Navigating Client Access on Paycom

Only managers and above will access the client side of PayCom. This is a separate login from ESS (Employee Login).

Login into Client Access on Paycom

https://www.paycomonline.net
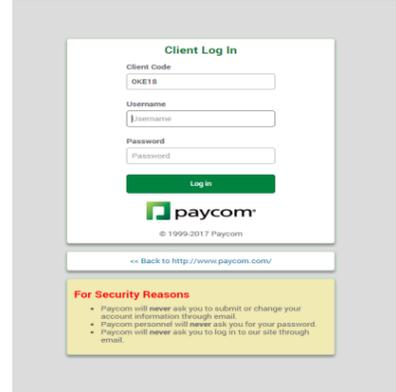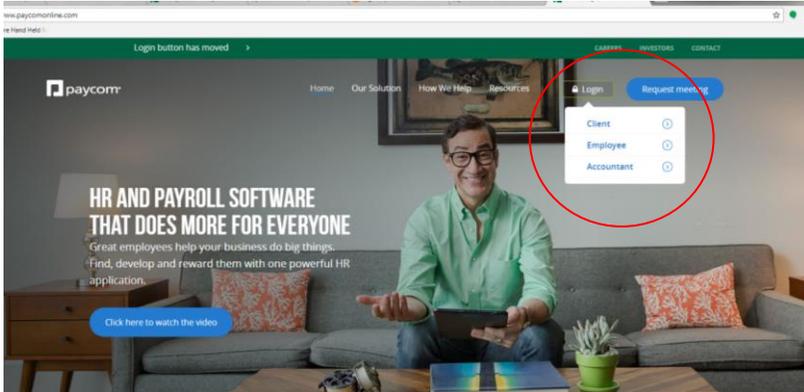
Log into **Client Tab**
Client Code- 0KE18 (zero not the letter O)
User name- First name initial and last name _____
Password- paycom123 (Temporary password)
When you change your password you will need to set-up security questions.
Security Question Tips:
- Enter the same word for every answer, like your name
- Enter the first or last word of the question for the answer

Please make sure to note these answers carefully as you are asked for them whenever you log into a new device.

Home Screen
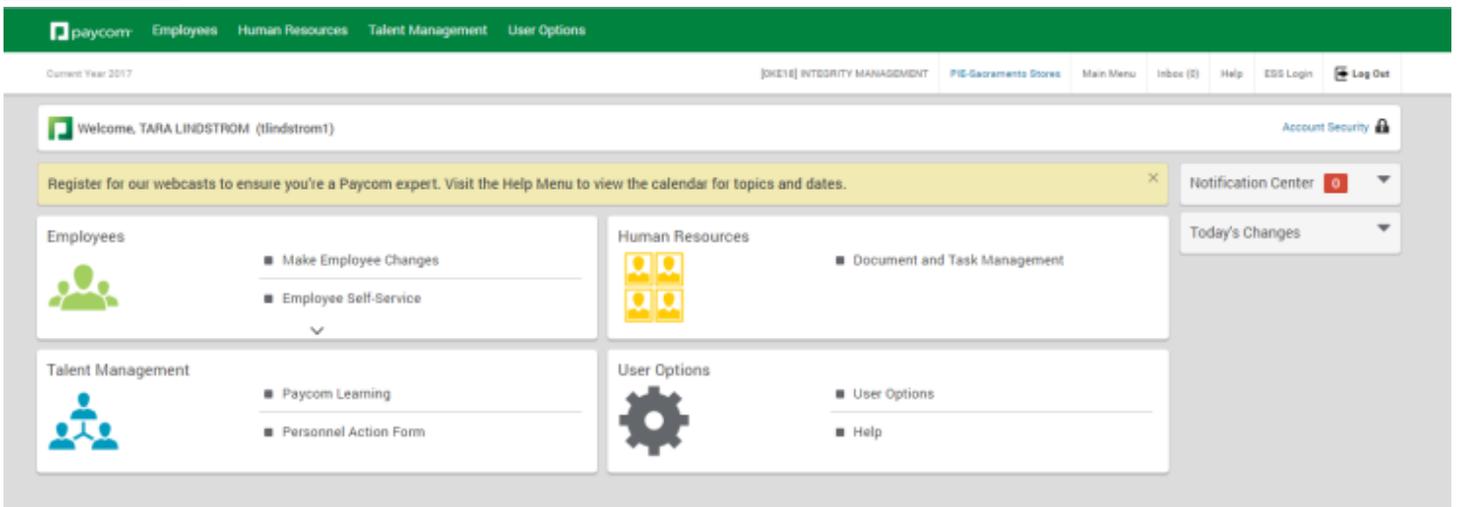
EMPLOYEES SCREEN:

- **Make Employee Changes**: Here you can access your employee list
  Tip: On this screen you can search the employee or click on the arrow below status and it will bring up your active employees.
- **Employee Self Service**: You can view the employee's user name and temporary password if they have not logged in yet. If you click on the Actions button you will be able reset the password by sending the employee an email to reset password, or change the employees email.

From the Client Login you can also access your own ESS Login: (if Client password changes you will need to update it on ESS also)

HUMAN RESOURCES SCREEN:

- **Document Management Dashboard:** Here is where you can see all the forms that have been signed or uploaded for all of your employees.
  Tip: If there is a policy an employee has failed to comply to, you can print it and have them sign it and scan it in to a written warning PAF
- You can also view your employee's documents by going to Employees, Make Employee Changes, click on the employee and then click on #15 My documents

TALENT MANAGEMENT SCREEN:

- **Personnel Action Forms**: Here you can complete a Personnel Action Form (PAF) for your employee for the following reasons:
    - Employee is going to be gone for more than 30 days
    - Employee called in with little to no notice
    - Employee has a doctor note for missing work
    - Save / send a write up to Manager
    - Need to change employees position, compensation or store location
    - Promotion
    - Set up Direct Deposit for a Paycard or Bank for your employees
    - Need to Terminate an employee
    - Need to Rehire an employee already in paycom
    - Meal Break Violation

Personal Action Form (PAF)
To Access this area go to Talent Management, Create Personal action Form Transactions
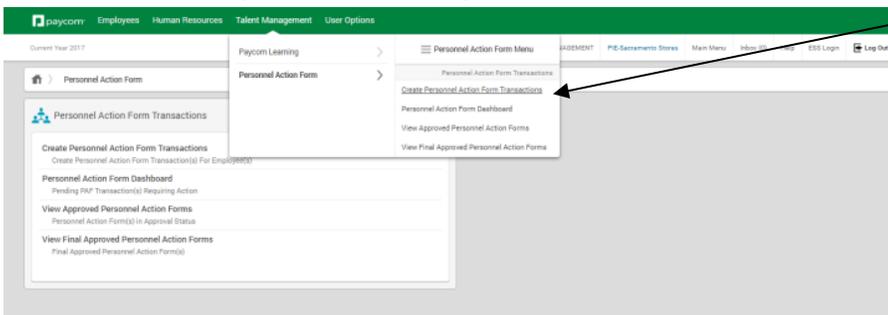
Here are your options for a PAF: leave of absence, Employee Write up or Warning, Change Position, Compensation or location, Paycard or Direct Deposit Change, Meal Break Violation, Separation Report, or Rehire.

When filling out a PAF it is very important that you fill out the entire form.