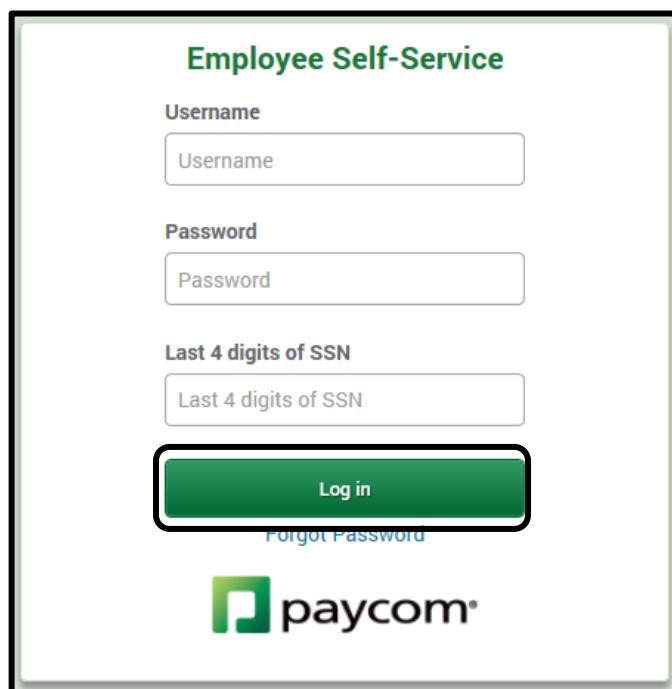


Employee Self Service

To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select “Employee.”



Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”



Employee Self-Service

Username

Username

Password

Password

Last 4 digits of SSN

Last 4 digits of SSN

Log in

[Forgot Password](#)

 paycom®



Navigating Employee Self-Service

After logging in to Employee Self-Service, you'll arrive at the home screen. This is the central location where you can find all of your personal information. Keep in mind that your screen may look a little different, depending on the way your company has set things up for you.

Here, you'll notice there are tiles in the middle of the screen labeled with different subcategories, like Requesting Time Off and Viewing Pay Stubs. You can click on the tiles to access those features. See the sidebar on the left-hand side of the screen? That's your Main Menu, and it mirrors the information found in the middle of the screen.

Main Menu

- Time Management
- Time-Off Requests
- My Information
- My Payroll
- My Expenses
- Documents and Tasks
- My Benefits
- My Performance
- My Personnel Action Forms
- Company Information
- My Learning

Notifications (2)

- Company Messages (1)
- Job Opportunities

Self-Service

- Time Management**
 - Web TimeClock
 - Web Timesheet Read Only
- Time-Off Requests**
 - Request Time Off
 - My Accruals
- My Information**
 - Address and Contact Information
 - HR Information
- My Payroll**
 - View Pay Stubs
 - Pay Rates
- My Expenses**
 - Expense Dashboard
 - Add Expense(s)
- Documents and Tasks**
 - My Documents
 - Paycom University Courses
- My Benefits**
 - Qualifying Events
 - Dependents and Beneficiaries
- My Performance**
 - My Performance Reviews
 - My Goals
- My Personnel Action Forms**
 - My Personnel Action Forms



Viewing Your Tax Information

To view or edit your tax information, all you need to do is select “Tax Setup” from the My Payroll tab on the Main Menu.

Main Menu

- Time Management
- Time-Off Requests
- My Information
- My Payroll**
- View Pay Stubs
- Pay Rates
- Tax Setup**
- Scheduled Earnings and Deductions
- Test Sample Paycheck
- Year-End Tax Forms
- My Expenses
- Documents and Tasks
- My Benefits
- My Performance
- My Personnel Action Forms
- Company Information
- My Learning

Self-Service

Time Management <ul style="list-style-type: none">Web TimeClockWeb Timesheet Read Only	Time-Off Requests <ul style="list-style-type: none">Request Time OffMy Accruals	My Information <ul style="list-style-type: none">Address and Contact InformationHR Information
My Payroll <ul style="list-style-type: none">View Pay StubsPay RatesTax SetupScheduled Earnings and DeductionsTest Sample PaycheckYear-End Tax FormsQualifying EventsDependents and Beneficiaries	My Expenses <ul style="list-style-type: none">Expense DashboardAdd Expense(s)	Documents and Tasks <ul style="list-style-type: none">My DocumentsWelcome to Paycom
	My Performance <ul style="list-style-type: none">My Performance ReviewsMy Goals	My Personnel Action Forms <ul style="list-style-type: none">My Personnel Action Forms



Here, you see your filing status, allowances and any withholdings taken from your paycheck. If your employer allows it, you may be able to make changes to this information right from this screen. This is helpful if you're family size has changed recently, and you need to change your filing status from single or married, or if you need to change the number of exemptions or allowances. If you do make a change, be sure to check the box to electronically sign the document, and then select "Update Tax Setup Information."

Tax Setup

Federal Tax Setup

Fed Blocked/Estimated No

Federal Filing Status

Number of Federal Allowances

Select the appropriate option to withhold an additional amount or percentage.

Withhold Additional Amount

Withhold Additional Percent % Decimal Format (ex: 5% is 0.05)

State and Local Tax Setup

Primary Live-in State Oklahoma

Primary Work-in State Oklahoma

Oklahoma Tax Setup

Blocked/Estimated No

Filing Status

Number of Exemptions/Allowances

Select the appropriate option to withhold an additional amount or percentage.

Withhold Additional Amount

Withhold Additional Percent % Decimal Format (ex: 5% is 0.05)

By checking this box you agree with the terms in the W4 and are electronically signing a W4.
Signature: FRANK ADAMS

(Note: Changes will not be applied unless you click "UPDATE.")



Sample Paychecks

Now let's go back to the Main Menu! When it comes to changing your tax filing status or adding a new benefit plan, it's only natural to wonder how it will affect your bottom line. Instead of guessing, you can use Paycom to find out exactly how much will come out of your paycheck before you make any final decisions.

Just click "Test Sample Paycheck" under the My Payroll section.

Main Menu

- Time Management
- Time-Off Requests
- My Information
- My Payroll**
- View Pay Stubs
- Pay Rates
- Tax Setup
- Scheduled Earnings and Deductions
- Test Sample Paycheck**
- Year-End Tax Forms

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Help and Settings

Self-Service

Time Management <ul style="list-style-type: none">Web TimeClockWeb Timesheet Read Only	Time-Off Requests <ul style="list-style-type: none">Request Time OffMy Accruals	My Information <ul style="list-style-type: none">Address and Contact InformationHR Information
My Payroll <ul style="list-style-type: none">View Pay StubsPay RatesTax SetupScheduled Earnings and DeductionsTest Sample PaycheckYear-End Tax FormsQualifying EventsDependents and Beneficiaries	My Expenses <ul style="list-style-type: none">Expense DashboardAdd Expense(s)	Documents and Tasks <ul style="list-style-type: none">My DocumentsWelcome to Paycom
My Performance <ul style="list-style-type: none">My Performance ReviewsMy Goals	My Personnel Action Forms <ul style="list-style-type: none">My Personnel Action Forms	



Here, you can test how benefits deduct from your paycheck or edit tax information by clicking on the buttons in the top, right-hand side.

Let's say that you'd like to see how much it would cost to elect health coverage for yourself. First, click "Add Eligible Benefit."

Sample Paycheck

Add Eligible Benefit

Edit Tax Information

Earnings			
Earning	Hours	Rate	Amount
Regular	80.00	22.00	\$1,760.00
GROSS	80.00		\$1,760.00

Employee Taxes	
W/H Tax	Amount
Federal W/H	\$185.32
Medicare	\$25.45
Social Security	\$108.81
Oklahoma State W/H	\$64.00
TOTAL TAXES	\$383.58

Deductions		
Deduction	Details/Tax Treatment	Amount
Dental Pre-Tax	S125 Pre-Tax	\$5.00
Expense Reimbursement	After Tax Deduction	\$0.00
Flex Spending Account	S125 Pre-Tax	\$0.00
NET DEDUCTIONS		\$5.00

NET CHECK \$1,371.42

Back **Reset**

Then, select the benefit and coverage level from the drop-downs and click "Add Deduction."

Sample Paycheck

Add Eligible Benefit

Add Deduction

Eligible Benefit	Benefit Amount/Level
HEA - Medical Plan	Employee Only - 100.00



Now you can see how much it would deduct from your paycheck. When you're finished, you can clear the sample paycheck by just hitting "Reset."

Deductions		
Deduction	Details/Tax Treatment	Amount
Dental Pre-Tax	S125 Pre-Tax	\$5.00
Expense Reimbursement	After Tax Deduction	\$0.00
Flex Spending Account	S125 Pre-Tax	\$0.00
Health Pre-Tax	S125 Pre-Tax	\$100.00
NET DEDUCTIONS		\$105.00
NET CHECK		\$1,299.07

[Back](#) [Reset](#)

Let's go back to the Sample Paycheck screen. You can also see how changing your state or federal tax filing information will impact your pay check. Select "Edit Tax Information."

Sample Paycheck

[Add Eligible Benefit](#)
[Edit Tax Information](#)

Earnings			
Earning	Hours	Rate	Amount
Regular	80.00	22.00	\$1,760.00
GROSS	80.00		\$1,760.00

Then, use the drop-downs and text fields to update your filing status, exemptions or allowances. Click "Update" to view your sample paycheck.

Sample Paycheck

[Add Eligible Benefit](#)
[Edit Tax Information](#)

Filing Status		Exemptions / Allowances
Federal Taxes	Single	2
OK State Taxes	Single	2

Change Tax Profile [Update](#)

[Cancel](#) [Update](#)



Downloading Paycom on Your Phone

Nothing makes accessing your Employee Self-Service easier than using Paycom's mobile application. This is helpful because you could do things like submit your timecard or an expense request, or even use it to show your income to someone when you're applying for a loan – all from the palm of your hand.

Simply search in the Apple App Store or Google Play Store for "Paycom Payroll." Then, you're able to log in to the app by entering your username, password and the last four digits of your social security number. If you want to use your fingerprint to login, make sure to select the box for "Store credentials using fingerprint" and click "Login."

