paycom®

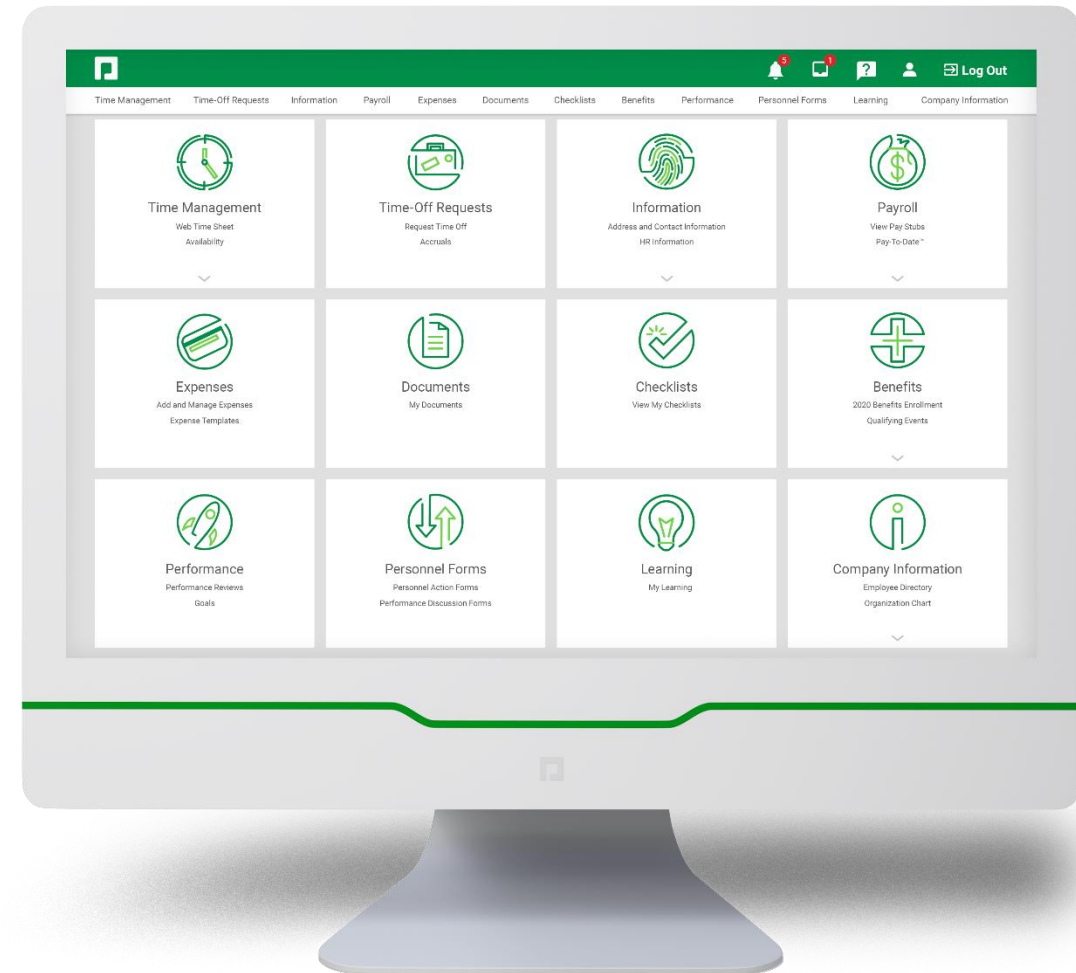# WELCOME TO MANAGER TRAINING

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

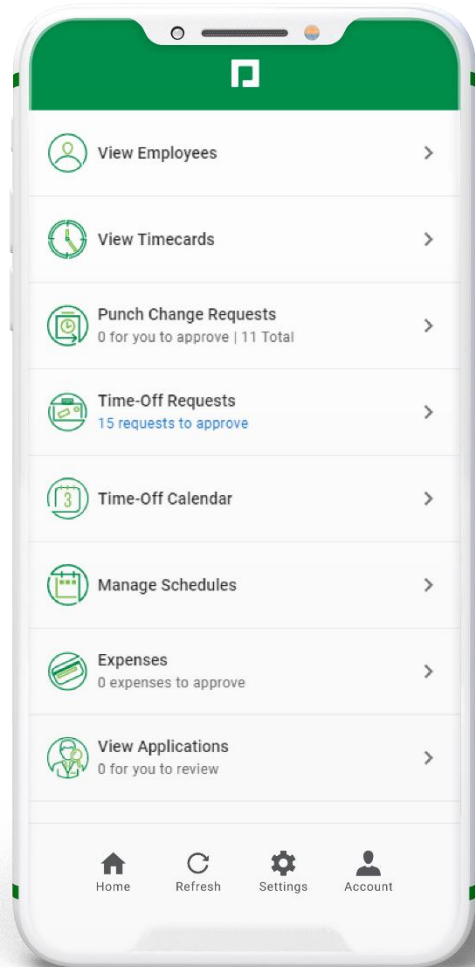Accrual balances loaded by: Tuesday, July 2nd

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
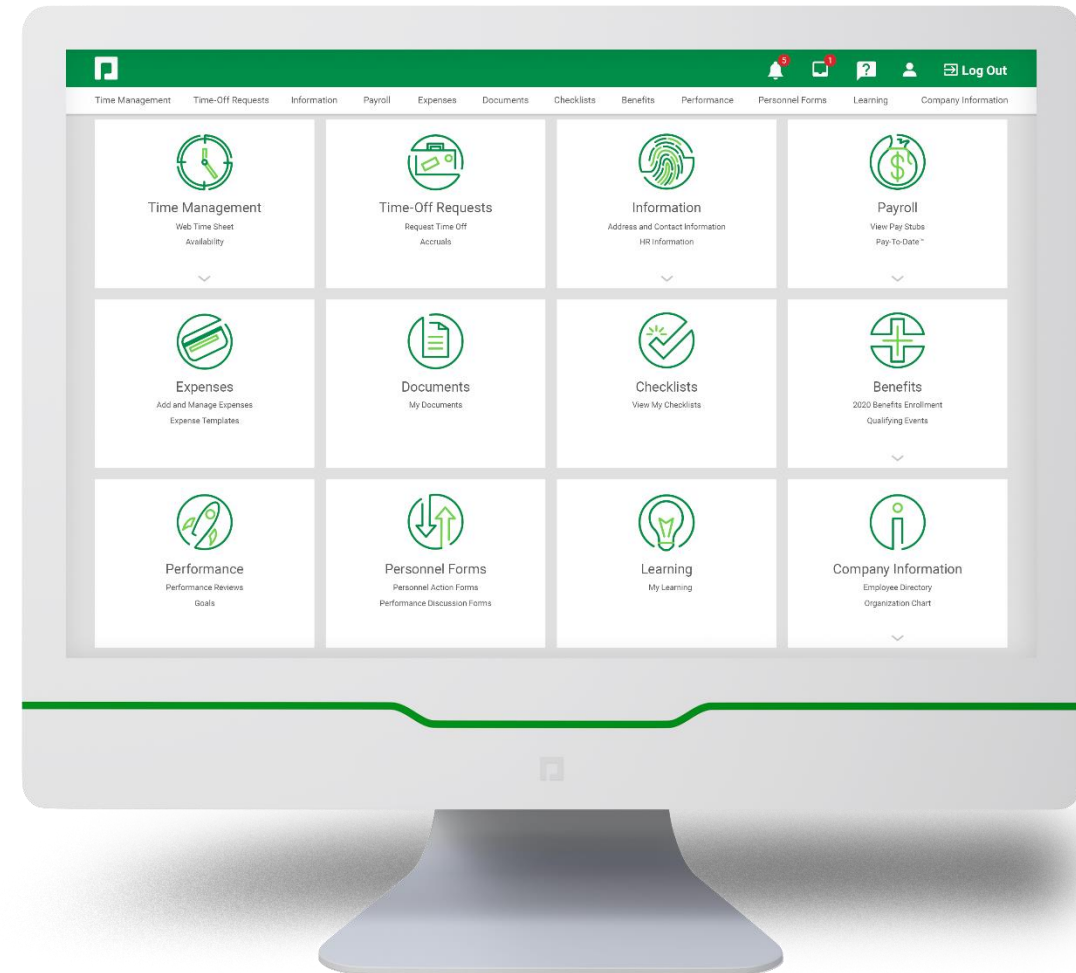
MANAGER ON-THE-GO®

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.

ESS & MANAGER OVERVIEW

QUESTIONS?