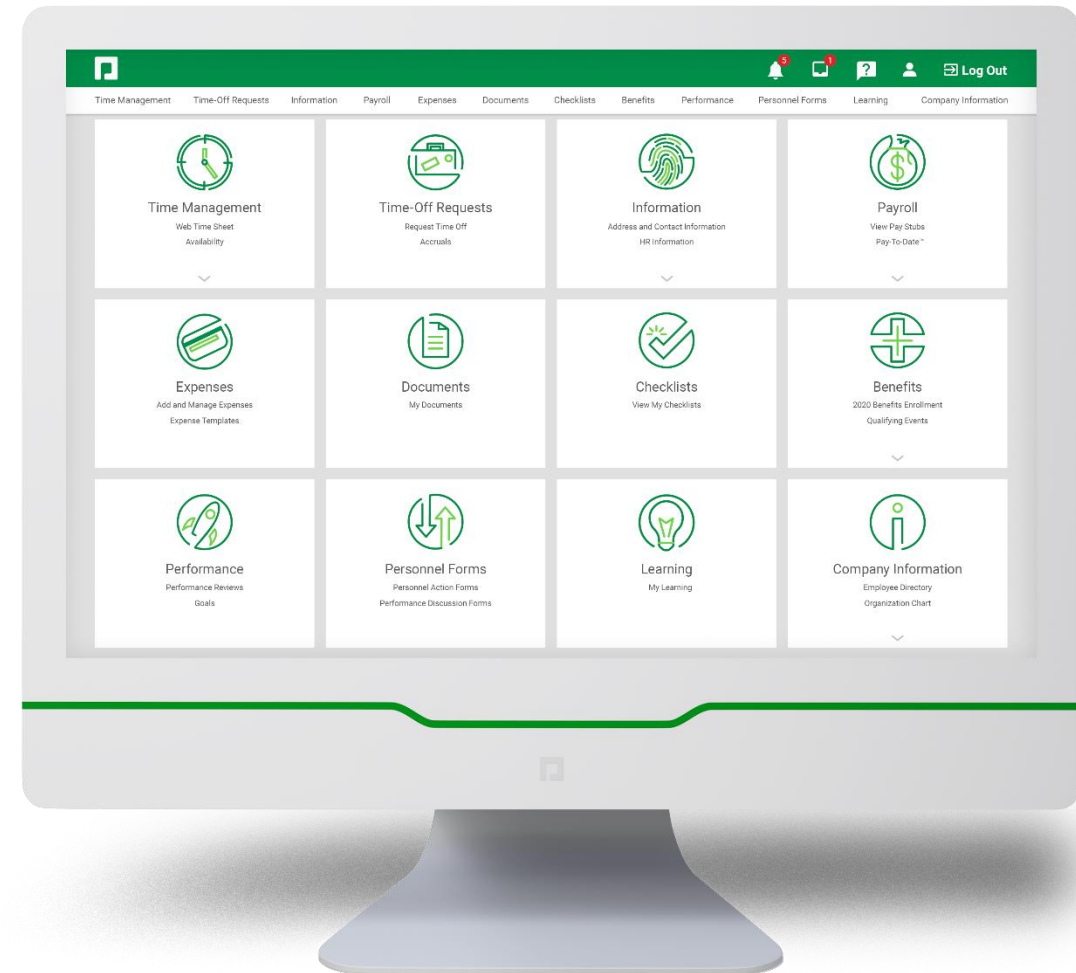




**WELCOME TO
EMPLOYEE SELF-
SERVICE TRAINING**

AGENDA

- » Important dates
- » Logging in to Paycom through the app
- » Employee Self-Service overview
- » Data verification checklist
- » Questions



IMPORTANT DATES

Logins information emailed on: Tuesday, June 25th

Start clocking in and out: Monday, July 1st

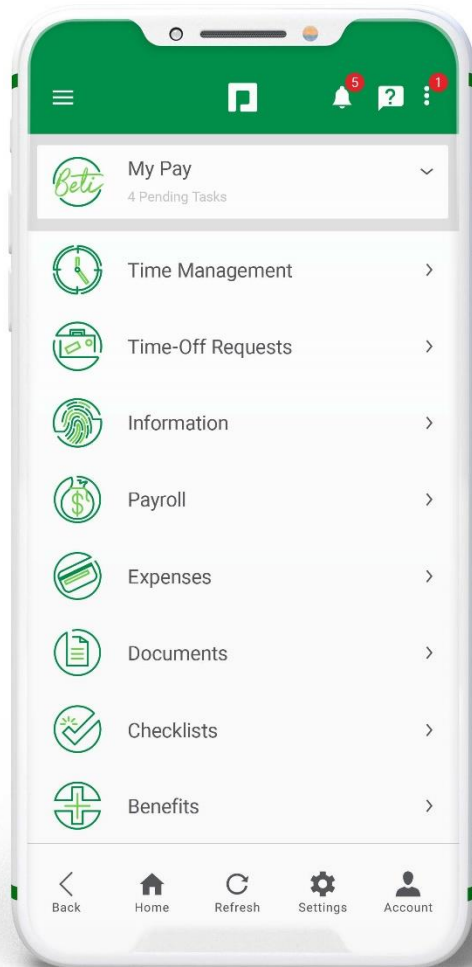
Accrual balances loaded: by Tuesday, July 2nd

Checklist due date: Wednesday, July 3rd

Approve My Check™ due date: by EOD Tuesdays

First Bi-Weekly Check date: Friday, July 12th

First Semi-Monthly Check date: Monday, July 15th



DOWNLOAD THE PAYCOM APP

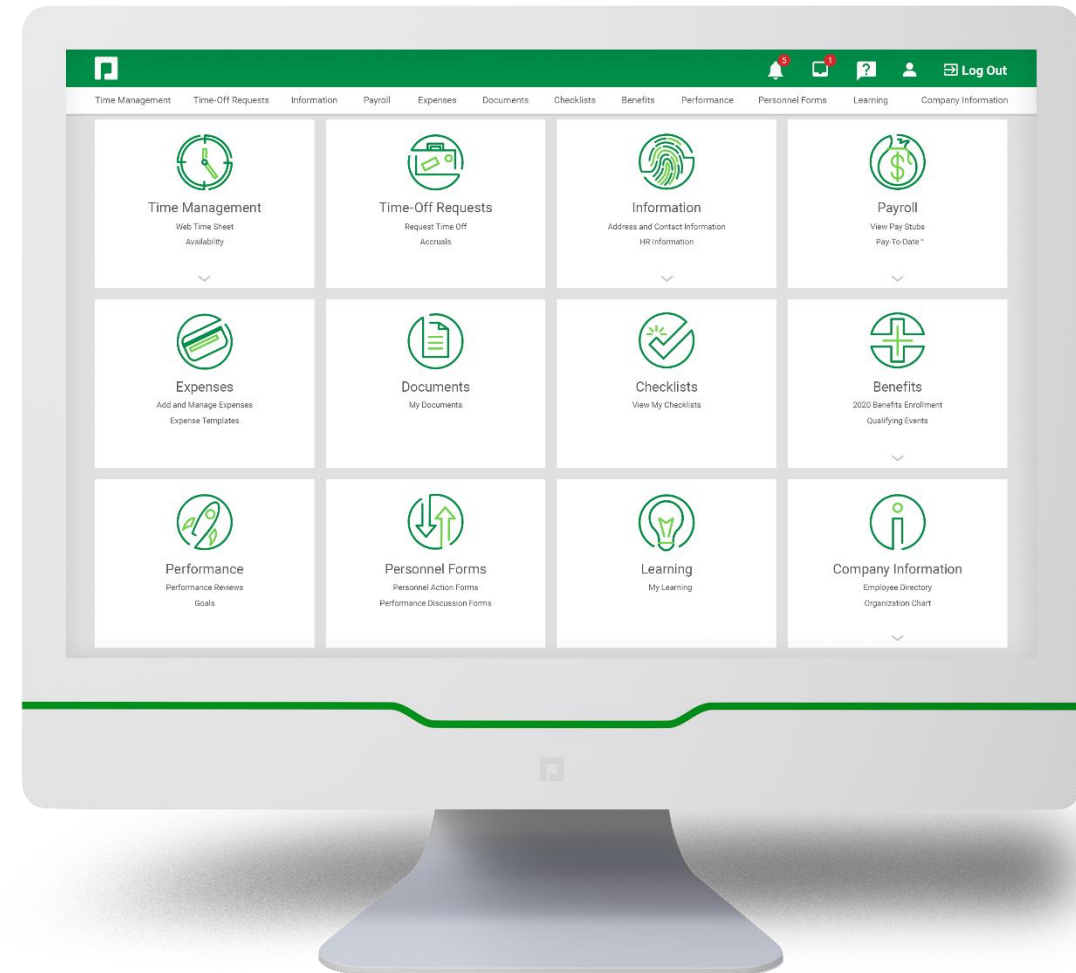
The Paycom app makes it even easier to access Employee Self-Service on your mobile device with features that include fingerprint login and notifications.

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YOU WILL LEARN HOW TO:

- » Track your time
- » Request time off
- » Make changes to your information
- » Approve My Check™
- » View your pay stub
- » Communicate with HR through Paycom



EMPLOYEE SELF-SERVICE OVERVIEW





QUESTIONS?