WELCOME TO EMPLOYEE SELF-SERVICE TRAINING
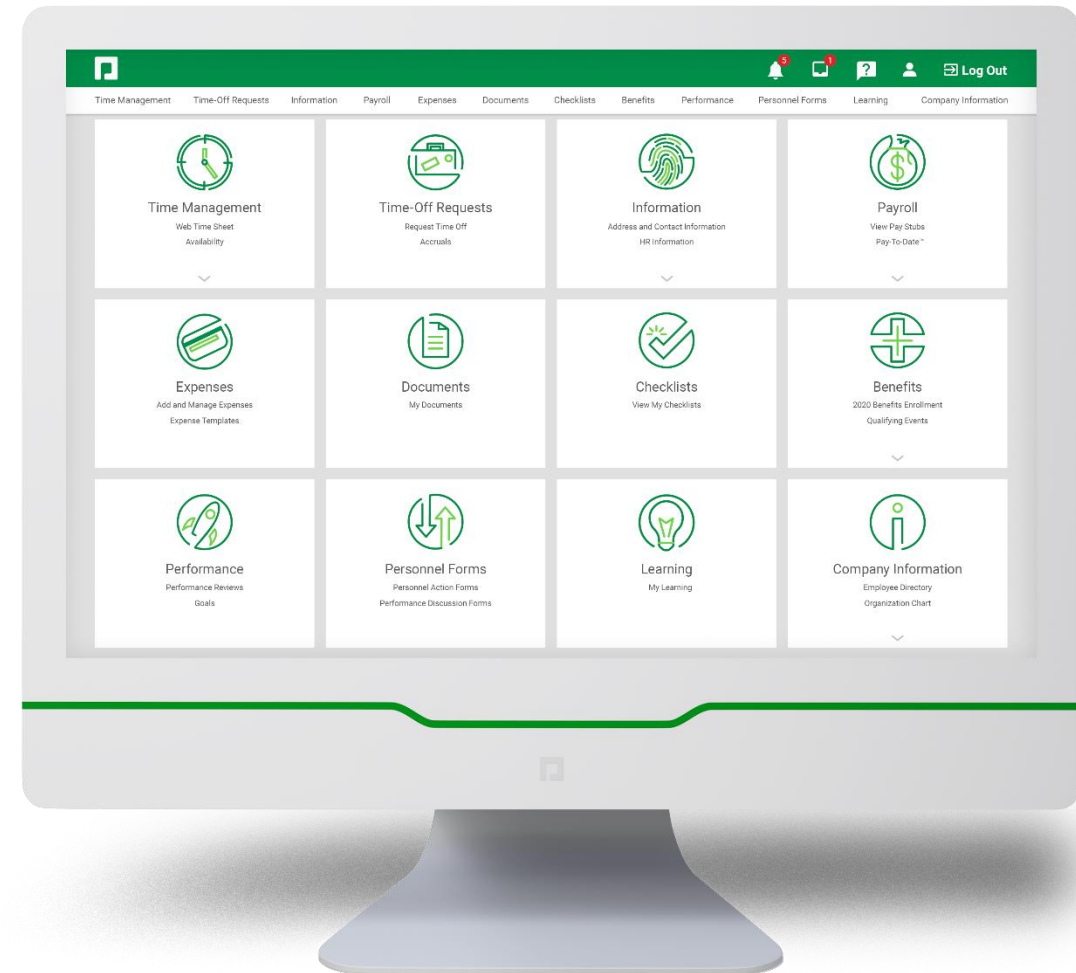
AGENDA

» Important dates

» Logging in to Paycom through the app

» Employee Self-Service overview

» Data verification checklist

» Questions

IMPORTANT DATES

Logins information emailed on: <u>Tuesday, June 25th</u>

Start clocking in and out: <u>Monday, July 1st</u>
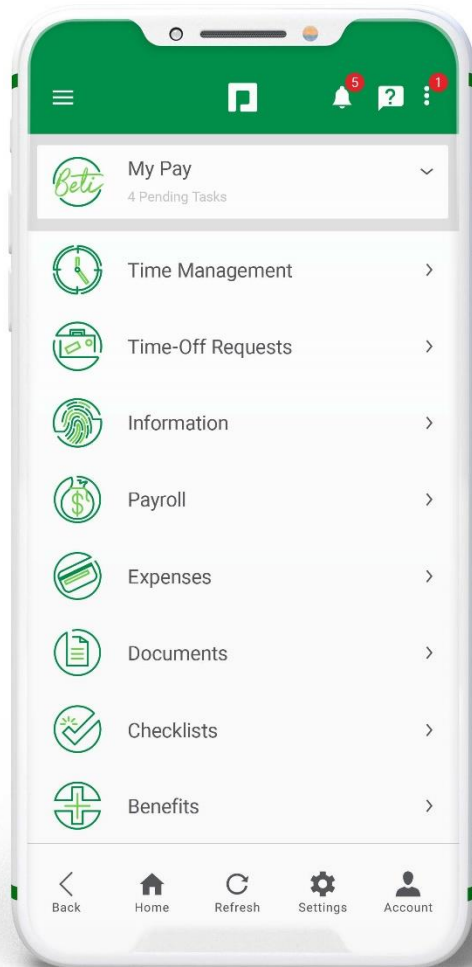
Accrual balances loaded: <u>by Tuesday, July 2nd</u>

Checklist due date: <u>Wednesday, July 3rd</u>

Approve My Check™ due date: <u>by EOD Tuesdays</u>

First Bi-Weekly Check date: <u>Friday, July 12th</u>

First Semi-Monthly Check date: <u>Monday, July 15th</u>
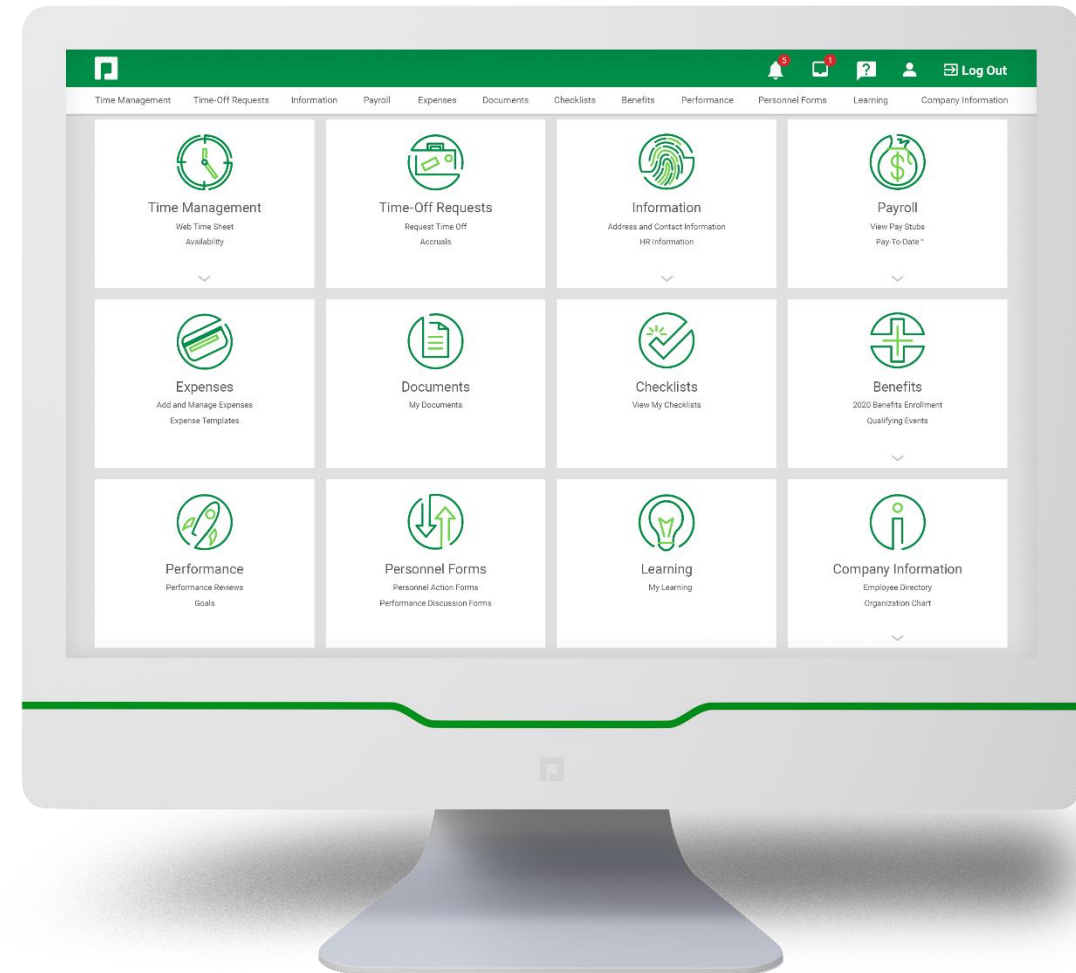
DOWNLOAD THE PAYCOM APP

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

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?