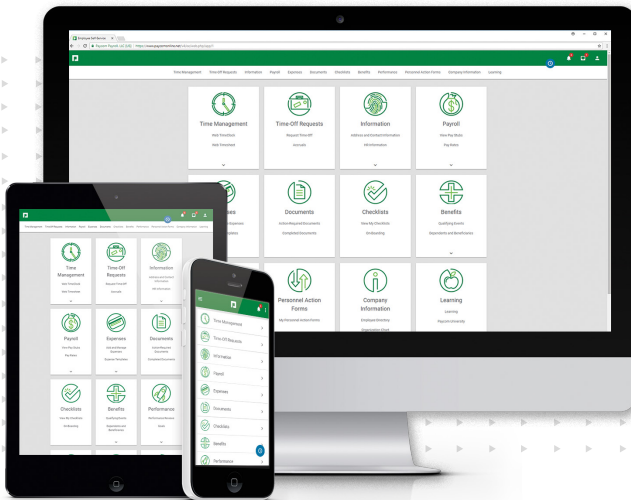
1. Search "Paycom" on the App Store® or Google Play®.
2. Download the app.
3. Enter your username and password. Log in even faster with fingerprint authentication.

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. When prompted, enter your username and password.

Your login credentials will be sent to your work email.



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WANT MORE **HELP?**



Within Paycom University, you'll find free training videos designed to show you 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!

