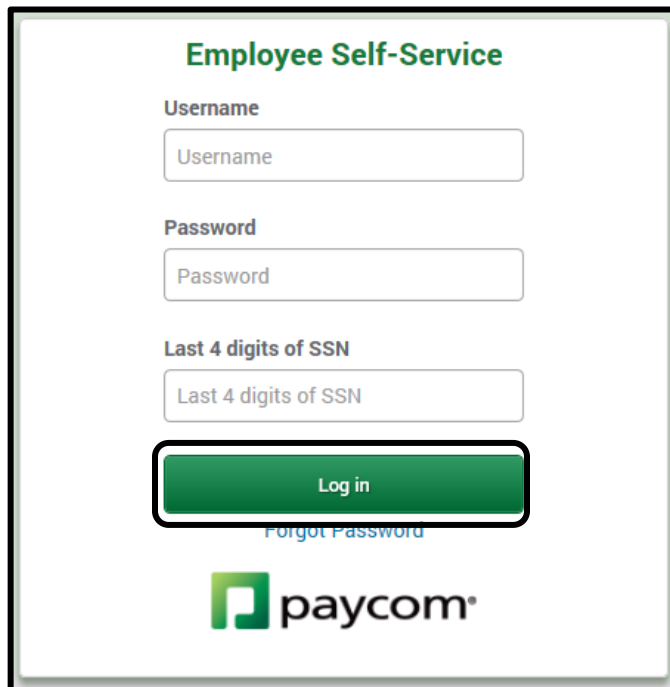


Employee Self Service

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.”

A screenshot of the 'Employee Self-Service' login form. The title 'Employee Self-Service' is at the top in green. Below it are three input fields: 'Username', 'Password', and 'Last 4 digits of SSN'. Each field has a placeholder text matching its label. Below the input fields is a large green 'Log in' button. Under the button is a link that says 'Forgot Password'. At the bottom of the form is the Paycom logo.



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.

The screenshot displays the Paycom Employee Self-Service interface. At the top left is the Paycom logo. To its right is the user's profile for Frank Adams, an Executive Sales Representative, with contact information. A 'Log Out' button is in the top right corner. Below the profile is a 'Self-Service' header. The main area contains a 3x3 grid of tiles for Time Management, Time-Off Requests, My Information, My Payroll, My Expenses, Documents and Tasks, My Benefits, My Performance, and My Personnel Action Forms. Each tile lists specific features like 'Web TimeClock', 'Request Time Off', 'Address and Contact Information', etc. A left sidebar shows a 'Main Menu' with icons for all these categories. On the right, there are notification boxes for 'Notifications', 'Company Messages', and 'Job Opportunities'.

Category	Subcategory	Options
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

- 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
- Tax Setup**
- Scheduled Earnings and Deductions
- Test Sample Paycheck
- Year-End Tax Forms
- Qualifying Events
- Dependents and Beneficiaries

My Expenses

- Expense Dashboard
- Add Expense(s)

Documents and Tasks

- My Documents
- Welcome to Paycom

My Performance

- My Performance Reviews
- My Goals

My Personnel Action Forms

- My Personnel Action Forms

FRANK ADAMS
Executive Sales Representative
frank.adams@paycomonline.com
(405) 977-4456

Help and Settings



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	Single
Number of Federal Allowances	2
Select the appropriate option to withhold an additional amount or percentage.	
<input type="radio"/> Withhold Additional Amount	\$
<input type="radio"/> 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	Single
Number of Exemptions/Allowances	2
Select the appropriate option to withhold an additional amount or percentage.	
<input type="radio"/> Withhold Additional Amount	\$
<input type="radio"/> Withhold Additional Percent	% Decimal Format (ex: 5% is 0.05)
<input checked="" type="checkbox"/> 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.")	
<div>Cancel</div> <div>Update Tax Setup Information</div>	



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.

The screenshot shows the Paycom Self-Service dashboard for Frank Adams, an Executive Sales Representative. The interface includes a left-hand navigation menu, a top header with user information, and a main grid of self-service options.

Left Navigation Menu:

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

Top Header:

- FRANK ADAMS
Executive Sales Representative
frank.adams@paycomonline.com
(405) 977-4456
- Help and Settings

Self-Service Grid:

- 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, Tax Setup, Scheduled Earnings and Deductions, **Test Sample Paycheck** (highlighted), Year-End Tax Forms
- My Expenses:** Expense Dashboard, Add Expense(s)
- Documents and Tasks:** My Documents, Welcome to Paycom
- My Performance:** My Performance Reviews, My Goals
- My Personnel Action Forms:** 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	\$125 Pre-Tax	\$5.00
Expense Reimbursement	After Tax Deduction	\$0.00
Flex Spending Account	\$125 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

Edit Tax Information

Add Eligible Benefit

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

Cancel

Add Deduction



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

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			
<div><input type="button" value="+ Add Eligible Benefit"/> <input type="button" value="Edit Tax Information"/></div>			
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		
<div><input type="button" value="+ Add Eligible Benefit"/> <input type="button" value="Edit Tax Information"/></div>		
	Filing Status	Exemptions / Allowances
Federal Taxes	Single <input type="button" value="v"/>	<input type="text" value="2"/>
OK State Taxes	Single <input type="button" value="v"/>	<input type="text" value="2"/>
Change Tax Profile	1 - OK/OK/OK <input type="button" value="v"/>	
<div><input type="button" value="Cancel"/><input type="button" value="Update"/></div>		



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.”

