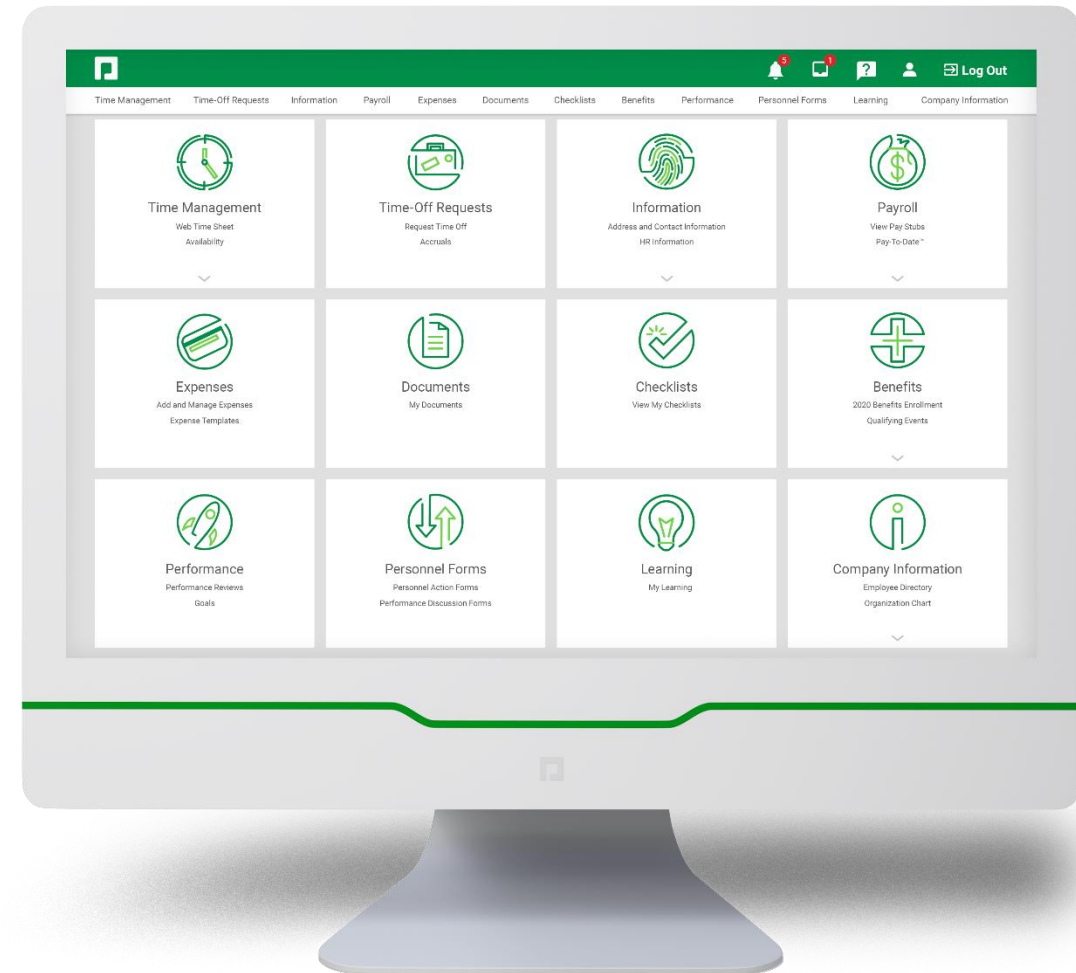




WELCOME TO MANAGER TRAINING

AGENDA

- » Important dates
- » Logging in to Paycom through the app and desktop
- » Employee Self-Service Overview
- » Manager Overview
- » Questions



IMPORTANT DATES

Manager logins info will be sent: Tuesday, June 25th

Manager workshop: Wednesday, July 14th

Timecards approved by: Fridays EOD

Checklist due date: Wednesday, July 3rd

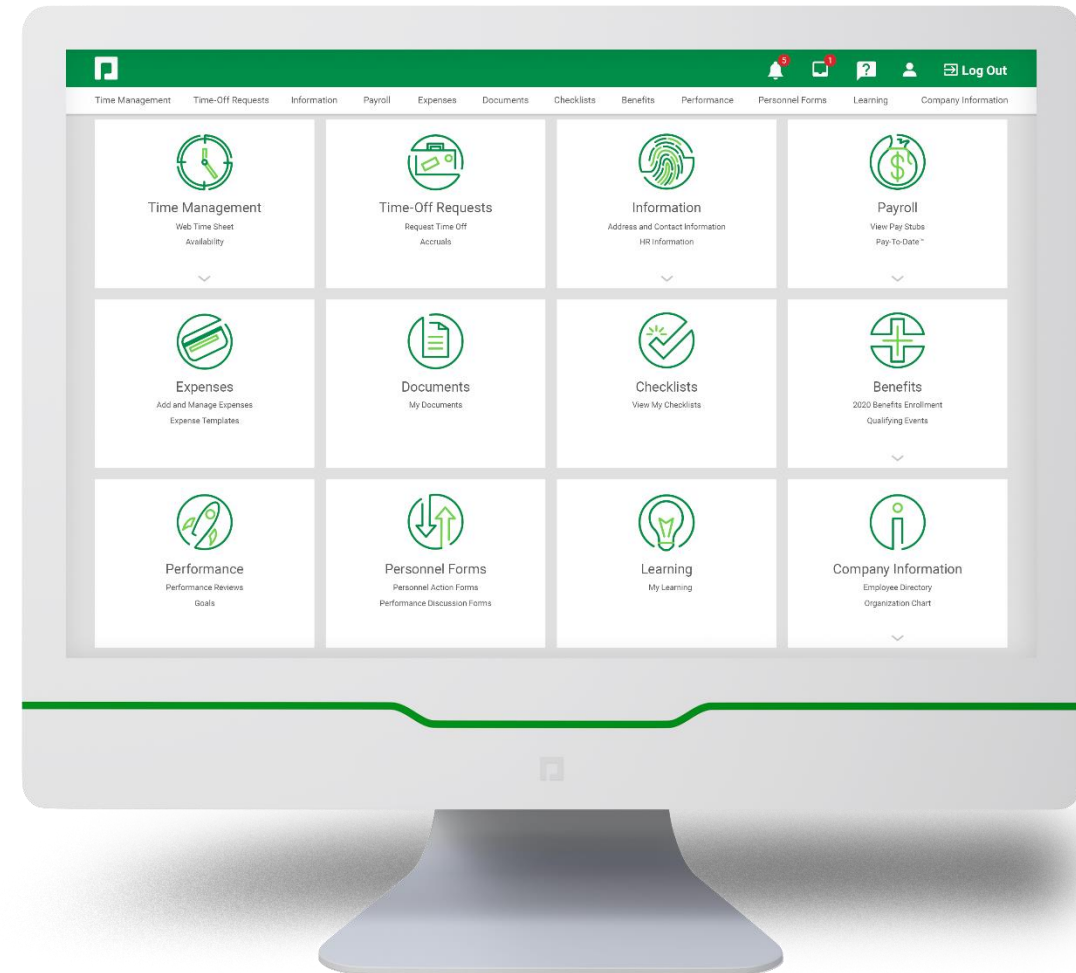
Accrual balances loaded by: Tuesday, July 2nd

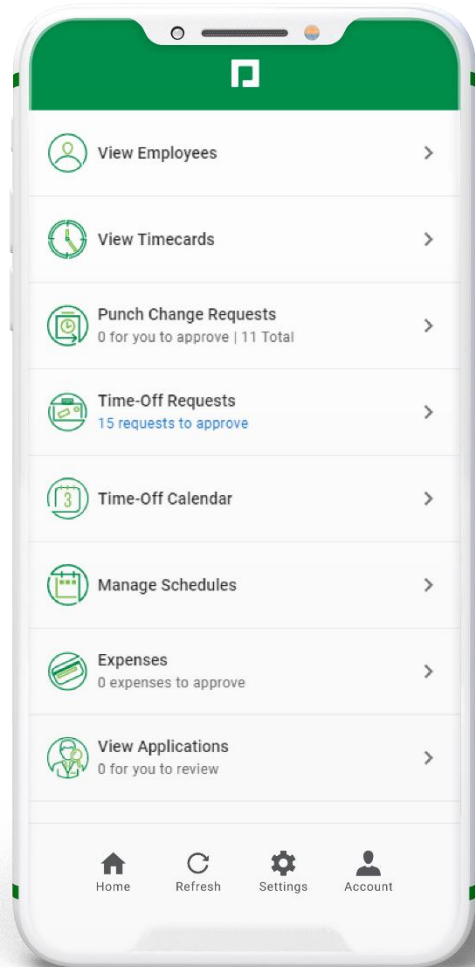
First BiWeekly check date: Friday, July 12th

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

YOU WILL LEARN HOW TO...

- » Submit your time off requests
- » Review your benefits
- » Update your personal information
- » Review employee timecards
- » Approve/deny time-off requests
- » Communicate with HR through Paycom





MANAGER ON-THE-GO[®]

Accessible through the Paycom mobile app, Manager on-the-Go allows managers to **complete approvals or perform other essential tasks** involving the employees they supervise.

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ESS & MANAGER OVERVIEW





QUESTIONS?