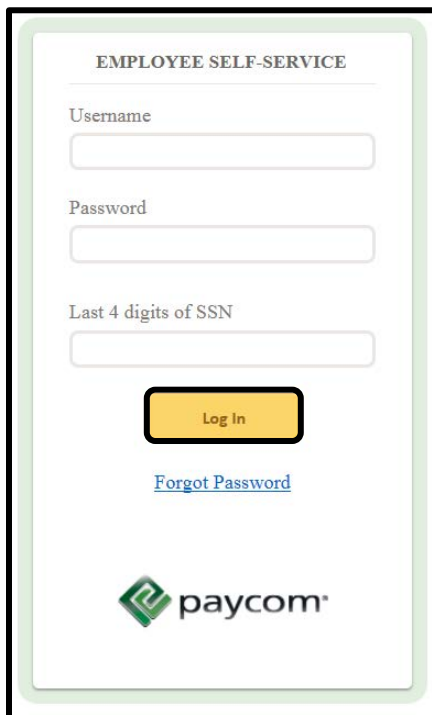


Using the Web Time Clock through Employee Self-Service

To begin using the Web Time Clock, first log in to Employee Self-Service. To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select “Employee.”

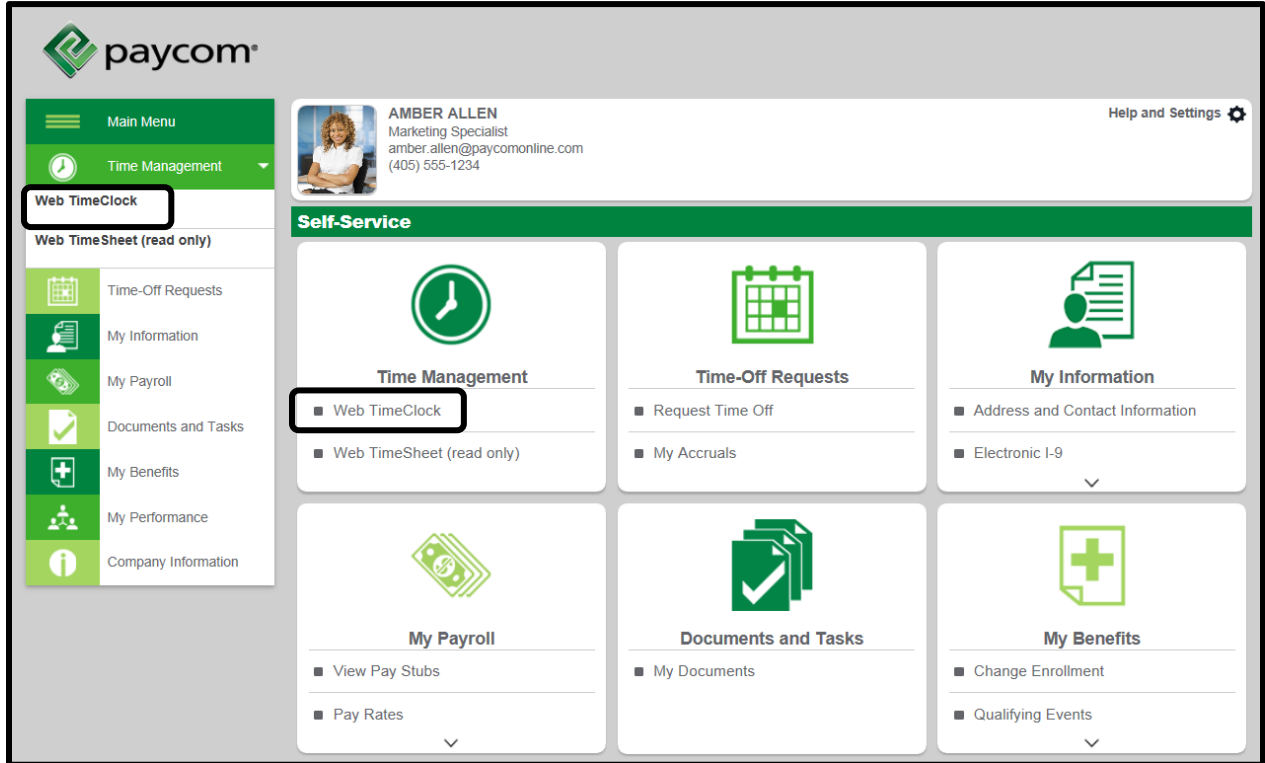


Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”



The screenshot shows the "EMPLOYEE SELF-SERVICE" login form. It contains three input fields: "Username", "Password", and "Last 4 digits of SSN". Below the input fields is a yellow "Log In" button. Underneath the button is a blue link for "Forgot Password". At the bottom of the form is the Paycom logo.

From the main menu screen, select “Web Time Clock” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.

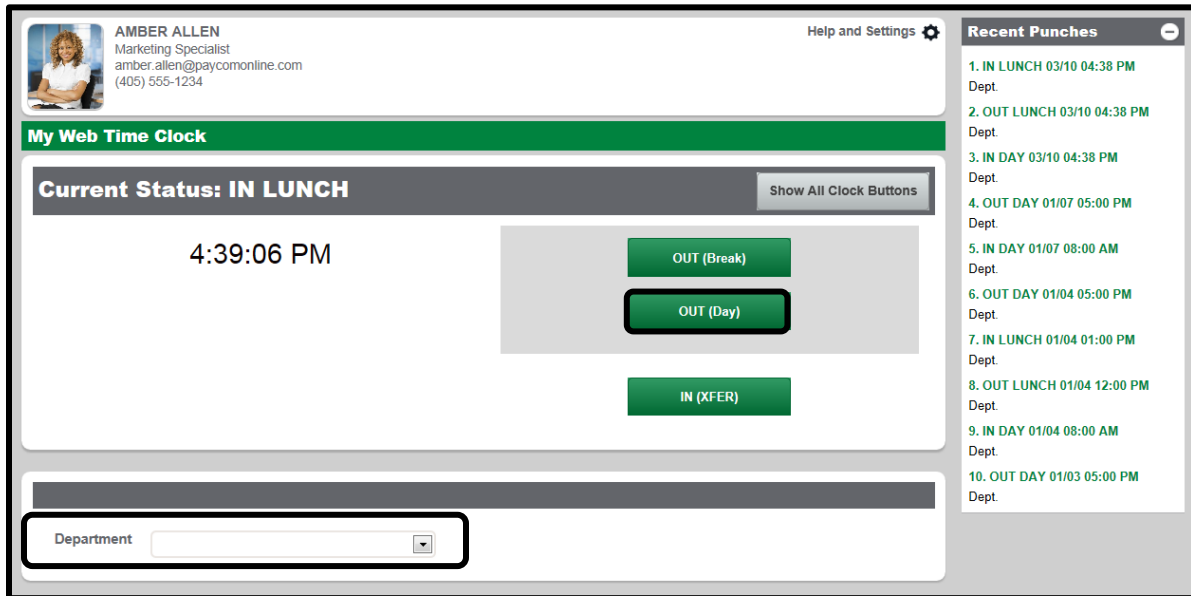


The screenshot displays the Paycom Self-Service portal interface. On the left is a vertical navigation menu with options: Main Menu, Time Management (expanded), Web TimeClock (highlighted with a red box), Web TimeSheet (read only), Time-Off Requests, My Information, My Payroll, Documents and Tasks, My Benefits, My Performance, and Company Information. The main content area is titled "Self-Service" and contains six large tiles: Time Management (with a clock icon and sub-options: Web TimeClock, Web TimeSheet (read only)), Time-Off Requests (with a calendar icon and sub-options: Request Time Off, My Accruals), My Information (with a person icon and sub-options: Address and Contact Information, Electronic I-9), My Payroll (with a money icon and sub-options: View Pay Stubs, Pay Rates), Documents and Tasks (with a document icon and sub-option: My Documents), and My Benefits (with a plus sign icon and sub-options: Change Enrollment, Qualifying Events). At the top right of the main area, there is a user profile for Amber Allen (Marketing Specialist) and a "Help and Settings" gear icon.

On the Web Time Clock screen, click the appropriate button to Clock In/Out.

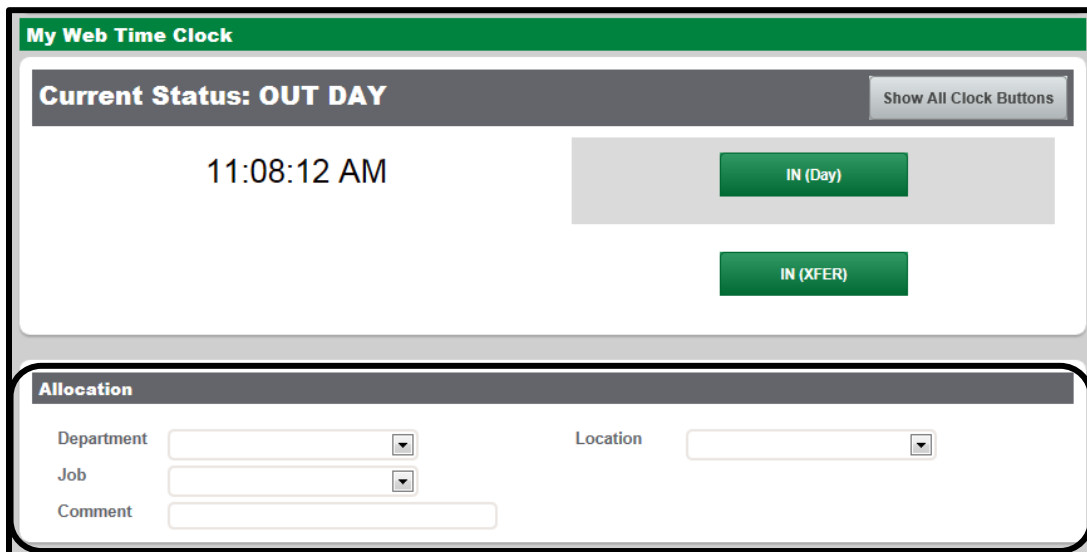
You can allocate this punch to a department if you worked in a department that is not your home department by selecting the appropriate option from the “Department” drop-down.

Your recent punches will display on the right side of your screen. To collapse this section, click the minus sign.



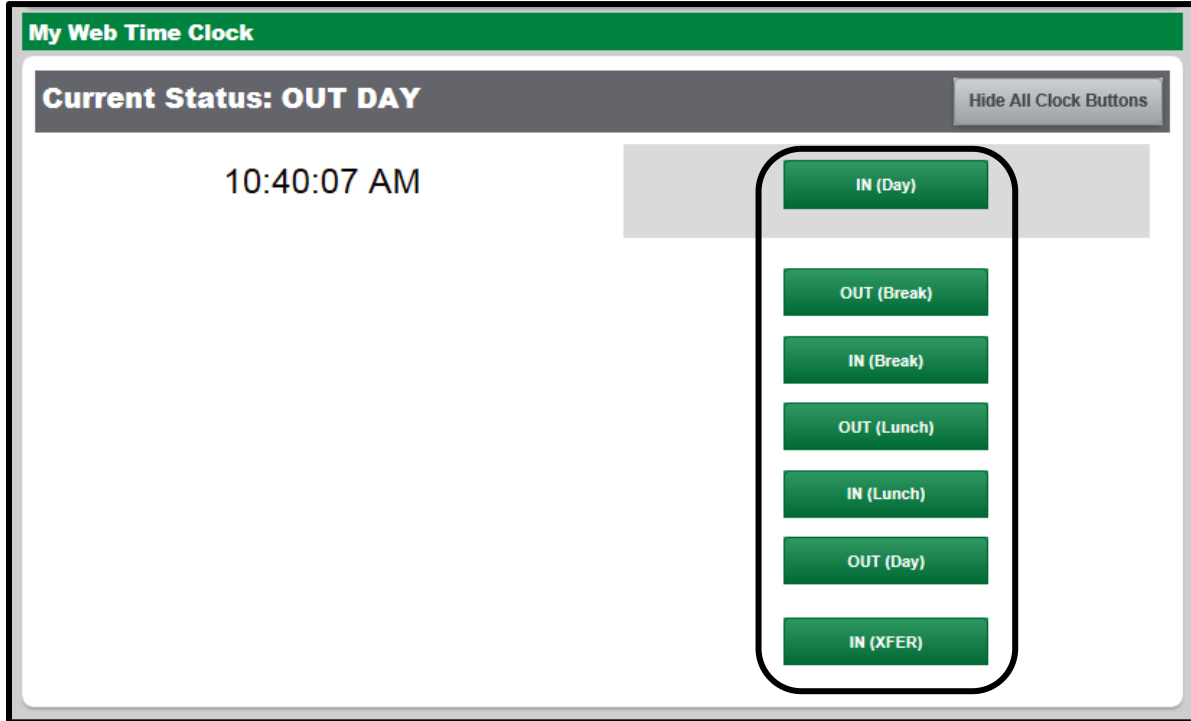
The screenshot shows the 'My Web Time Clock' interface. At the top left, there is a user profile for Amber Allen, Marketing Specialist, with contact information. A 'Help and Settings' gear icon is at the top right. The main area displays 'Current Status: IN LUNCH' with a clock showing 4:39:06 PM. Below the clock are three buttons: 'OUT (Break)', 'OUT (Day)', and 'IN (XFER)'. A 'Department' dropdown menu is visible at the bottom left. On the right side, a 'Recent Punches' list shows 10 entries, including 'IN LUNCH', 'OUT LUNCH', 'IN DAY', and 'OUT DAY' with dates and times. A minus sign icon is next to the 'Recent Punches' header.

If your employer allows you to allocate time to different locations and/or positions, select the appropriate information from the drop-downs under the “Allocation” section, then select the applicable clock button.

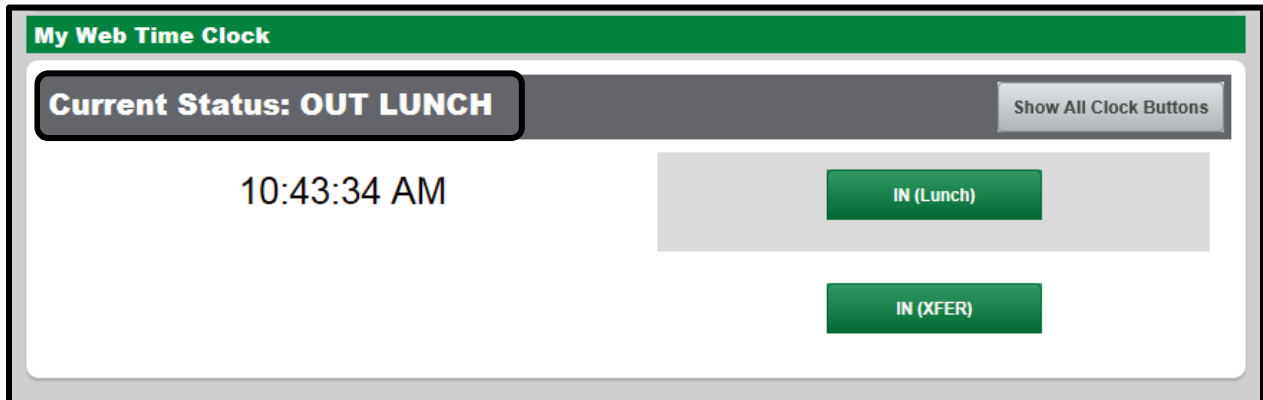


This screenshot shows the 'My Web Time Clock' interface with the status 'Current Status: OUT DAY' and a clock showing 11:08:12 AM. The 'Allocation' section at the bottom is highlighted with a red box and contains three dropdown menus: 'Department', 'Job', and 'Location', along with a 'Comment' text input field. The 'IN (Day)' and 'IN (XFER)' buttons are visible in the main area.

If the punch you need to make is not listed, click “Show All Clock Buttons” on the Web Time Clock screen shown above. Once all clock buttons are visible, select the appropriate button.

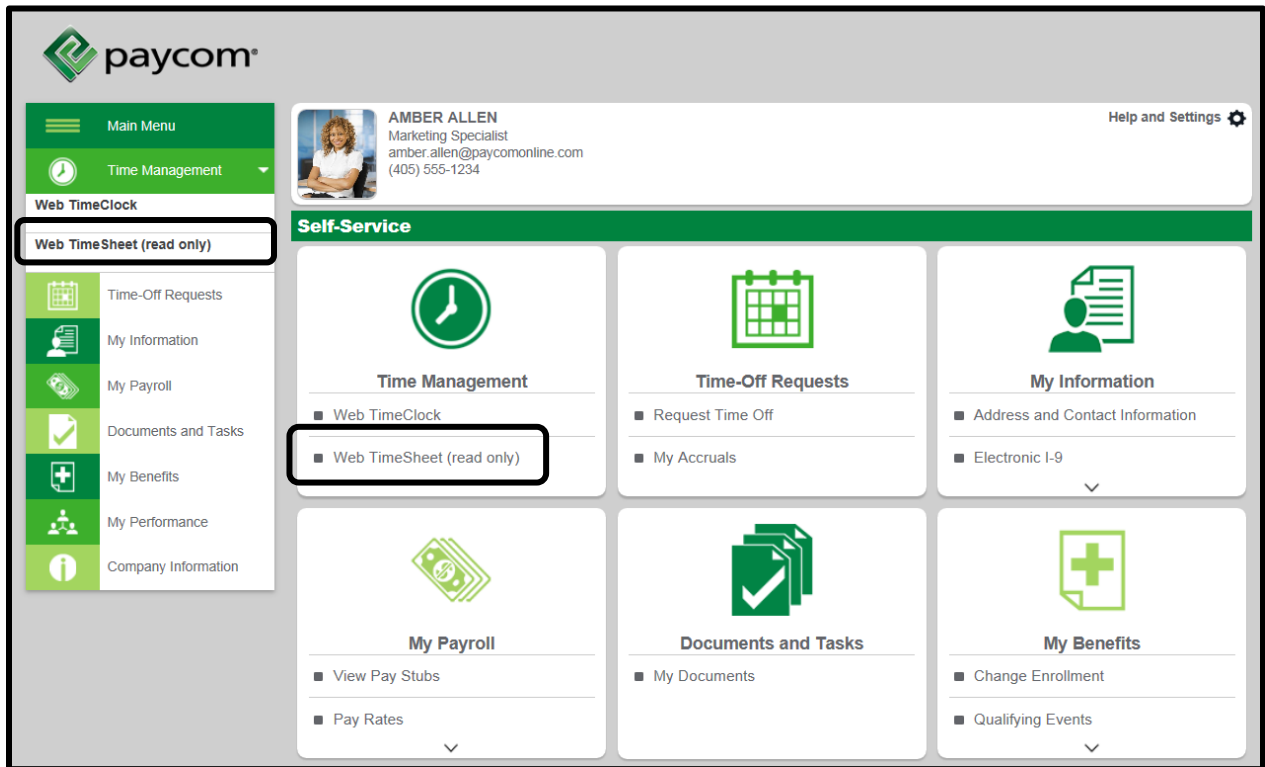


After you've made your punch, your Web Time Clock will update to display your current status.



Web Time Sheet (Read Only)

The read only Web Time Sheet allows you to view your time/punches by pay period. To view the Web Time Sheet (read only) select “Web Time Sheet (read only)” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot displays the Paycom Self-Service user interface. At the top left is the Paycom logo. Below it is a navigation menu with options: Main Menu, Time Management (selected), Web TimeClock, and Web TimeSheet (read only) (highlighted with a black box). The top right shows the user profile for AMBER ALLEN, Marketing Specialist, with contact information and a Help and Settings gear icon. The main area is titled 'Self-Service' and contains six tiles: Time Management (with a clock icon), Time-Off Requests (with a calendar icon), My Information (with a person icon), My Payroll (with a stack of money icon), Documents and Tasks (with a document icon), and My Benefits (with a plus sign icon). The 'Time Management' tile is expanded to show 'Web TimeClock' and 'Web TimeSheet (read only)' (highlighted with a black box). The 'Time-Off Requests' tile shows 'Request Time Off' and 'My Accruals'. The 'My Information' tile shows 'Address and Contact Information' and 'Electronic I-9'. The 'My Payroll' tile shows 'View Pay Stubs' and 'Pay Rates'. The 'Documents and Tasks' tile shows 'My Documents'. The 'My Benefits' tile shows 'Change Enrollment' and 'Qualifying Events'.

To change the viewing period, select the appropriate time frame from the drop-down. To easily view the previous pay period, select “Prev.”

Time Sheet

Actions

Read Only Time Sheet

Prev

02/23/2014 - 03/08/2014 (Current Period) ▼

View Schedule

Legend

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/23)														
MON (02/24)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/25)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/26)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/27)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/28)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (03/01)														
Weekly Totals:								40.00		0.00				
SUN (03/02)														
MON (03/03)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (03/04)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (03/05)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (03/06)		10:43 AM		10:43 AM					0.00					
FRI (03/07)														
SAT (03/08)														
Weekly Totals:								24.00		0.00				

Period Totals

Pay Code	Department	Hours	Dollars
R	Regular		64.00
		64.00	

Select “Legend” to view a pop-up legend of the symbols in the Web Time Sheet.

✕

Comments

Missing Punch

Delete Row



Approving Timecards

If your employer requires you to approve your timecard, do so by selecting “Approve” next to “Employee Approval.”

Time Sheet

Actions

Read Only Time Sheet

Prev

02/09/2014 - 02/22/2014 (Previous Period)

Next

View Schedule

Legend

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/09)														
MON (02/10)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/11)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/12)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/13)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/14)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (02/15)														
Weekly Totals:								40.00		0.00				
SUN (02/16)														
MON (02/17)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/18)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/19)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/20)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/21)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (02/22)														
Weekly Totals:								40.00		0.00				

Employee Approval
(Approve)

Supervisor Approval

Period Totals

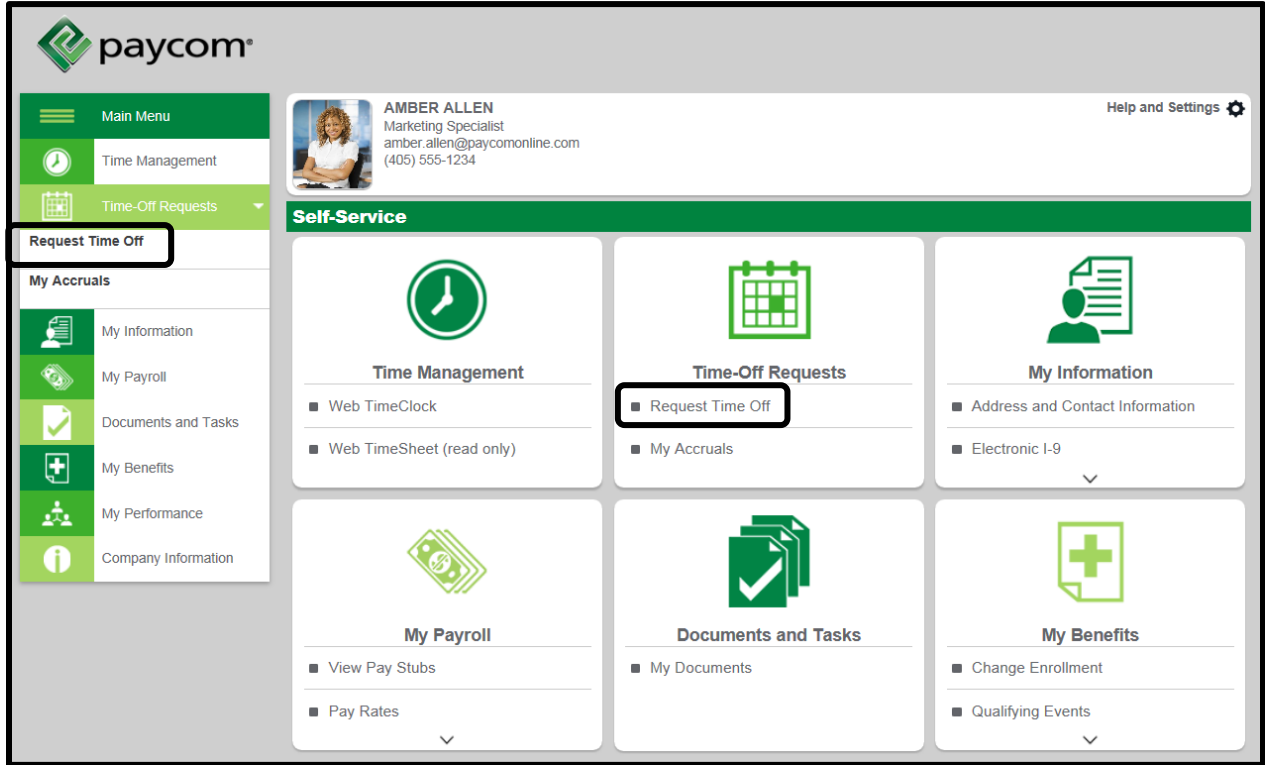
Pay Code	Department	Hours	Dollars
R	Regular	80.00	
		80.00	

Once you have approved the timecard the date, time and your employee username will appear next to “Employee Approval.” If you need to make adjustments before a supervisor approves the timecard, select “Revoke” and make the necessary changes.

Employee Approval
(Revoke)
03/06 11:04 AM - 05050ALLA

Supervisor Approval

From the main menu screen, select “Request Time Off” from the Time-Off Requests tile in the center of the screen or from the Main Menu navigation on the left side of the page.

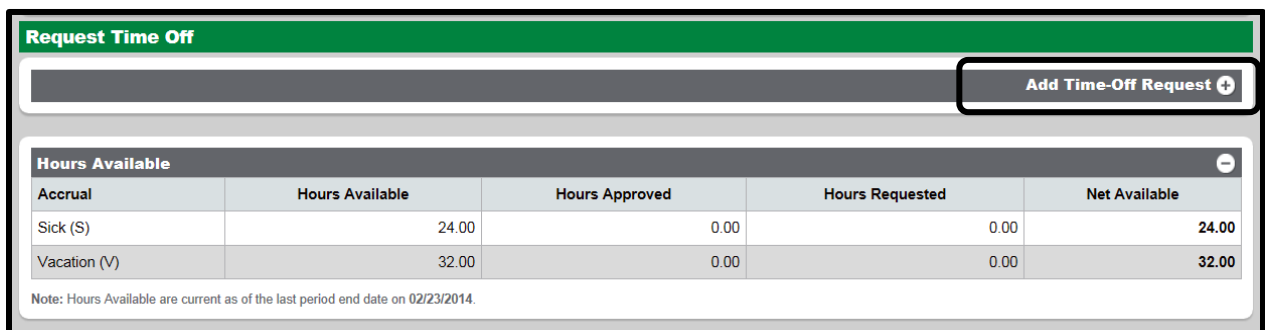


There are two ways to request time off:

- Option 1) Under the “Request Time Off” Header
- Option 2) Using the Calendar

Option 1) “Request Time Off” Header

To request time off from the Request Time Off header, select “Request Time Off” or the plus sign.





Enter the amount of hours you need to request off as well as the accrual type. You are able to select the date or date range you would like to request off. *Note: Your available time is listed below under the “Hours Available” header.*

Enter in a Start Time depending on the time the time-off request will begin. You also have the ability to add a reason for the time-off request.

If you have a request that spans over a weekend, the “Ignore Weekends” check box is selected as a default and will skip placing requests on the weekend. Uncheck this box if you are taking time off on a weekend.

You can view your available balance as of your last pay period end date as well as the future hours you have had approved and the total amount of time that has been requested. You will see the “Net Available” amount that shows what is left after your approved and requested amounts are taken.

When finished, select “Add Request.”

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick(S)	24.00	0.00	0.00	24.00
Vacation(V)	32.00	0.00	0.00	32.00

Note: Hours Available are current as of the last period end date on 09/22/2013.

If your employer chooses, once you have made your request an email will be sent to your supervisor for approval.

Option 2) Calendar

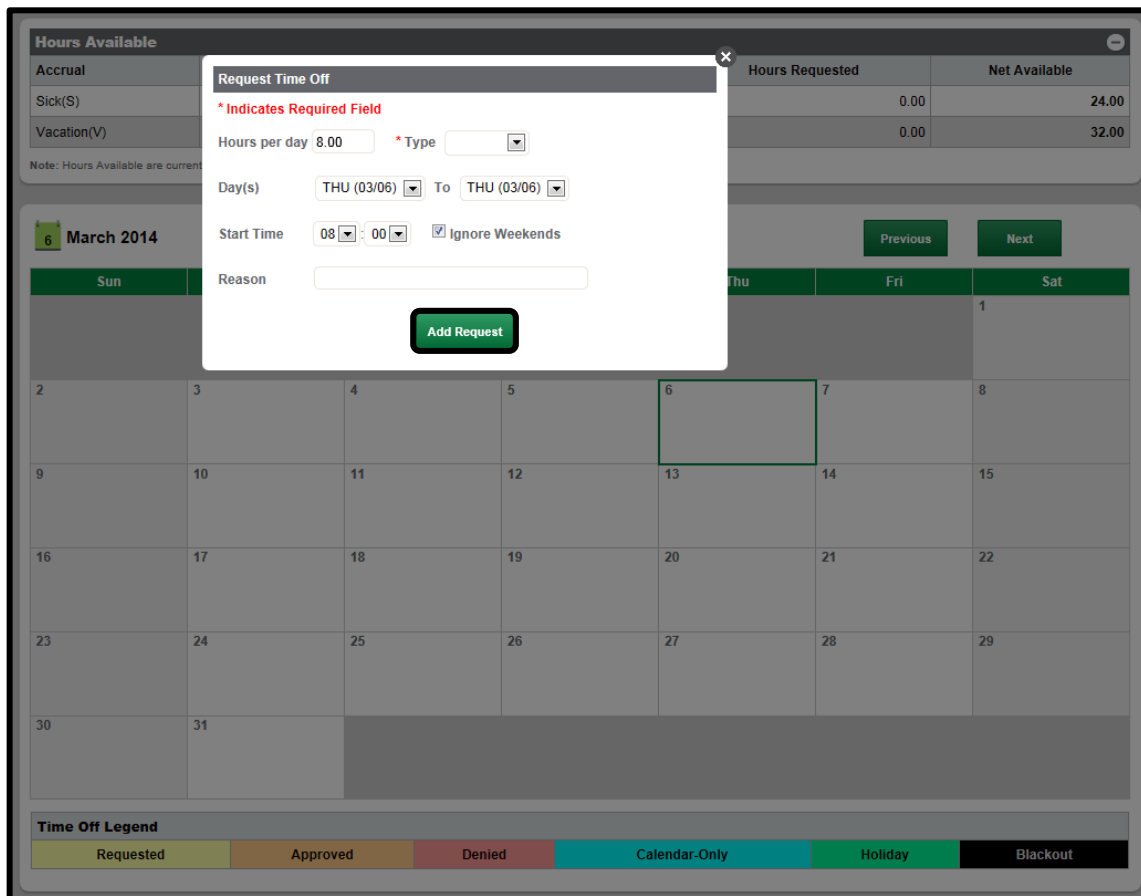
To request time off from the Calendar, select the plus sign on the day to be requested off. *Note: Today's date will always have a solid outline on the calendar.*

Enter the amount of hours you need to request off as well as the accrual type. You are able to select the date or date range you would like to request off. *Note: Your available time is listed below under the "Hours Available" header.*

Enter in a Start Time depending on the time the time-off request will begin. You also have the ability to add a reason for the time-off request.

If you have a request that spans over a weekend, the "Ignore Weekends" check box is selected as a default and will skip placing requests on the weekend. Uncheck this box if you are taking time off on a weekend.

When finished, select "Add Request."



Hours Available	Hours Requested	Net Available
Sick(S)	0.00	24.00
Vacation(V)	0.00	32.00

Request Time Off

* Indicates Required Field

Hours per day 8.00 * Type

Day(s) THU (03/06) To THU (03/06)

Start Time 08:00 Ignore Weekends

Reason

Add Request

Sun	Mon	Tue	Thu	Fri	Sat
					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

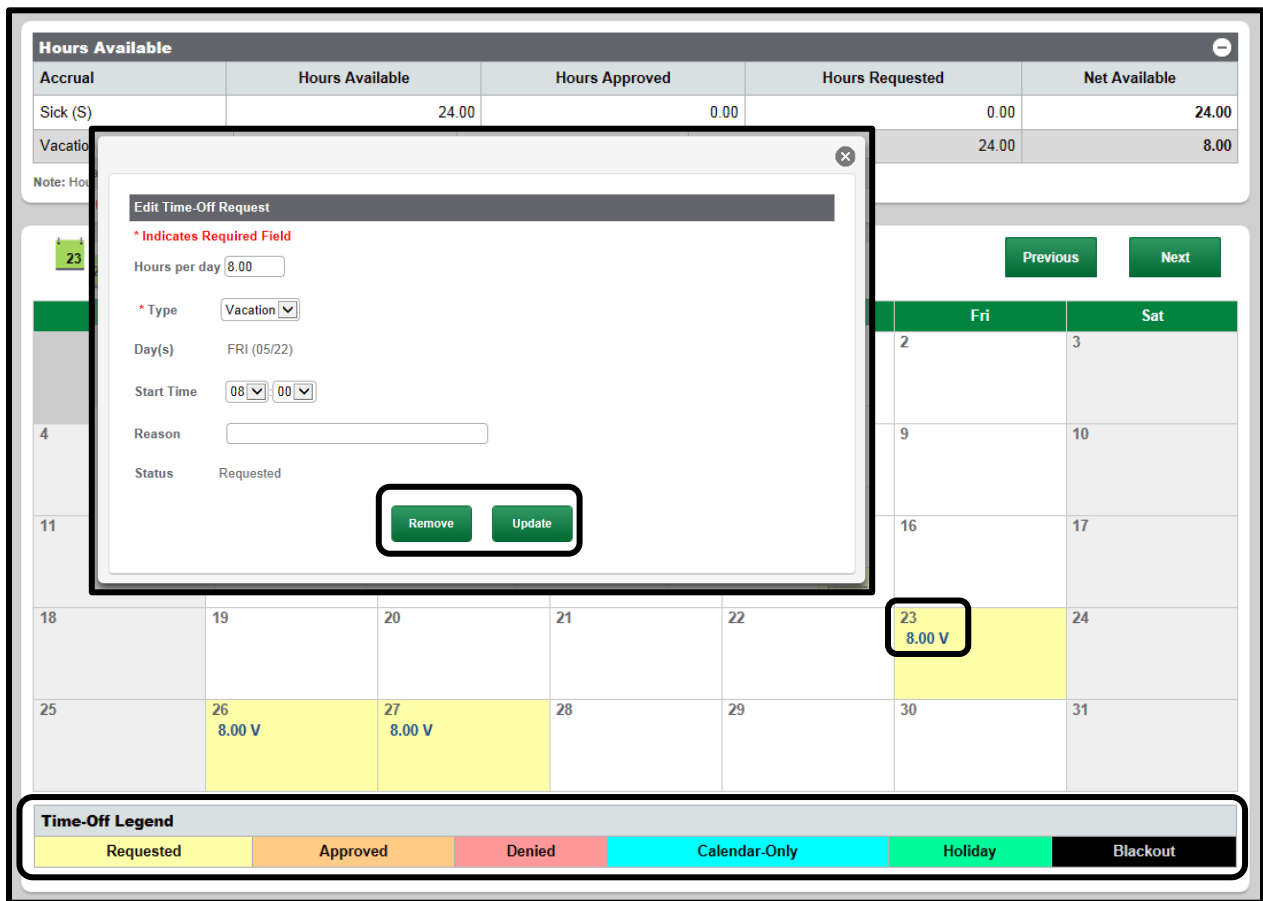
Time Off Legend

Requested Approved Denied Calendar-Only Holiday Blackout

After your request is submitted, you will be able to view the time-off request in the time-off calendar. The requests will be color coded so you can easily see what has happened with the request by viewing the PTO Legend.

When your supervisor approves or denies the request it will automatically update the calendar so you know if the time has been approved or not. If you would like to see the details of the time-off request, you can select the link to show the time-off request.

Also, you are able to edit or delete your request by selecting the link within the calendar day. From the “Edit Time-Off Request” pop-up box, you can edit the information and then select “Update,” or you can delete the request by selecting “Remove.”



The screenshot displays the Paycom Time-Off Request interface. At the top, there is a table titled "Hours Available" with columns for Accrual, Hours Available, Hours Approved, Hours Requested, and Net Available. Below this is a calendar view showing days from 2 to 31. A request for 8.00 hours of vacation is shown on Friday, May 22nd, highlighted in yellow. A pop-up window titled "Edit Time-Off Request" is overlaid on the calendar, showing the request details: Hours per day (8.00), Type (Vacation), Day(s) (FRI (05/22)), Start Time (08:00), Reason (empty field), and Status (Requested). The "Remove" and "Update" buttons are highlighted with a red box. At the bottom, there is a "Time-Off Legend" with color-coded boxes for Requested (yellow), Approved (orange), Denied (red), Calendar-Only (cyan), Holiday (green), and Blackout (black).

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick (S)	24.00	0.00	0.00	24.00
Vacation			24.00	8.00

Day	Hours	Type
2		
3		
4		
9		
10		
11		
16		
17		
18		
19		
20		
21		
22	8.00 V	Vacation
23	8.00 V	Vacation
24		
25		
26	8.00 V	Vacation
27	8.00 V	Vacation
28		
29		
30		
31		

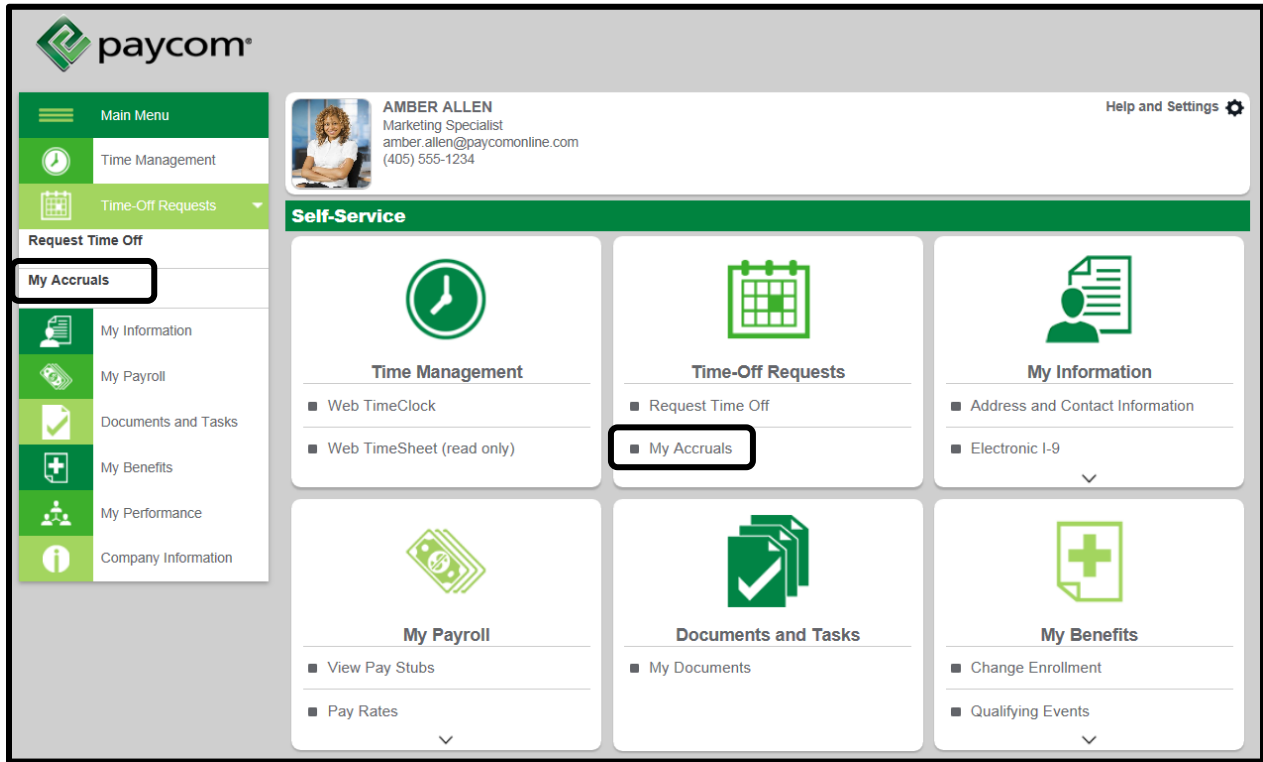
Request Status
Requested
Approved
Denied
Calendar-Only
Holiday
Blackout



If your employer chooses, the system will automatically send you an email letting you know if your request has been approved or denied.



From the main menu screen, select “My Accruals” from the Time-Off Requests tile in the center of the screen or from the Main Menu navigation on the left side of the page.

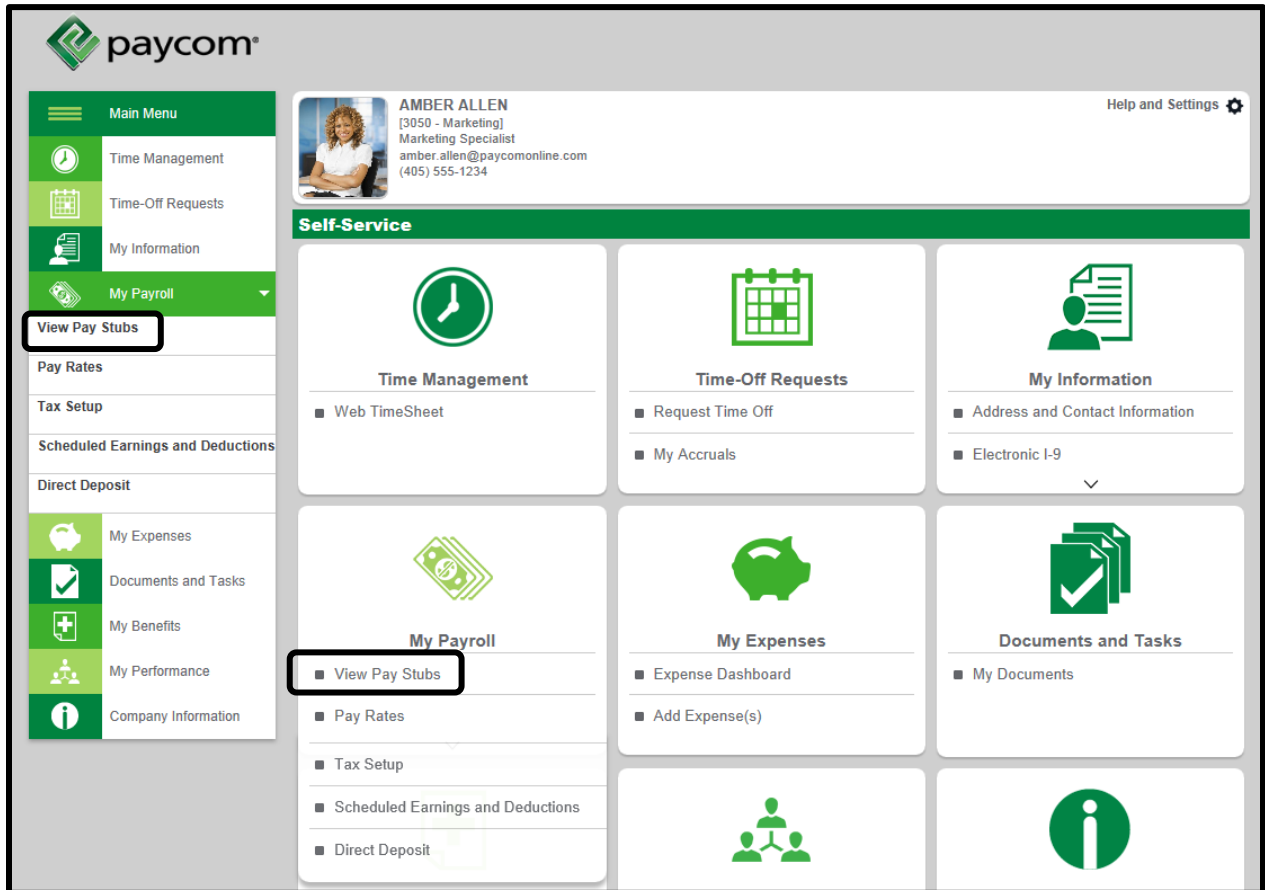


From this screen you can view the accrual type, awardable hours, rollover amount, how much time is available, how much time has been taken previously, etc.

My Accruals					
Sick (Award Hours Per Pay-Period)					
Accrual Amounts	Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
	1.54	24.00	0.00	0.00	24.00
Accrual Limits	Period Limit	Year to Date	Life to Date	Roll Over Amount	
	1.54	40.00	80.00	80.00	
Vacation (Award Hours Per Pay-Period)					
Accrual Amounts	Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
	3.08	32.00	0.00	0.00	32.00
Accrual Limits	Period Limit	Year to Date	Life to Date	Roll Over Amount	
	3.08	80.00	120.00	80.00	

View Pay Stubs

The View Pay Stubs section allows you to view your pay stubs. Select “View Pay Stubs” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot displays the Paycom Self-Service dashboard for user AMBER ALLEN. The dashboard is organized into a grid of tiles under the heading "Self-Service".

- Main Menu (Left Sidebar):** Includes options like Time Management, Time-Off Requests, My Information, My Payroll, and View Pay Stubs (highlighted with a red box).
- User Profile (Top Right):** Shows AMBER ALLEN, [3050 - Marketing], Marketing Specialist, with contact information: amber.allen@paycomonline.com and (405) 555-1234. A "Help and Settings" gear icon is also present.
- Self-Service Tiles:**
 - Time Management:** Includes Web TimeSheet.
 - Time-Off Requests:** Includes Request Time Off and My Accruals.
 - My Information:** Includes Address and Contact Information and Electronic I-9.
 - My Payroll:** Includes View Pay Stubs (highlighted with a red box), Pay Rates, Tax Setup, Scheduled Earnings and Deductions, and Direct Deposit.
 - My Expenses:** Includes Expense Dashboard and Add Expense(s).
 - Documents and Tasks:** Includes My Documents.
 - Other Tiles:** A tile with a group of people icon and a tile with an information icon.

Below the “Check Listing” header, click the year for the pay statements/earnings you would like to view. The most recent pay stub will display first and default to be open. You have the option to “Hide Check Detail.” For other checks you can select to “Show Check Detail.”

When viewing your earnings, it will pull all checks received for that calendar year. To view a more detailed description of a specific check, click the “View Earnings Statement” link for that check date.

Pay Stubs

Check Listing

2014 | 2013 | 2012

Check Date 02/14/2014 Net Pay 2815.24 Check Number 10522 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
Hide Check Detail ⌵

Earnings				Taxes		Deductions		Net Pay	
Regular	30.00	80.00	2400.00	Federal W/H (M/2)	244.27	Cafe	10.00	Payroll Net Check	2815.24
Auto Allowance			65.00	Medicare	38.11	Dental Pretax	25.00	NET PAY	2815.24
Cell Phone Allowance			50.00	Social Security	154.38	Expense Reimbursement	-900.00		
GROSS			2515.00	Oklahoma State W/H (S/D)	110.00	Tool Deduction	10.00		
						United Way	10.00		
						ACA EE Only Amount *	30.00		

Check Date 01/31/2014 Net Pay 1997.1 Check Number 10515 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
Show Check Detail ⬆

Check Date 01/24/2014 Net Pay 377.84 Check Number 1005 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
Show Check Detail ⬆

Check Date 01/15/2014 Net Pay 1682.25 Check Number 10507 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
Show Check Detail ⬆


Employee Totals

From: 01/01/14 To: 12/31/14

Earnings				Taxes		Deductions		Net Pay	
Regular		240.00	7200.00	Federal W/H	1284.32	Cafe	30.00	4 Check(s)	6872.43
Auto Allowance			130.00	Medicare	120.79	Dental Pretax	100.00	NET PAY	6872.43
Cell Phone Allowance			150.00	Social Security	516.46	Expense Reimbursement	-900.00		
Overtime		10.00	450.00	Oklahoma State W/H	356.00	Tool Deduction	40.00		
Bonus			500.00			United Way	30.00		
GROSS		250.00	8430.00			ACA EE Only Amount *	120.00		

The Earnings Statement shows earnings for the current pay period along with any year-to-date earnings. It also shows taxes and deductions withheld from your check and any employee benefits such as vacation time, sick time, etc.

You can export the Earnings Statement to PDF by selecting the "Export to PDF" link on the top left side of the screen.

 [Export To PDF >](#)
Earnings Statement
ADAM A.LEVINE

Period Ending: 02/13/2014
 Pay Date: 02/14/2014 Emp#: LEVA Dept: 600

<u>Earnings</u>	<u>Rate</u>	<u>Hours</u>	<u>Current Period</u>	<u>Year to Date</u>
Regular	30.00	80.00	2400.00	7200.00
Overtime			0.00	450.00
Auto Allowance			85.00	130.00
Bonus			0.00	500.00
Cell Phone Allowance			50.00	150.00
Gross Pay			2515.00	8430.00

<u>W/H Taxes</u>	<u>Current Period</u>	<u>Year to Date</u>
Federal W/H (M/2)	244.27	1284.32
Medicare	36.11	120.79
Social Security	154.38	516.46
Oklahoma State W/H (S/0)	110.00	356.00

<u>Deductions</u>	<u>Current Period</u>	<u>Year to Date</u>
Cafe	10.00	30.00
Dental Pretax	25.00	100.00
Expense Reimbursement	-900.00	-900.00
Tool Deduction	10.00	40.00
United Way	10.00	30.00
Net Pay		

2815.24 6872.43 Check No.: 10522

<u>Net Pay Distribution</u>	<u>Current Period</u>	<u>Year to Date</u>
Payroll Net Check	2815.24	6872.43

<u>Employee Benefits</u>	<u>Current Period</u>	<u>Year To Date</u>	<u>YTD Taken</u>	<u>Available</u>
ACA EE Only Amount	30.00	120.00	<small>*Memo Only</small>	
PTO Hours	1.54	7.70	0.00	7.70
Sick Hours	3.08	55.40	0.00	55.40
Vacation Hours	1.54	52.32	0.00	52.32

--> "Have a great January!"

ABC TRAINING DEMO 3
 123 DAVID RD
 OKC, OK 11111111

Check No.: 10522

DATE: 02/14/2014

Net Pay:	\$ 2815.24
Two Thousand Eight Hundred Fifteen And 24/100 Dollars	

ADAM A.LEVINE
 123 ROCK STAR ROAD
 OKLAHOMA CITY, OK 73112

For Record Purposes Only
****NON-NEGOTIABLE****

Pay Rates

Based on access provided by your employer, the Pay Rates sections displays information about your pay rate. To view this section, select “Pay Rates” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.

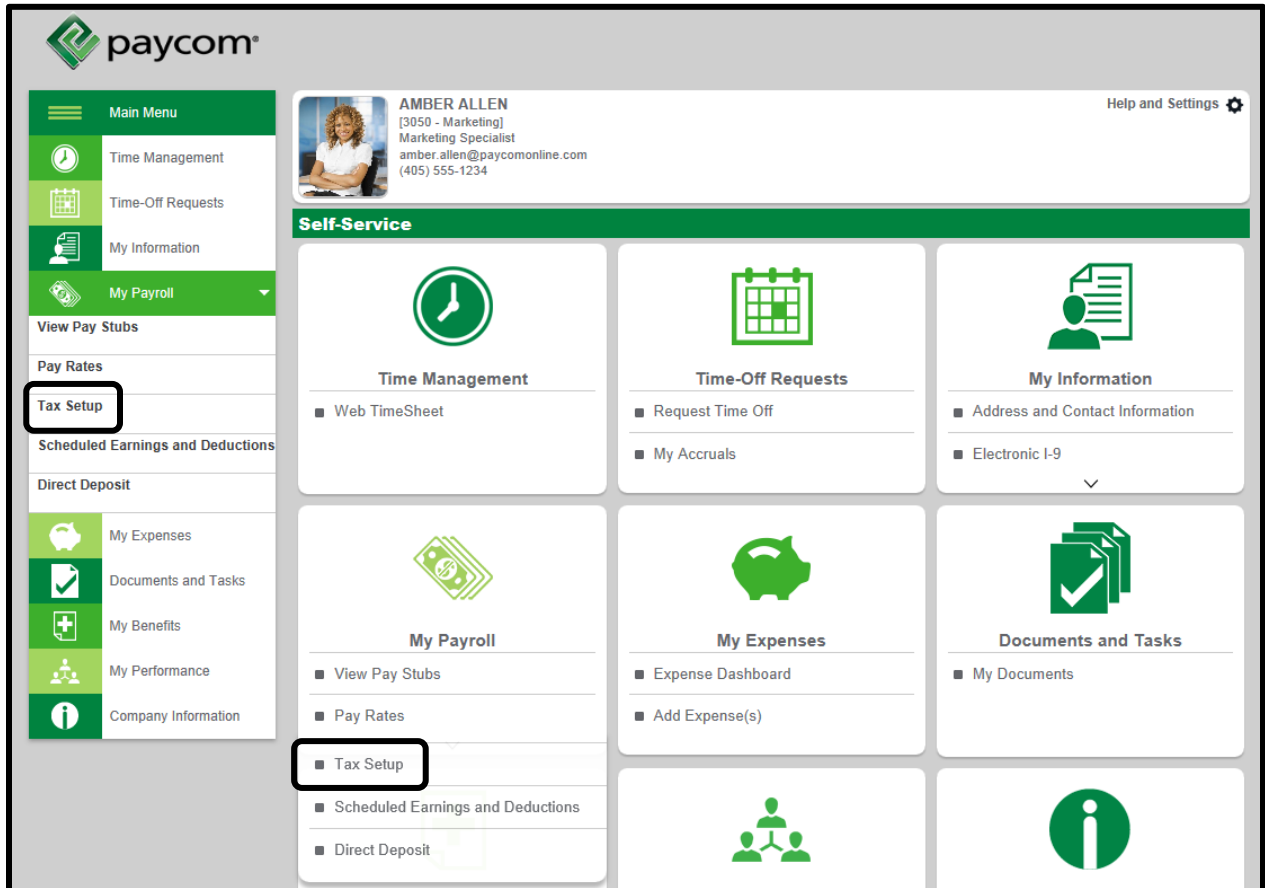
The screenshot shows the Paycom Self-Service interface for Amber Allen. The left-hand navigation menu includes sections like 'Main Menu', 'My Payroll', and 'My Expenses'. The 'My Payroll' section is expanded, showing options such as 'View Pay Stubs', 'Pay Rates', 'Tax Setup', and 'Scheduled Earnings and Deductions'. The 'Pay Rates' option is highlighted with a red box. In the main content area, the 'Self-Service' grid contains tiles for 'Time Management', 'Time-Off Requests', 'My Information', 'My Payroll', 'My Expenses', and 'Documents and Tasks'. The 'My Payroll' tile is highlighted, and its sub-menu is visible, with 'Pay Rates' also highlighted with a red box.

The My Pay Rate Information section provides a quick glance of the information your employer has on file for you.

My Pay Rate Information	
Employee Type	W-2
Pay Frequency	Bi-Weekly
Pay Type	Salary
Pay-Period Salary	1500.00
Last Pay Change	03/17/2014 (Previous Rate:\$24.00)

Tax Setup

To view your tax setup information, select “Tax Setup” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot displays the Paycom Self-Service dashboard for Amber Allen. The interface includes a left-hand navigation menu, a user profile header, and a grid of self-service tiles. The 'Tax Setup' option is highlighted in the navigation menu, and the 'My Payroll' tile in the grid also has 'Tax Setup' highlighted in its sub-menu.

Navigation Menu (Left):

- Main Menu
- Time Management
- Time-Off Requests
- My Information
- My Payroll (Expanded)
 - View Pay Stubs
 - Pay Rates
 - Tax Setup**
 - Scheduled Earnings and Deductions
 - Direct Deposit
- My Expenses
- Documents and Tasks
- My Benefits
- My Performance
- Company Information

User Profile (Top Right):

AMBER ALLEN
[3050 - Marketing]
Marketing Specialist
amber.allen@paycomonline.com
(405) 555-1234

Help and Settings

Self-Service Tiles (Grid):

- Time Management**
 - Web TimeSheet
- Time-Off Requests**
 - Request Time Off
 - My Accruals
- My Information**
 - Address and Contact Information
 - Electronic I-9
- My Payroll**
 - View Pay Stubs
 - Pay Rates
 - Tax Setup**
 - Scheduled Earnings and Deductions
 - Direct Deposit
- My Expenses**
 - Expense Dashboard
 - Add Expense(s)
- Documents and Tasks**
 - My Documents
- My Performance**
- Company Information**

You may be allowed to make changed to your Tax Setup. If you make any changes, check the box to agree with the terms to electronically sign, and 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

Primary Work-in State

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)

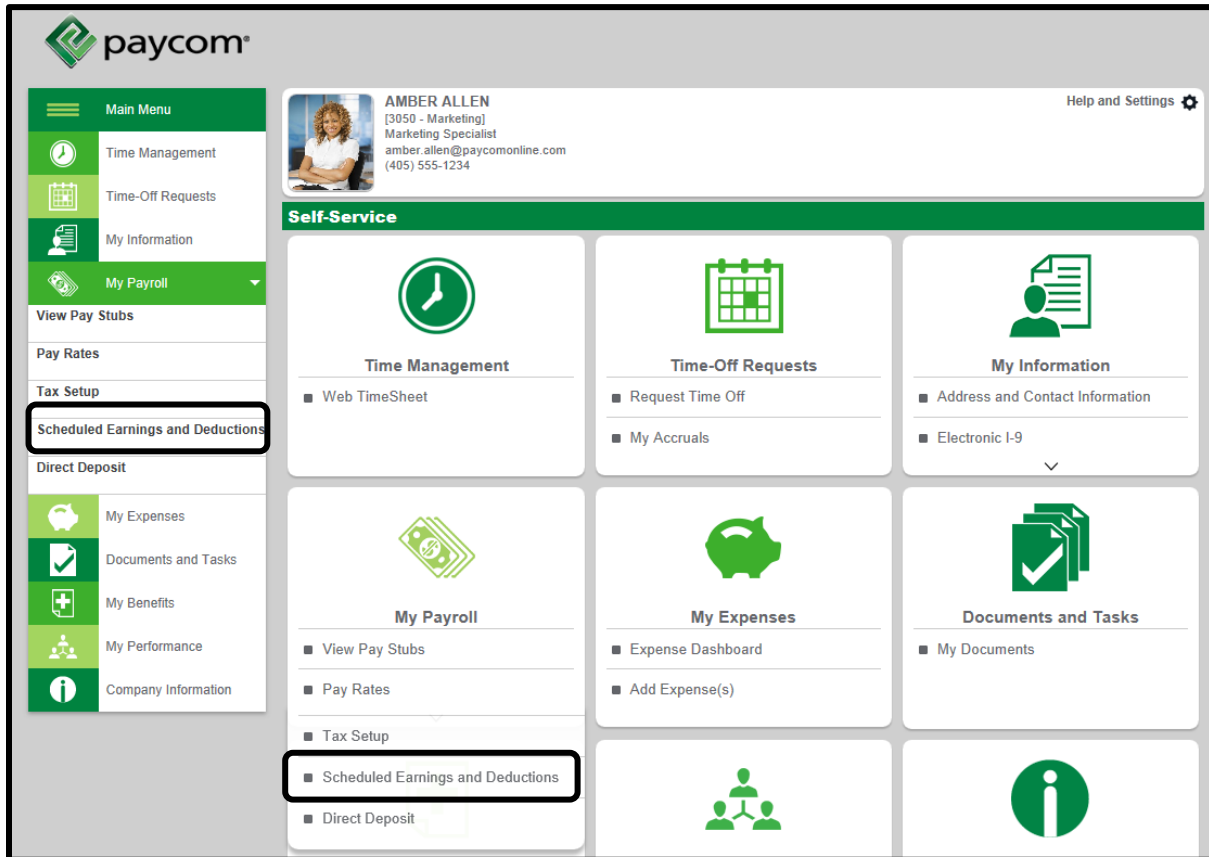
By checking this box you agree with the terms in the W4 and are electronically signing a W4.

Signature: _____

(Please Note: Changes will not be applied unless you click Update.)

Scheduled Earnings and Deductions

To view your scheduled earnings and deductions, select “Scheduled Earnings and Deductions” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.

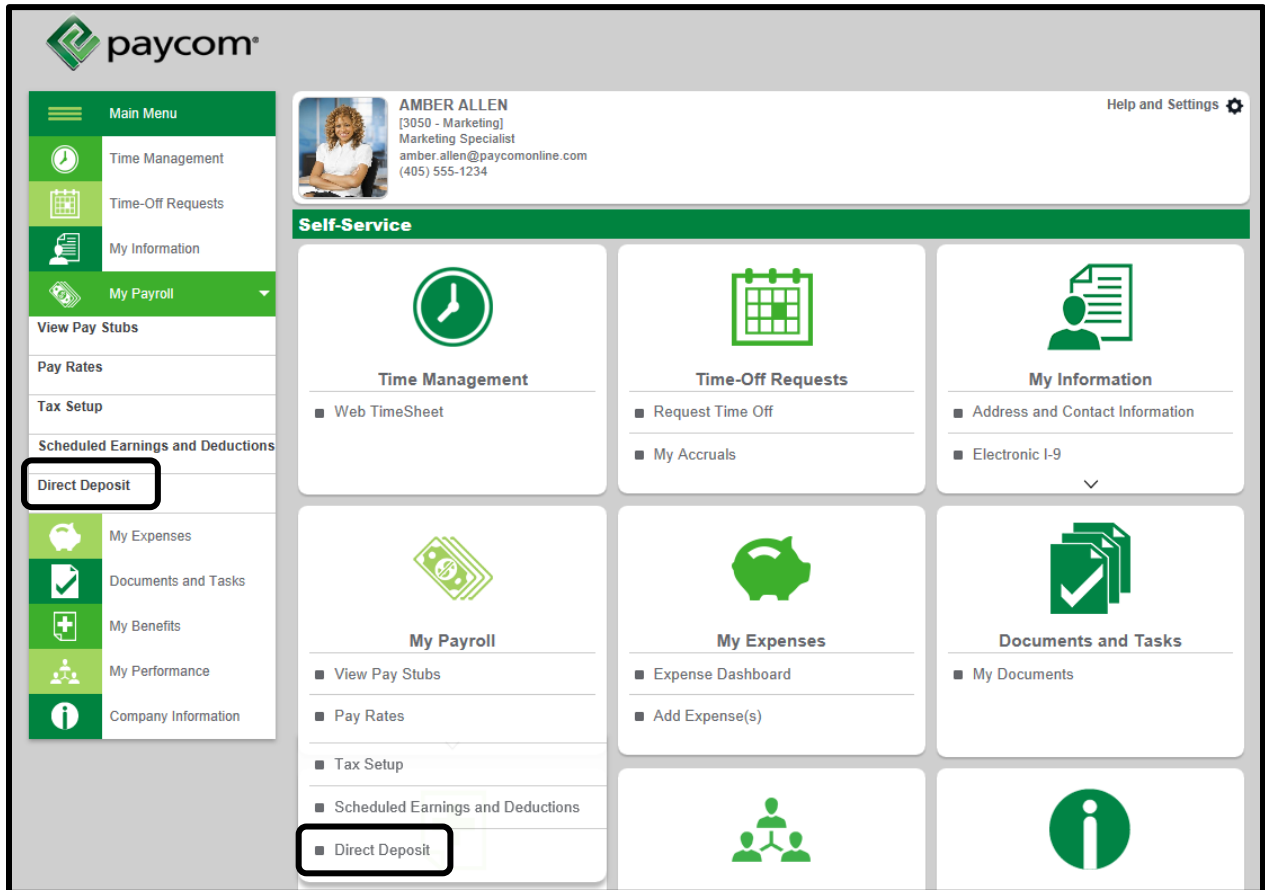


Your scheduled earnings will display on top, and scheduled deductions will display on the bottom.

My Scheduled Earnings and Deductions						
Scheduled Earnings						
Earning Name	Scheduled Amount		Scheduled Frequency			
Scheduled Deductions						
Deduction Name	Scheduled Amount	Scheduled Percent	Scheduled Frequency	Goal Amount	Goal Accumulated	Remaining Balance
401K %		6.00%	Every Payroll	\$17,000.00	\$0.00	\$17,000.00
Employee Life	\$1.89		Every Payroll			
Expense Reimbursement (-)	\$0.00		Every Payroll			
Medical Pre Tax	\$50.00		Every Payroll			
Short Term Disability	\$11.96		Every Payroll			

Direct Deposit

To view set up direct deposit information, select “Direct Deposit” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot displays the Paycom Self-Service dashboard for user AMBER ALLEN. The interface includes a left-hand navigation menu, a top header with user information, and a central grid of self-service tiles. The 'Direct Deposit' option is highlighted in the navigation menu and within the 'My Payroll' tile.

Navigation Menu (Left):

- Main Menu
- Time Management
- Time-Off Requests
- My Information
- My Payroll** (Expanded)
 - View Pay Stubs
 - Pay Rates
 - Tax Setup
 - Scheduled Earnings and Deductions
 - Direct Deposit** (Highlighted)
 - My Expenses
 - Documents and Tasks
 - My Benefits
 - My Performance
 - Company Information

User Profile (Top Right):

AMBER ALLEN
[3050 - Marketing]
Marketing Specialist
amber.allen@paycomonline.com
(405) 555-1234

Self-Service Tiles (Center):

- Time Management**
 - Web TimeSheet
- Time-Off Requests**
 - Request Time Off
 - My Accruals
- My Information**
 - Address and Contact Information
 - Electronic I-9
- My Payroll**
 - View Pay Stubs
 - Pay Rates
 - Tax Setup
 - Scheduled Earnings and Deductions
 - Direct Deposit** (Highlighted)
- My Expenses**
 - Expense Dashboard
 - Add Expense(s)
- Documents and Tasks**
 - My Documents
- People** (Icon)
- Info** (Icon)

Enter the appropriate information for your Main Account and Direct Deposit Distributions and select "Update Direct Deposit Information" when finished.

Direct Deposit

Main Account - Net pay ?

*** Indicates Required Field**

Account Type Checking Savings

Bank Name

* Routing Number ?

* Account Number

Direct Deposit Distributions

1st Distribution

Account Type Checking Savings

Bank Name

* Routing Number ?

* Account Number

* Amount \$ OR %

2nd Distribution +

3rd Distribution +


4th Distribution +

By selecting this check box and clicking Update, I have agreed to the terms within the [Direct Deposit Authorization Agreement](#).

Signature: _____

(Please Note: Changes will not be applied unless you click Update.)

To view check information display which is the routing number and which is the account number, hover over the green question mark (tool tip) to view an image of an example check.

* Routing Number 

Your Name 1234
Address
City, State, Zip _____ 20 _____ 05-555/112

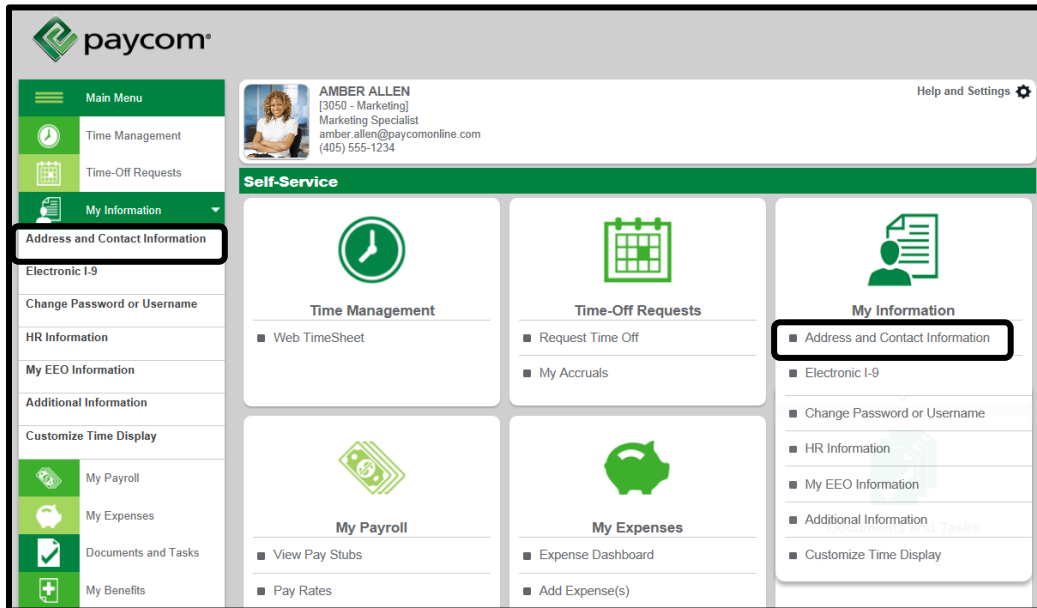
Pay to the Order of _____ \$
_____ DOLLARS

FOR _____

1:5551110001:	1112345000 *	1234 *
Routing Number	Account Number	Check Number

Address and Contact Information

The Address and Contact Information section allows you to edit your phone numbers, addresses and email. You can also add Emergency Contact information. To edit this information, select “Address and Contact Information” from the My Information tile in the center of the screen or from the Main Menu navigation on the left side of the page.



Edit the applicable information, then scroll to the bottom of the page and select “Update.”

My Address and Contact Information

*** Indicates Required Field**

Employee Name: AMBER ALLEN

Nick Name: _____

Birth Date: 04/07/1977

* Primary Phone Number: 405 - 555 - 1234 Cell

Secondary Phone Number: 405 - 555 - 4321 Home

* Street Address: 1254 W ELM ST

* City, State, Zip Code: OKLAHOMA CITY Oklahoma 73154 - _____

Work Email: amber.allen@paycomonline.com

Personal Email: _____

Emergency Contacts

Emergency Contact 1

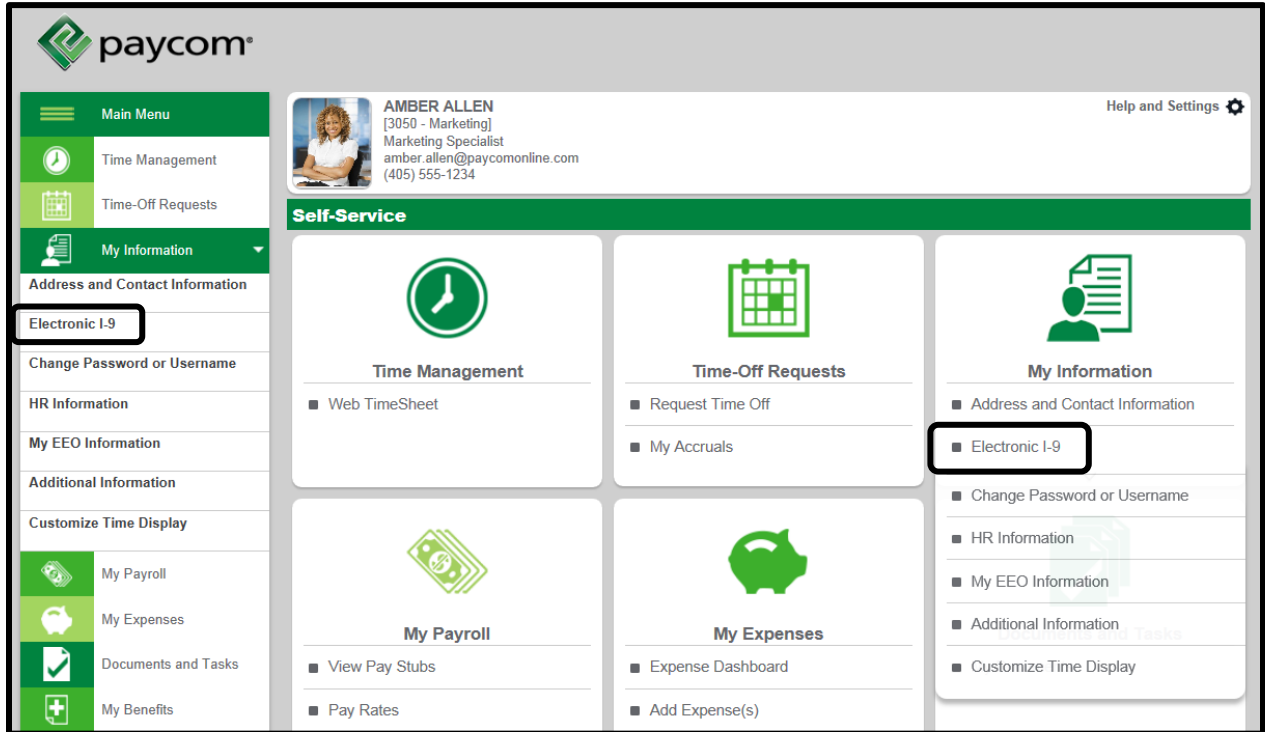
Emergency Phone Number: _____ - _____ - _____

Emergency Contact Name: _____

Relationship to the Employee: _____

Electronic I-9

The Electronic I-9 has your employment eligibility verification information. To view/edit your I-9, select “Electronic I-9” from the My Information tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot displays the Paycom Self-Service dashboard for user AMBER ALLEN. The dashboard is organized into a left-hand navigation menu and a central grid of self-service tiles. The 'My Information' tile in the grid has the 'Electronic I-9' option highlighted with a black box. The left-hand menu also has 'Electronic I-9' highlighted with a black box. The user's profile information is visible at the top right of the dashboard.

Navigation Menu (Left):

- Main Menu
- Time Management
- Time-Off Requests
- My Information (Expanded)
 - Address and Contact Information
 - Electronic I-9**
 - Change Password or Username
 - HR Information
 - My EEO Information
 - Additional Information
 - Customize Time Display
- My Payroll
- My Expenses
- Documents and Tasks
- My Benefits

User Profile (Top Right):

AMBER ALLEN
[3050 - Marketing]
Marketing Specialist
amber.allen@paycomonline.com
(405) 555-1234

Self-Service Tiles (Center):

- Time Management**
 - Web TimeSheet
- Time-Off Requests**
 - Request Time Off
 - My Accruals
- My Information**
 - Address and Contact Information
 - Electronic I-9**
 - Change Password or Username
 - HR Information
 - My EEO Information
 - Additional Information
 - Customize Time Display
- My Payroll**
 - View Pay Stubs
 - Pay Rates
- My Expenses**
 - Expense Dashboard
 - Add Expense(s)

Edit any applicable information, then select "Update I-9 Information."

Electronic I-9

Last Name	ALLEN
First Name	AMBER
Middle Initial	<input type="text"/>
Other Names Used (if any)	<input type="text"/>
Address	1254 W ELM ST
Apartment Number	<input type="text"/>
City	OKLAHOMA CITY
State	OK
Zip Code	73154
Date of Birth	04/07/1977
Social Security Number	555-12-4561
Email Address	amber.allen@paycomonline.com
Telephone Number	(405)555-1234

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following)

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number)

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) / /

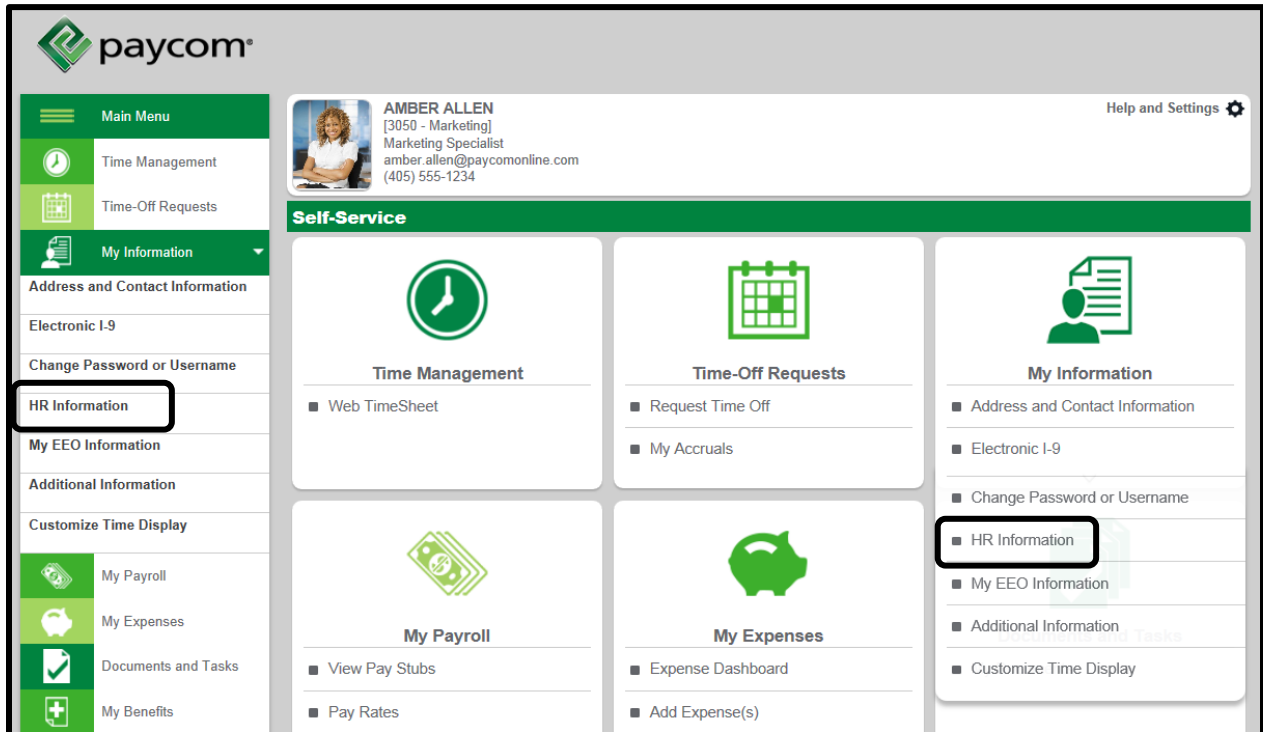
Employee's Signature
(AMBER ALLEN)

Date (mm/dd/yyyy) 03/18/2014

Information was prepared or translated by a person other than the employee.

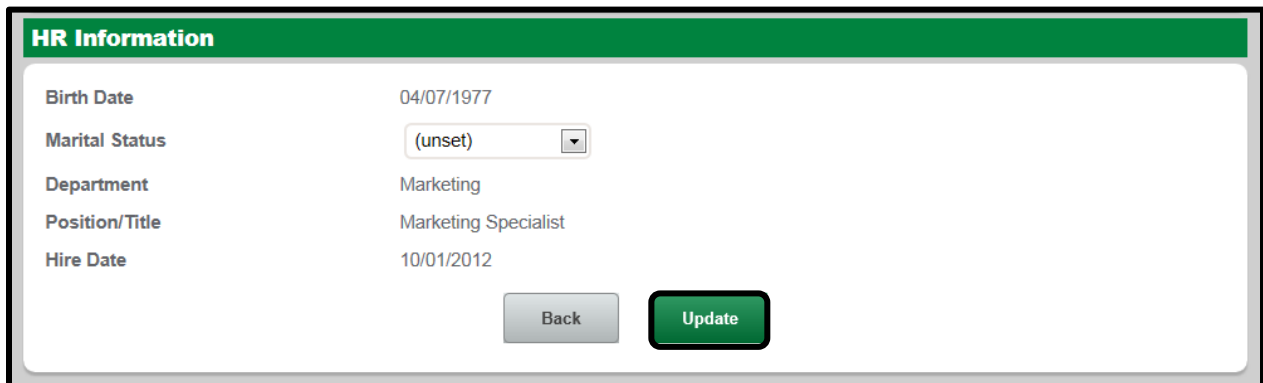
HR Information

The HR Information section includes information that is recorded in the Paycom system. To view this section select “HR Information” from the My Information tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot shows the Paycom Self-Service dashboard for user AMBER ALLEN. The left sidebar contains a 'Main Menu' with options: Time Management, Time-Off Requests, My Information (highlighted), Address and Contact Information, Electronic I-9, Change Password or Username, HR Information (highlighted), My EEO Information, Additional Information, and Customize Time Display. Below these are My Payroll, My Expenses, Documents and Tasks, and My Benefits. The main content area is titled 'Self-Service' and contains six tiles: Time Management (Web TimeSheet), Time-Off Requests (Request Time Off, My Accruals), My Information (Address and Contact Information, Electronic I-9, Change Password or Username, HR Information (highlighted), My EEO Information, Additional Information, Customize Time Display), My Payroll (View Pay Stubs, Pay Rates), My Expenses (Expense Dashboard, Add Expense(s)), and a partially visible Tasks tile.

Within this section you can edit your marital status by selecting a new option from the drop-down and selecting “Update.”



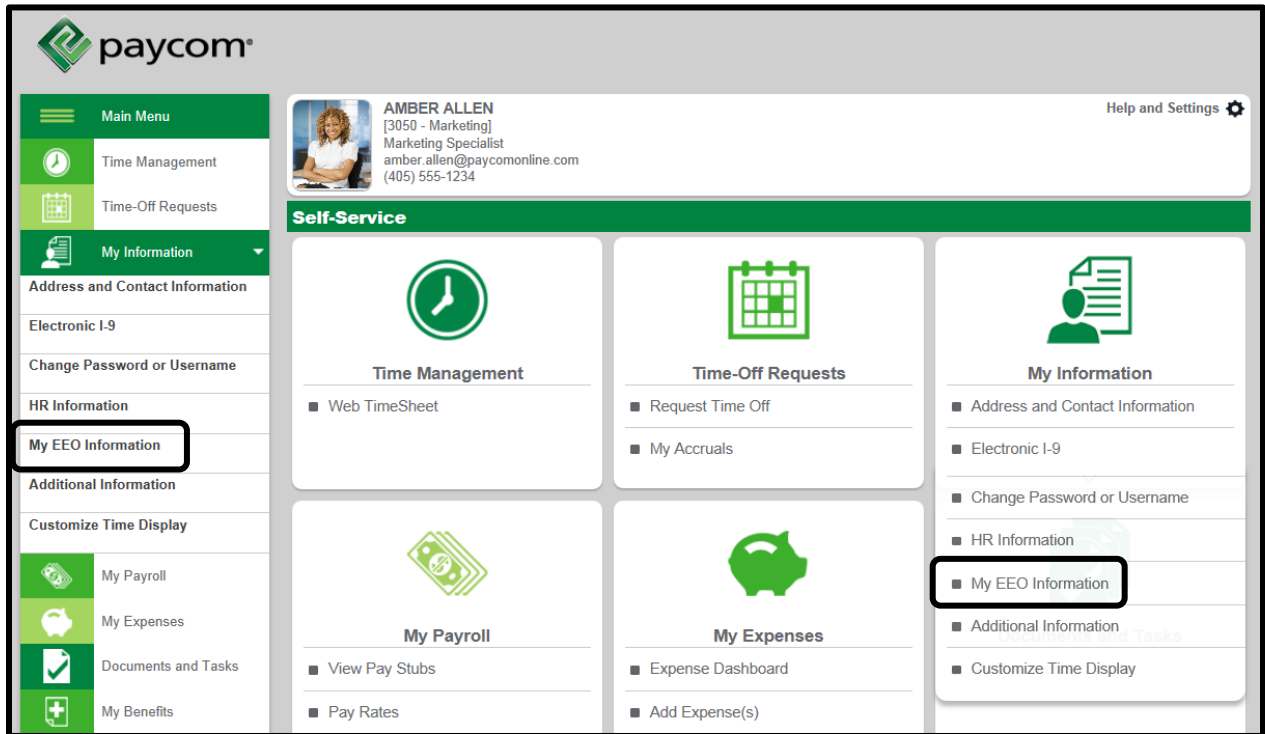
The 'HR Information' form displays the following fields:

Birth Date	04/07/1977
Marital Status	(unset) <input type="button" value="v"/>
Department	Marketing
Position/Title	Marketing Specialist
Hire Date	10/01/2012

At the bottom of the form are two buttons: 'Back' and 'Update'.

My EEO Information

If your company is subject to report on Equal Employment Opportunity information, you will be able to add this information. To add EEO Information, select “My EEO Information” from the My Information tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot displays the Paycom Self-Service dashboard for user AMBER ALLEN. The interface includes a main menu on the left, a user profile header, and a central grid of self-service tiles. The 'My EEO Information' option is highlighted in both the main menu and the 'My Information' tile.

Main Menu:

- Time Management
- Time-Off Requests
- My Information** (dropdown menu)
 - Address and Contact Information
 - Electronic I-9
 - Change Password or Username
 - HR Information
 - My EEO Information** (highlighted)
 - Additional Information
 - Customize Time Display
- My Payroll
- My Expenses
- Documents and Tasks
- My Benefits

User Profile: AMBER ALLEN [3050 - Marketing] Marketing Specialist amber.allen@paycomonline.com (405) 555-1234

Self-Service Tiles:

- Time Management:** Web TimeSheet
- Time-Off Requests:** Request Time Off, My Accruals
- My Payroll:** View Pay Stubs, Pay Rates
- My Expenses:** Expense Dashboard, Add Expense(s)
- My Information:** Address and Contact Information, Electronic I-9, Change Password or Username, HR Information, **My EEO Information** (highlighted), Additional Information, Customize Time Display

Select "Update" when finished adding the applicable information.

Note: Submission of this information is voluntary and confidential. Refusal to provide it will not subject you to any adverse treatment.

EEO Information

Gender Male Female

Race/Ethnicity

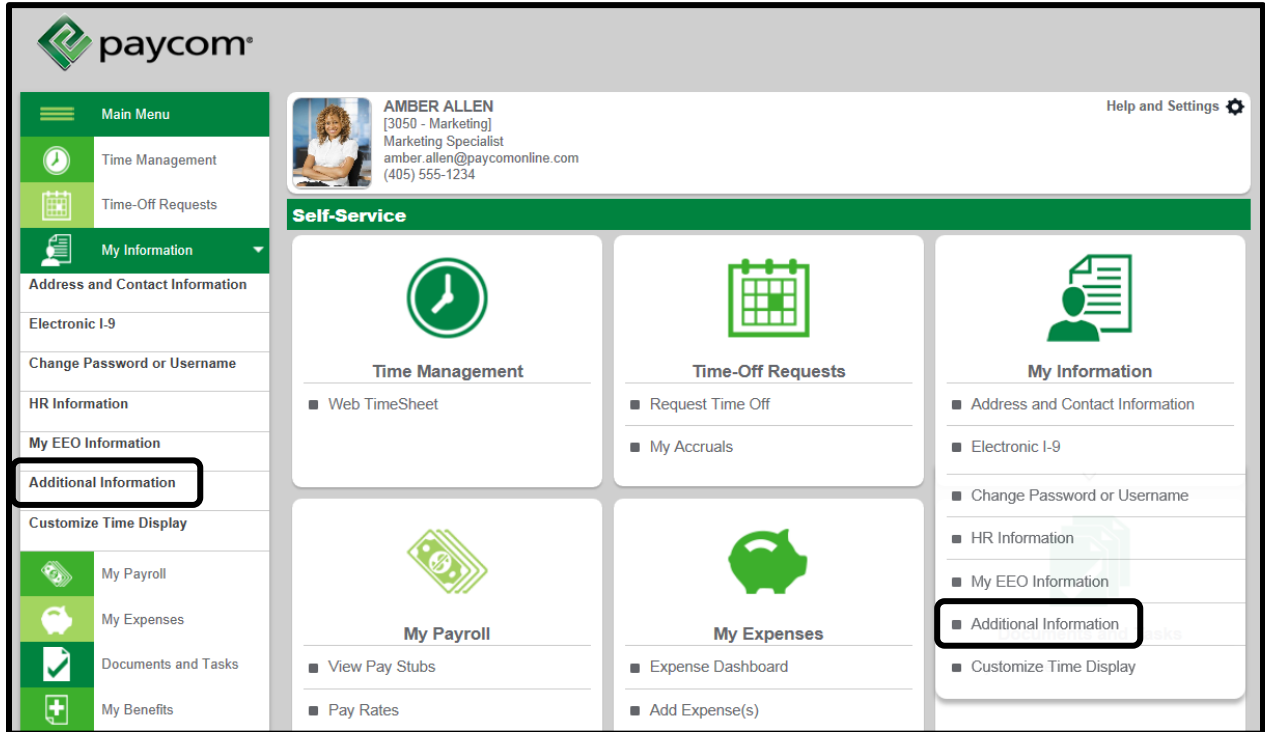
Vets 100 Employee Category Special Disabled Veteran
 Vietnam Era Veteran
 Other Protected Veteran
 Recently Separated Veteran
 (none)

Vets 100A Employee Category Disabled Veteran
 Other Protected Veteran
 Armed Forces Service Medal Veteran
 Recently Separated Veteran
 (none)

We are subject to governmental reporting on our employees. Please check the box to self-identify your race and ethnicity. Submission of this information is voluntary and confidential, refusal to provide it will not subject you to any adverse treatment.

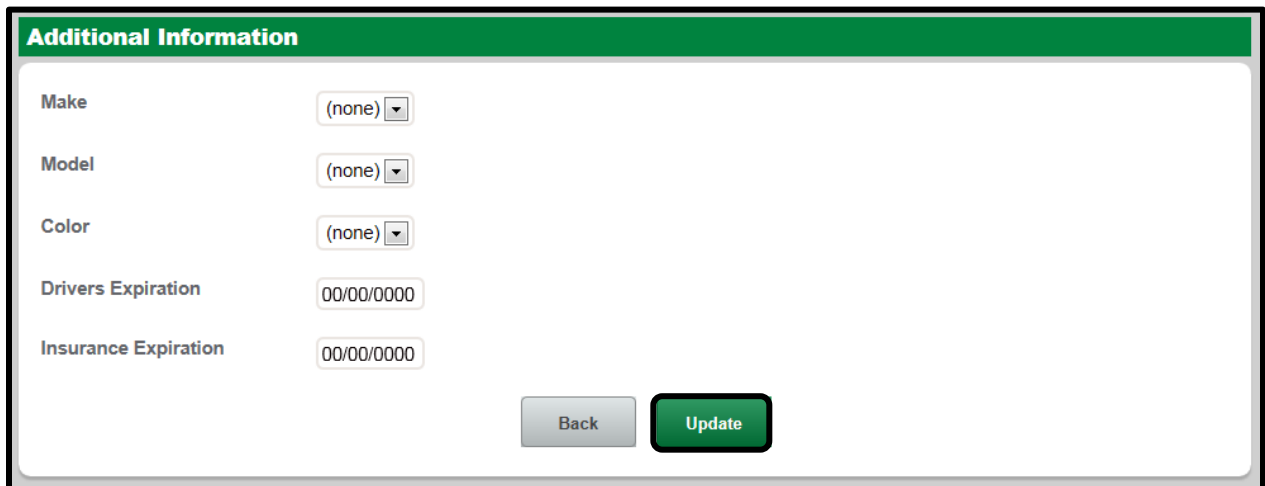
Additional Information

The Additional Information section is information specific to your company. To add/edit this section, select “Additional Information” from the My Information tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot shows the Paycom Self-Service dashboard. On the left is a navigation menu with options like 'Main Menu', 'Time Management', 'Time-Off Requests', 'My Information', 'Address and Contact Information', 'Electronic I-9', 'Change Password or Username', 'HR Information', 'My EEO Information', 'Additional Information', 'Customize Time Display', 'My Payroll', 'My Expenses', 'Documents and Tasks', and 'My Benefits'. The 'Additional Information' option is highlighted with a red box. The main content area is titled 'Self-Service' and contains six tiles: 'Time Management' (with 'Web TimeSheet'), 'Time-Off Requests' (with 'Request Time Off' and 'My Accruals'), 'My Information' (with 'Address and Contact Information', 'Electronic I-9', 'Change Password or Username', 'HR Information', 'My EEO Information', 'Additional Information', and 'Customize Time Display'), 'My Payroll' (with 'View Pay Stubs' and 'Pay Rates'), 'My Expenses' (with 'Expense Dashboard' and 'Add Expense(s)'), and a 'My Information' tile with a person icon. The 'Additional Information' option in the 'My Information' tile is also highlighted with a red box. The user profile for Amber Allen is visible at the top right.

You may see drop-downs, texts boxes or dates to utilize to enter the appropriate information. Select “Update” when finished.



The screenshot shows the 'Additional Information' form. It has a green header with the text 'Additional Information'. Below the header are five fields:

- Make:** A dropdown menu with '(none)' selected.
- Model:** A dropdown menu with '(none)' selected.
- Color:** A dropdown menu with '(none)' selected.
- Drivers Expiration:** A text input field containing '00/00/0000'.
- Insurance Expiration:** A text input field containing '00/00/0000'.

At the bottom of the form are two buttons: a grey 'Back' button and a green 'Update' button.