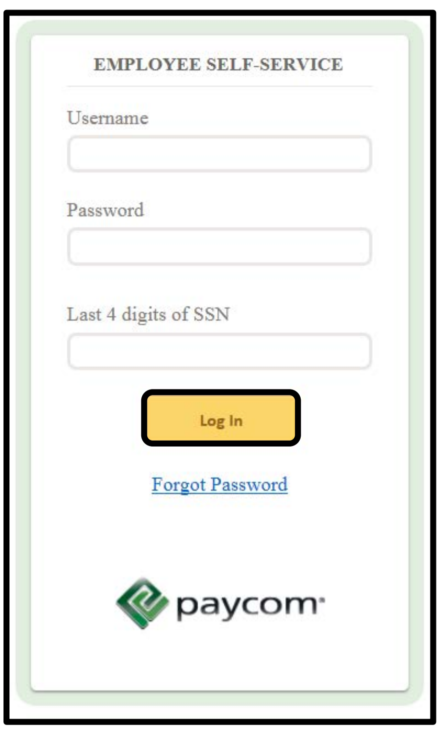
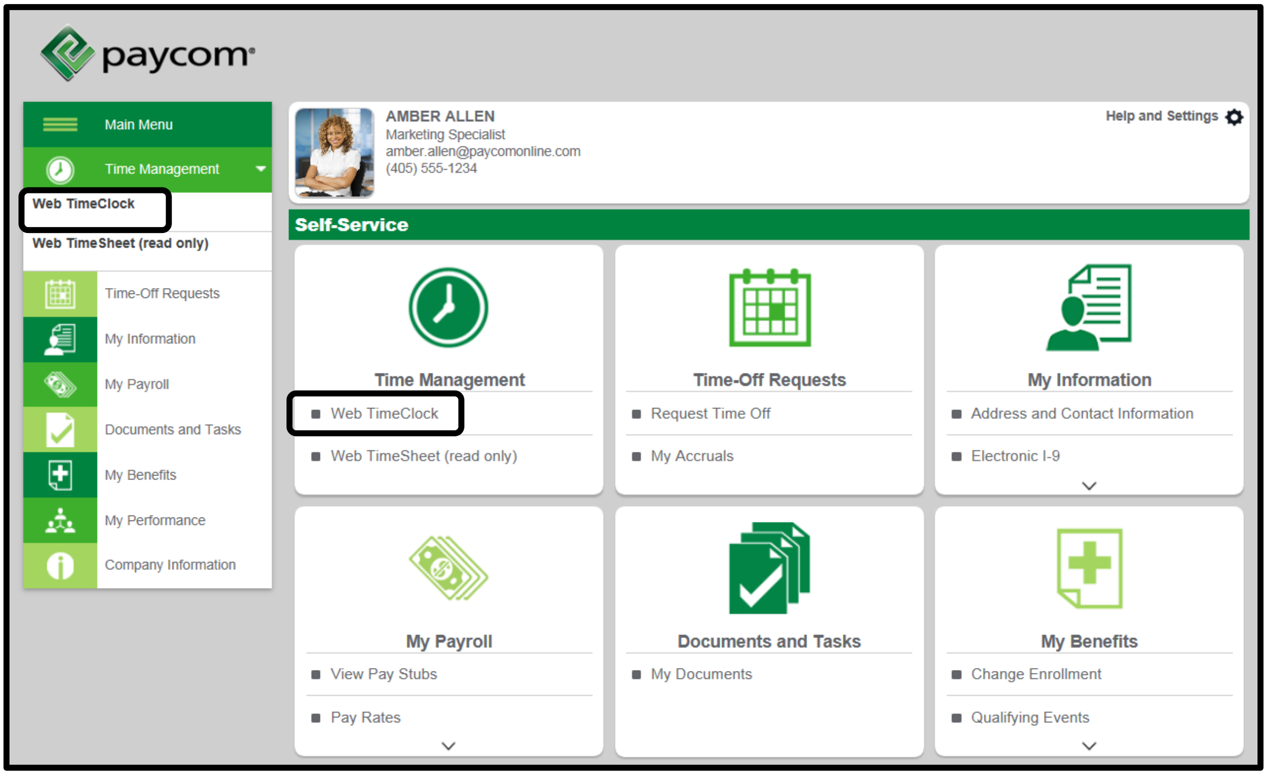
Using the Web Time Clock through Employee Self-Service

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."



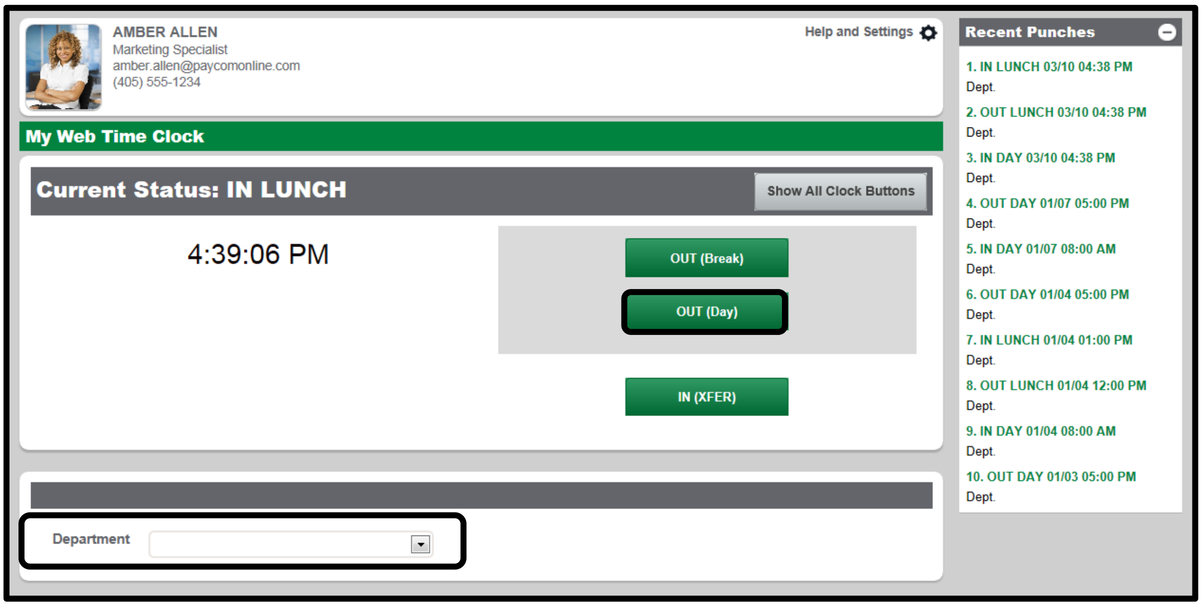
From the main menu screen, select “Web Time Clock” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.



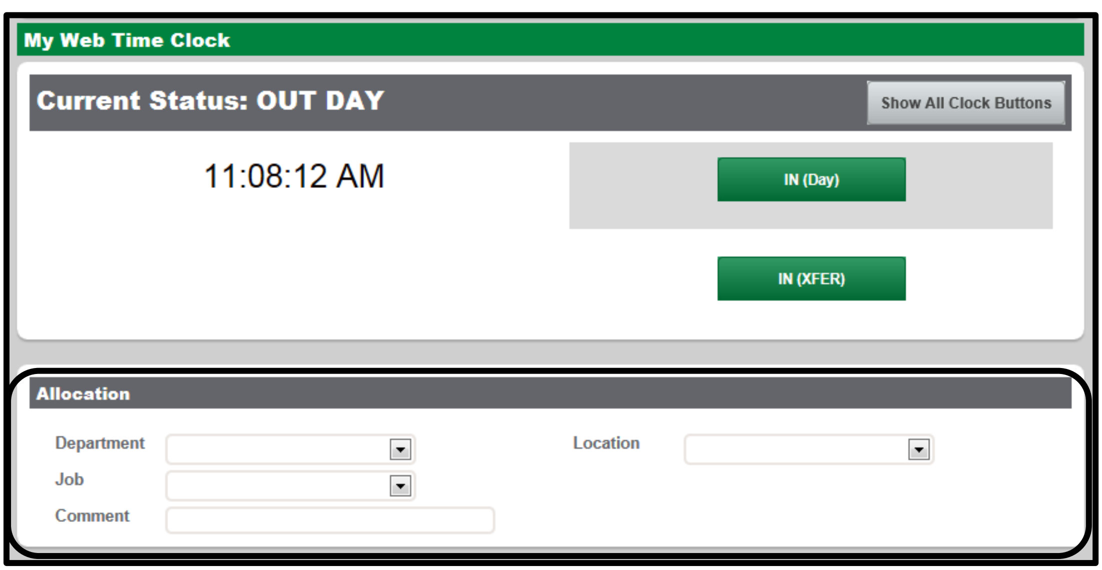
On the Web Time Clock screen, click the appropriate button to Clock In/Out.

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.

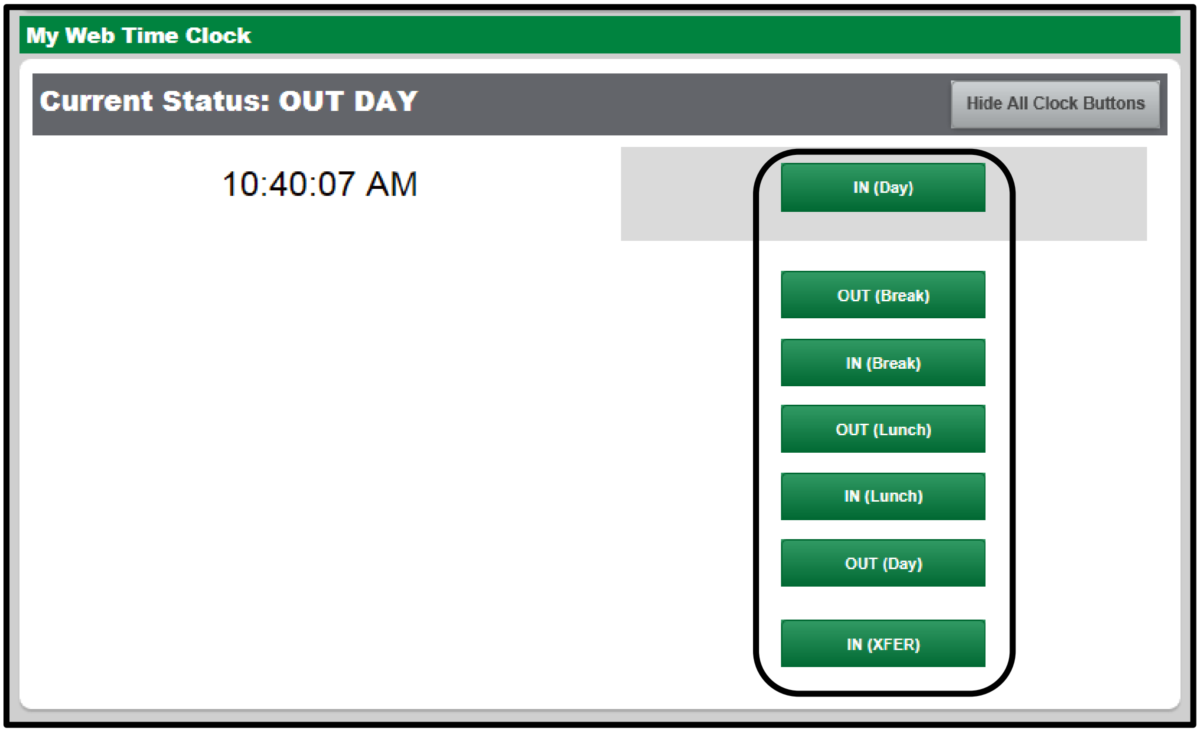
Your recent punches will display on the right side of your screen. To collapse this section, click the minus sign.



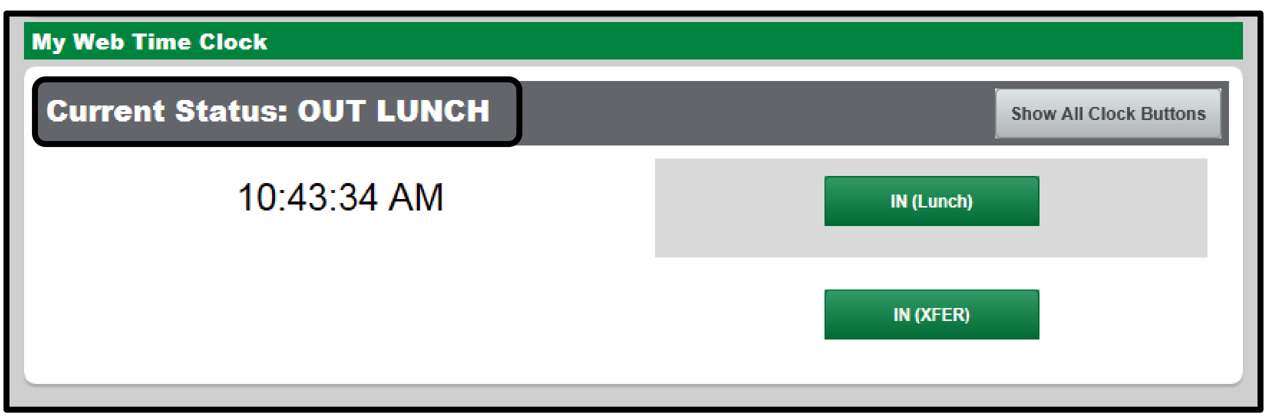
If your employer allows you to allocate time to different locations and/or positions, select the appropriate information from the drop-downs under the "Allocation" section, then select the applicable clock button.



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.

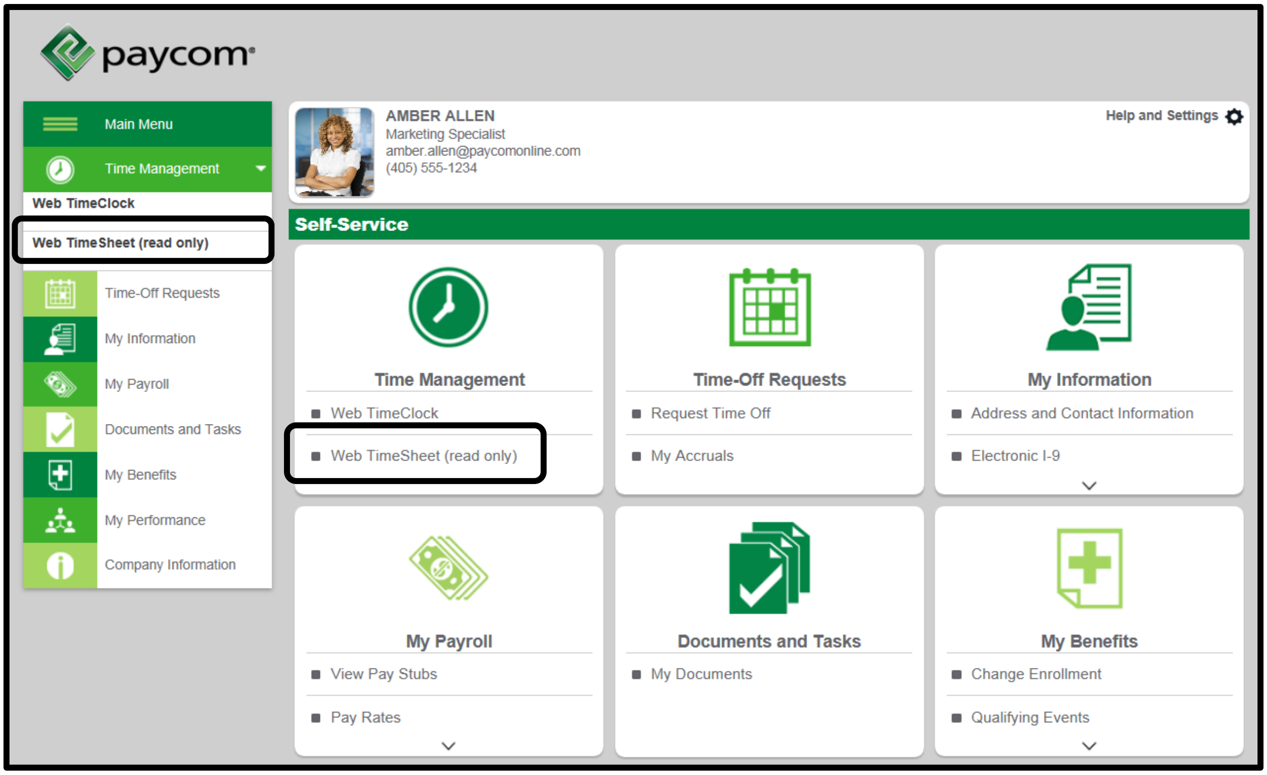


After you’ve made your punch, your Web Time Clock will update to display your current status.

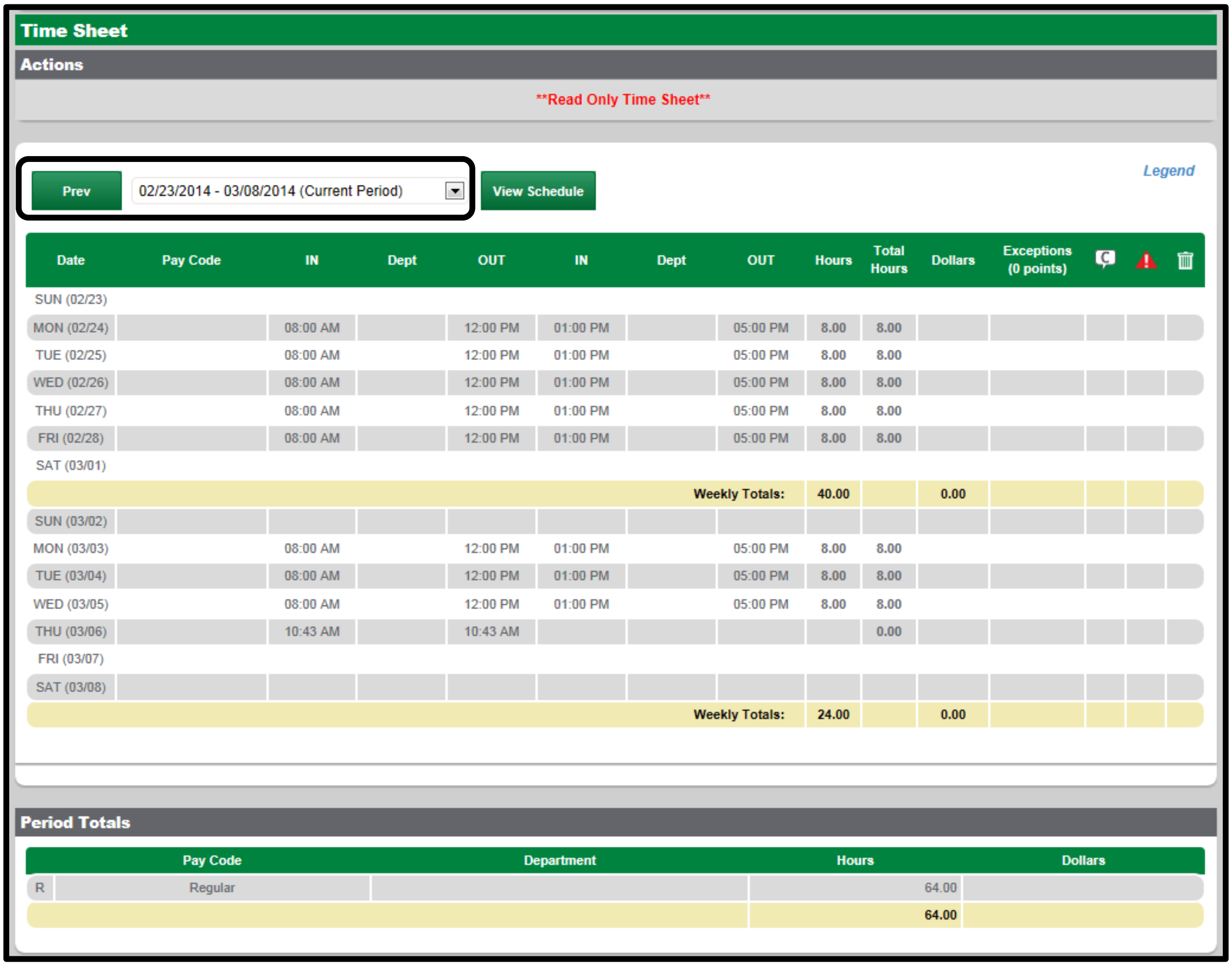


Web Time Sheet (Read Only)

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.



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

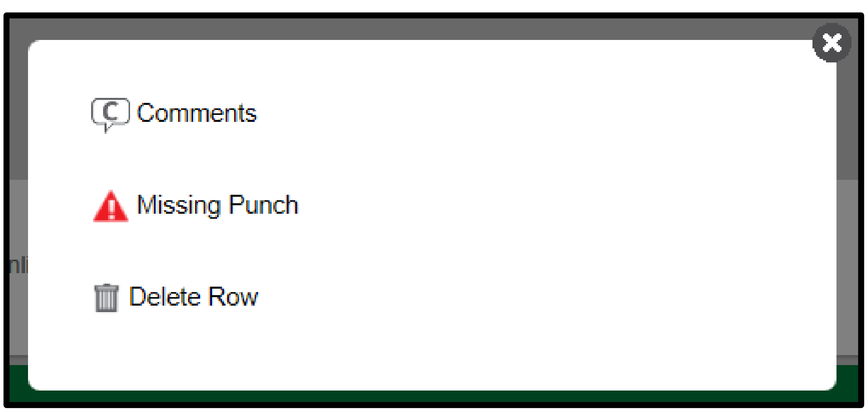
Prev | 02/23/2014 - 03/08/2014 (Current Period) | View Schedule | Legend

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

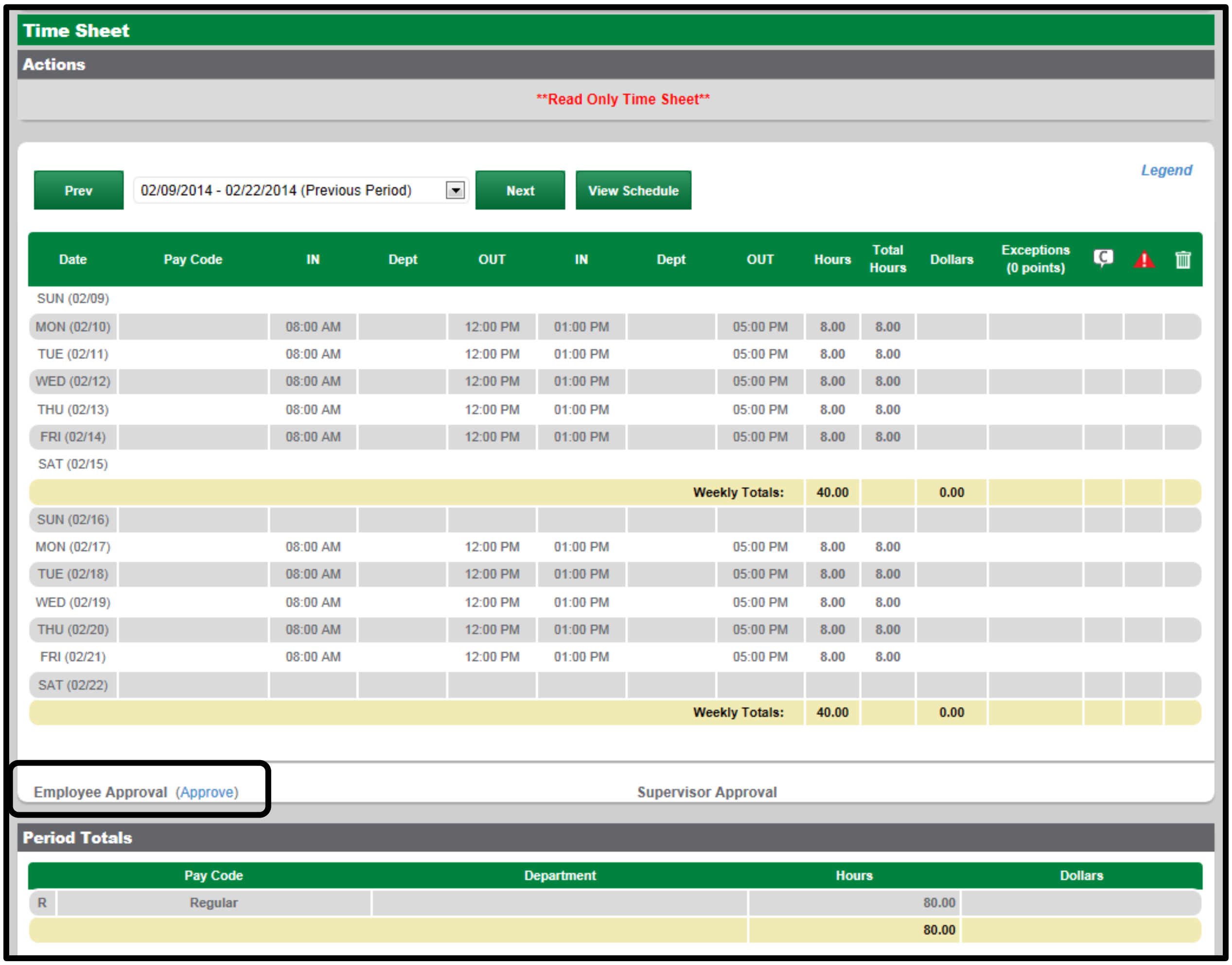
	Pay Code	Department	Hours	Dollars
R	Regular		64.00	
			64.00	

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



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				

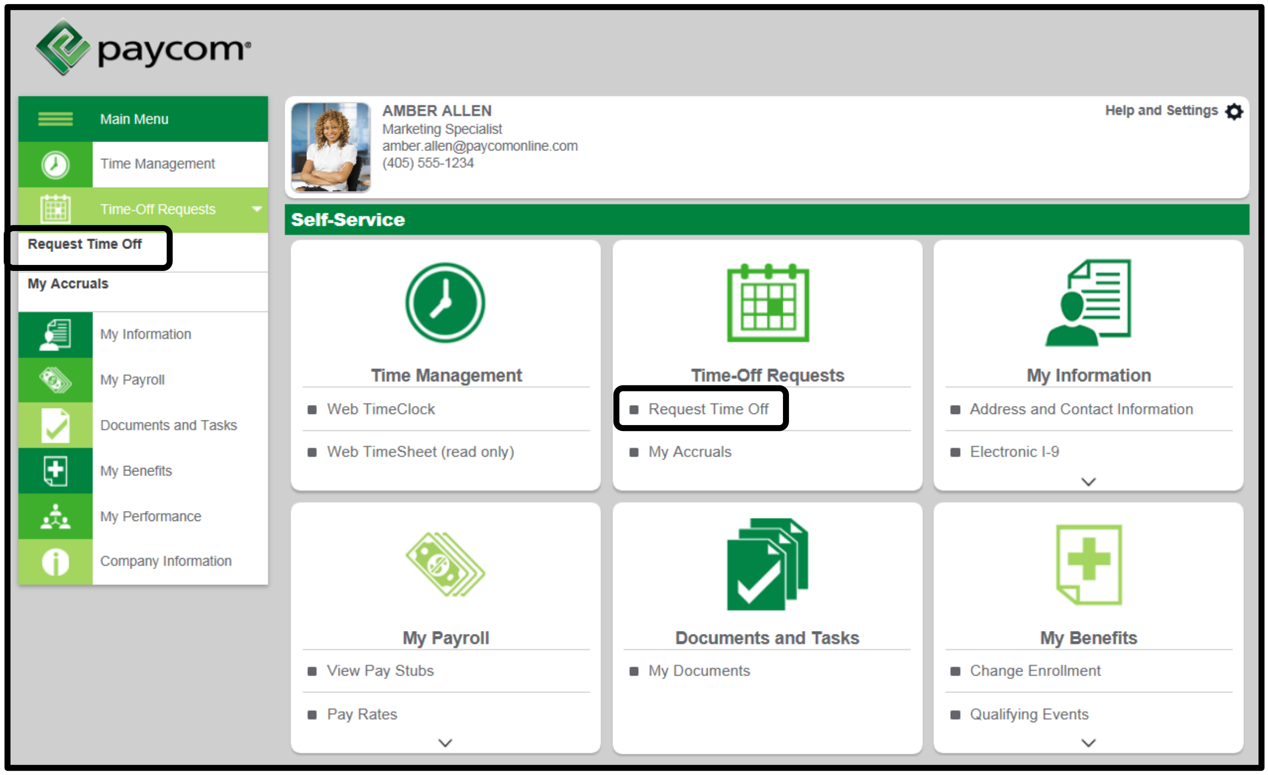
Employee Approval (Approve) Supervisor Approval

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.

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.

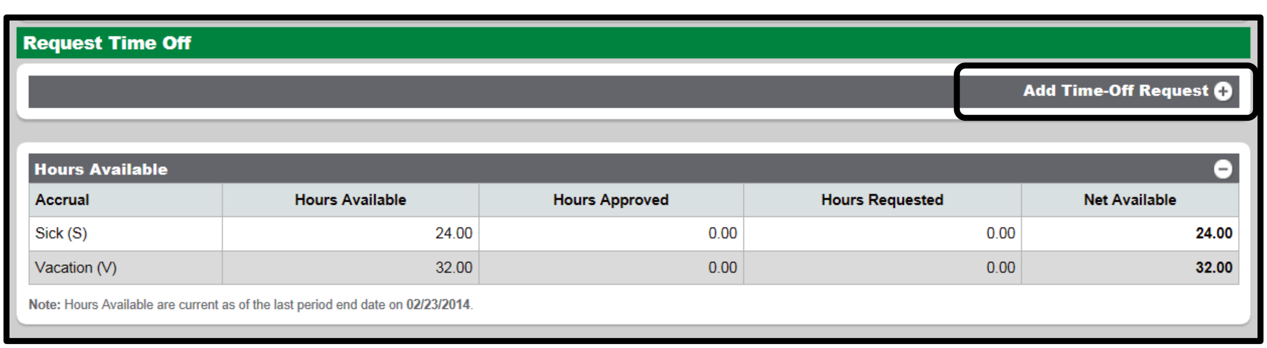


There are two ways to request time off:

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.



Request Time Off

Add Time-Off Request

Hours Available

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 02/23/2014.

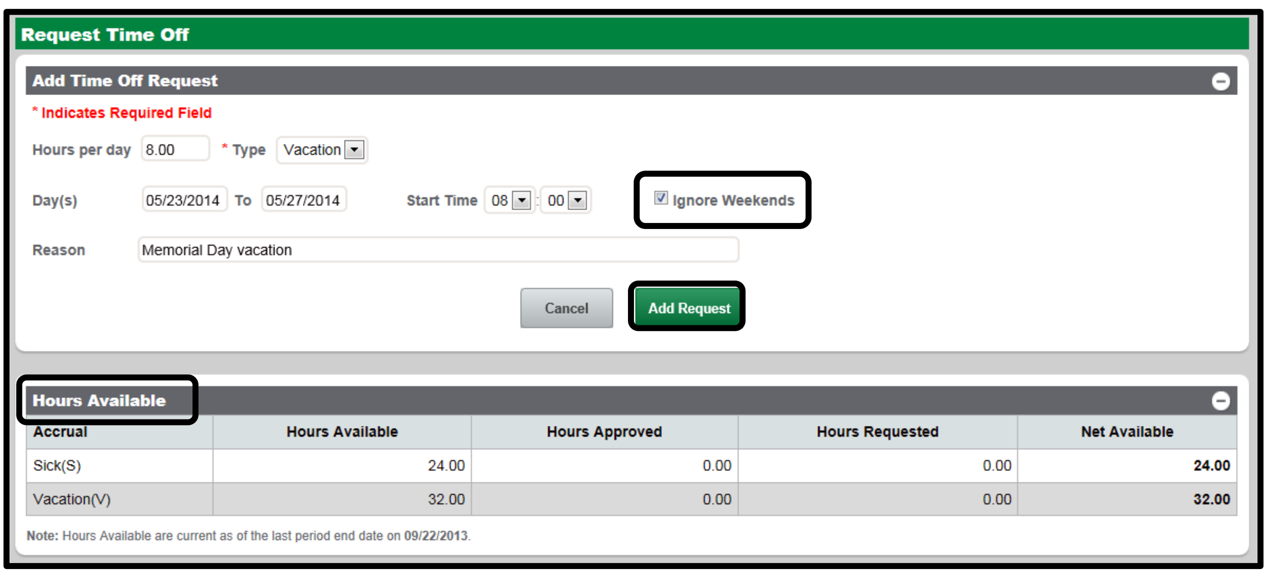
Enter the amount of hours you need to request off as well as the accrual type. You are able to select the date or date range you would like to request off. *Note: Your available time is listed below under the "Hours Available" header.*

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."



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

Option 2) Calendar

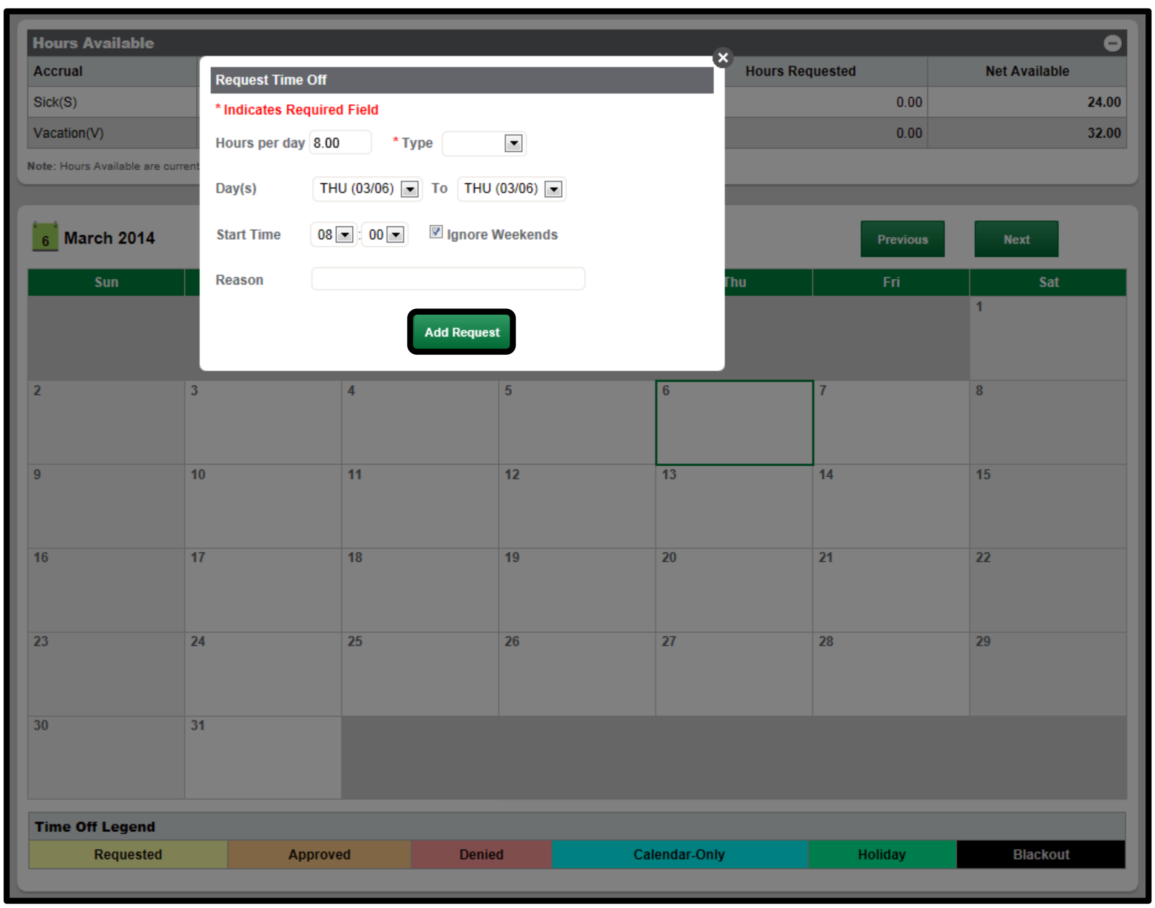
To request time off from the Calendar, select the plus sign on the day to be requested off. *Note: Today's date will always have a solid outline on the calendar.*

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.

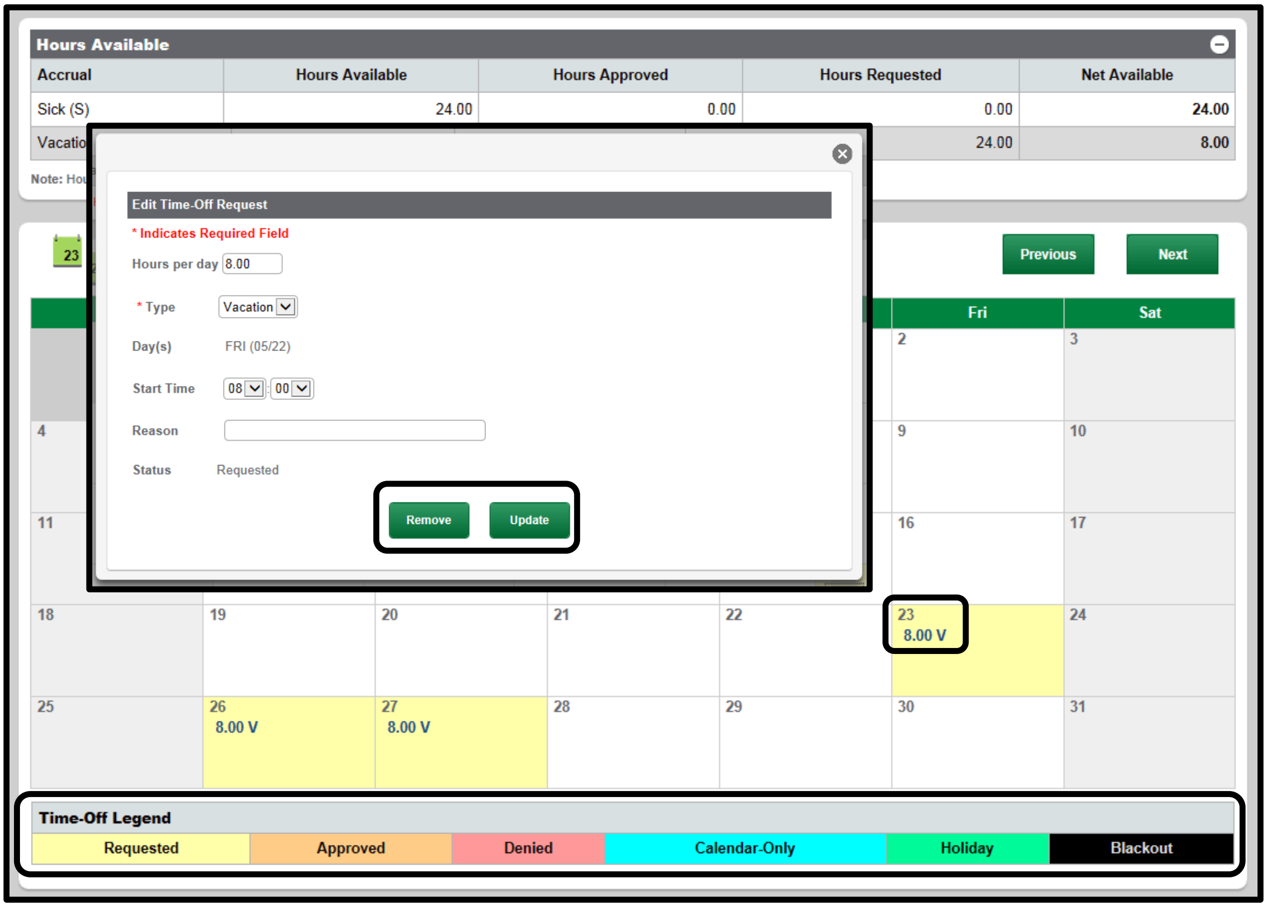
When finished, select "Add Request."



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."



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

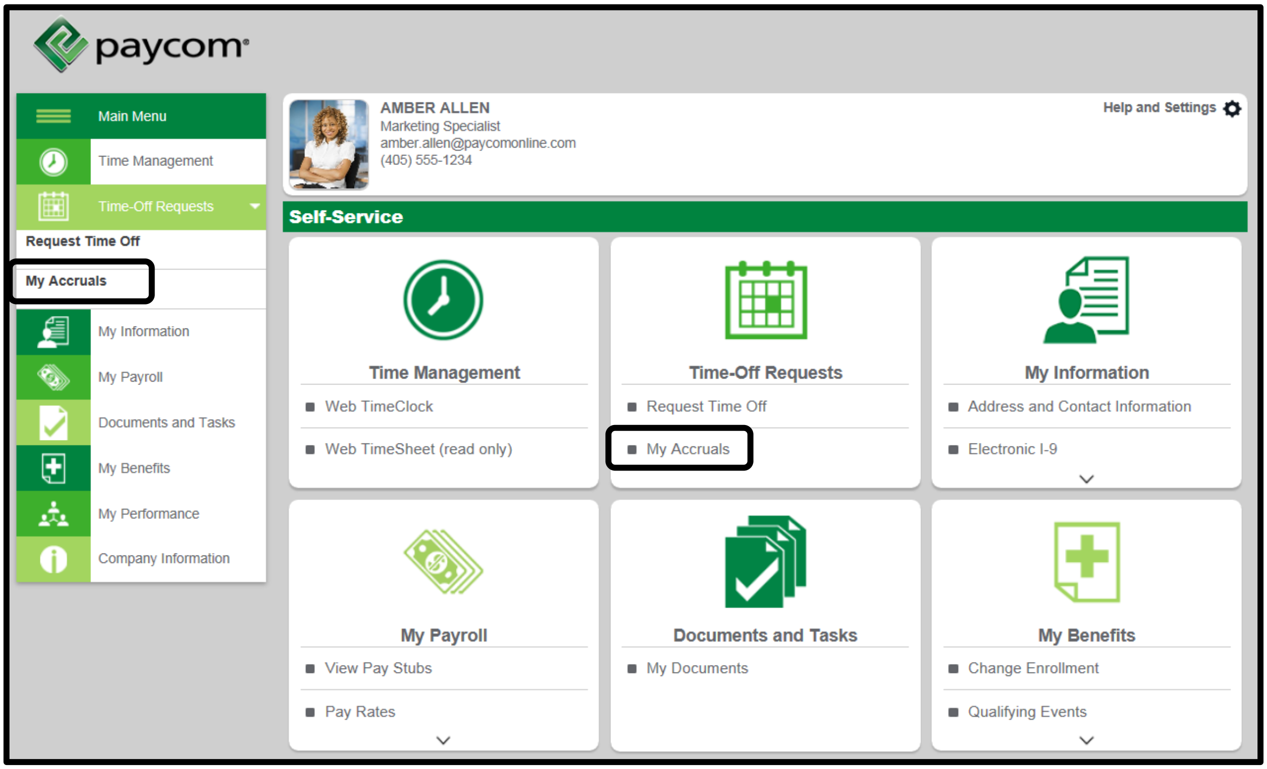
From: System Message
To:
Cc:
Subject: [PaycomOnline] Time Off Request Response

Time Off Request Approved

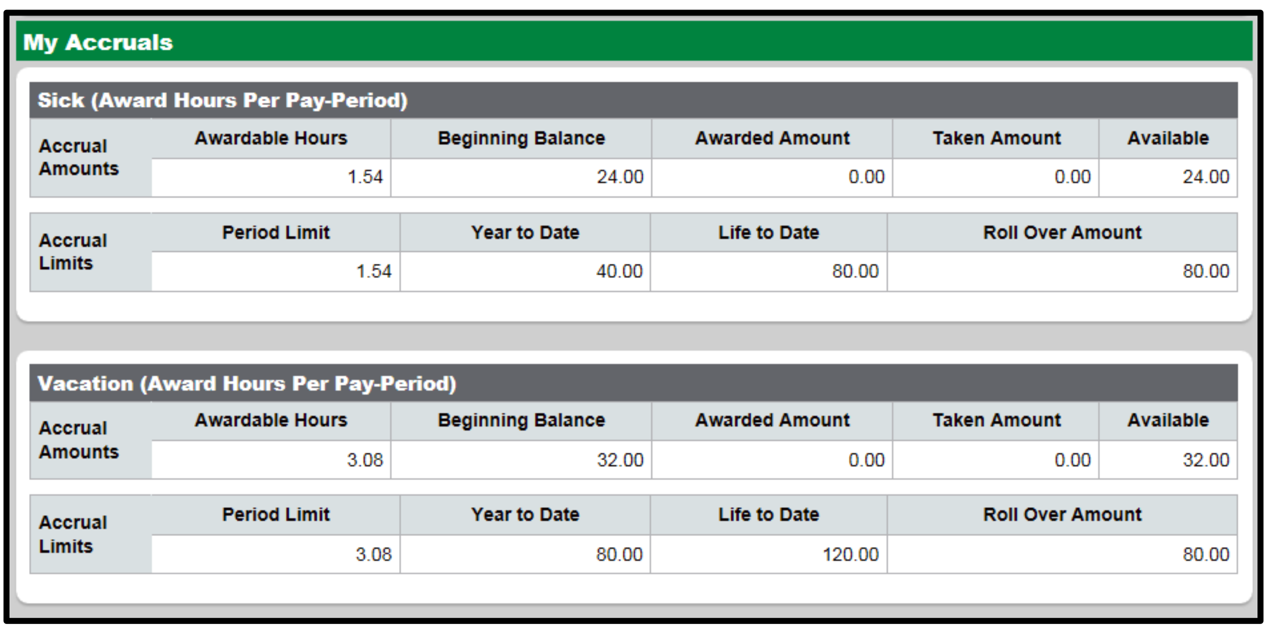
Employee: MARIA HOWARD
Hours: 8.00
PTO Type: Vacation
Date: 03-21-2013 08:00:00

Time-Off Requests: My Accruals

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)

	Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
Accrual Amounts	1.54	24.00	0.00	0.00	24.00

	Period Limit	Year to Date	Life to Date	Roll Over Amount
Accrual Limits	1.54	40.00	80.00	80.00

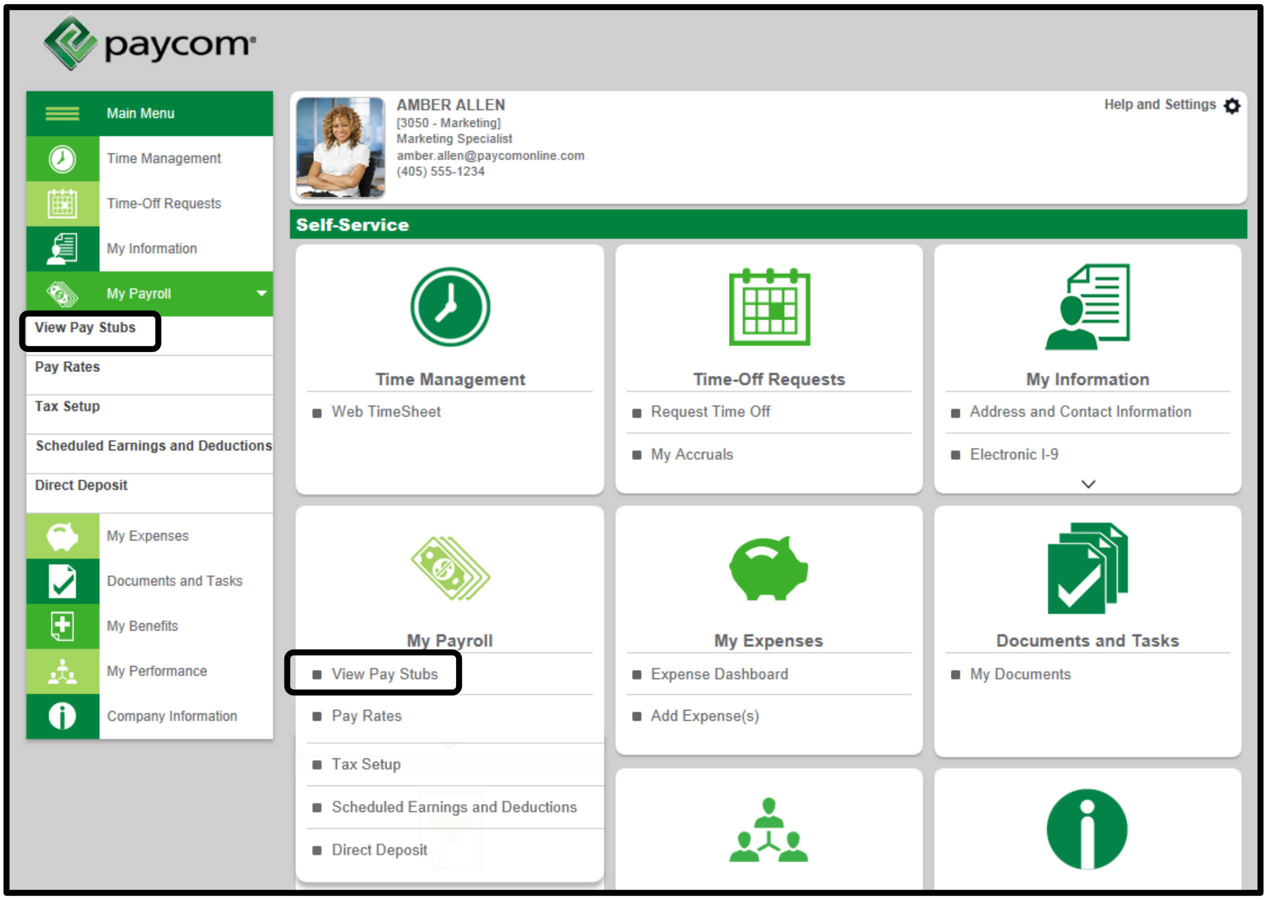
Vacation (Award Hours Per Pay-Period)

	Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
Accrual Amounts	3.08	32.00	0.00	0.00	32.00

	Period Limit	Year to Date	Life to Date	Roll Over Amount
Accrual Limits	3.08	80.00	120.00	80.00

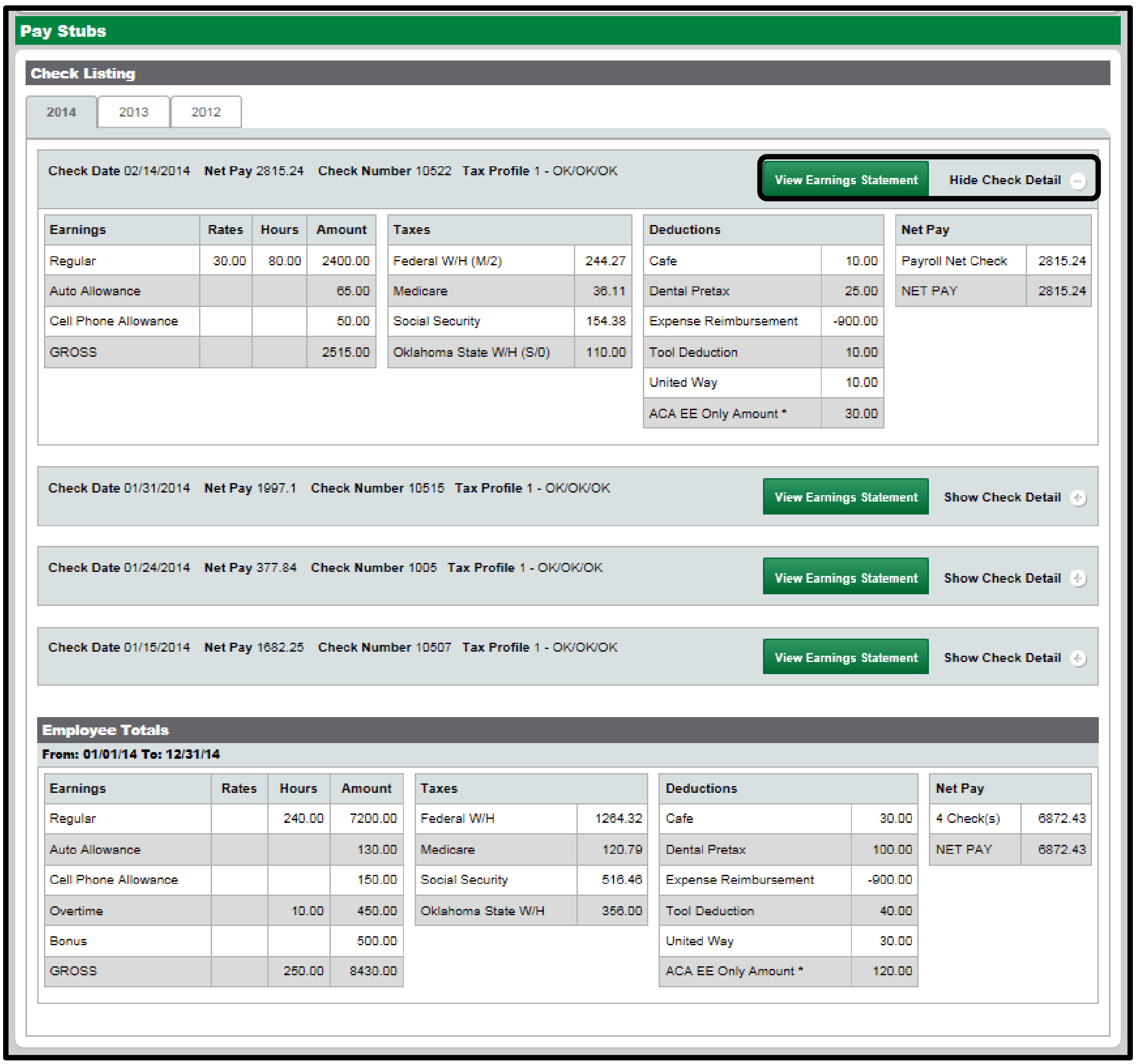
View Pay Stubs

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.



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	Rates	Hours	Amount
Regular	30.00	80.00	2400.00
Auto Allowance			65.00
Cell Phone Allowance			50.00
GROSS			2515.00

Taxes	
Federal W/H (M/2)	244.27
Medicare	36.11
Social Security	154.38
Oklahoma State W/H (S/0)	110.00

Deductions	
Cafe	10.00
Dental Pretax	25.00
Expense Reimbursement	-900.00
Tool Deduction	10.00
United Way	10.00
ACA EE Only Amount *	30.00

Net Pay	
Payroll Net Check	2815.24
NET PAY	2815.24

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	Rates	Hours	Amount
Regular		240.00	7200.00
Auto Allowance			130.00
Cell Phone Allowance			150.00
Overtime		10.00	450.00
Bonus			500.00
GROSS		250.00	8430.00

Taxes	
Federal W/H	1264.32
Medicare	120.79
Social Security	516.46
Oklahoma State W/H	356.00

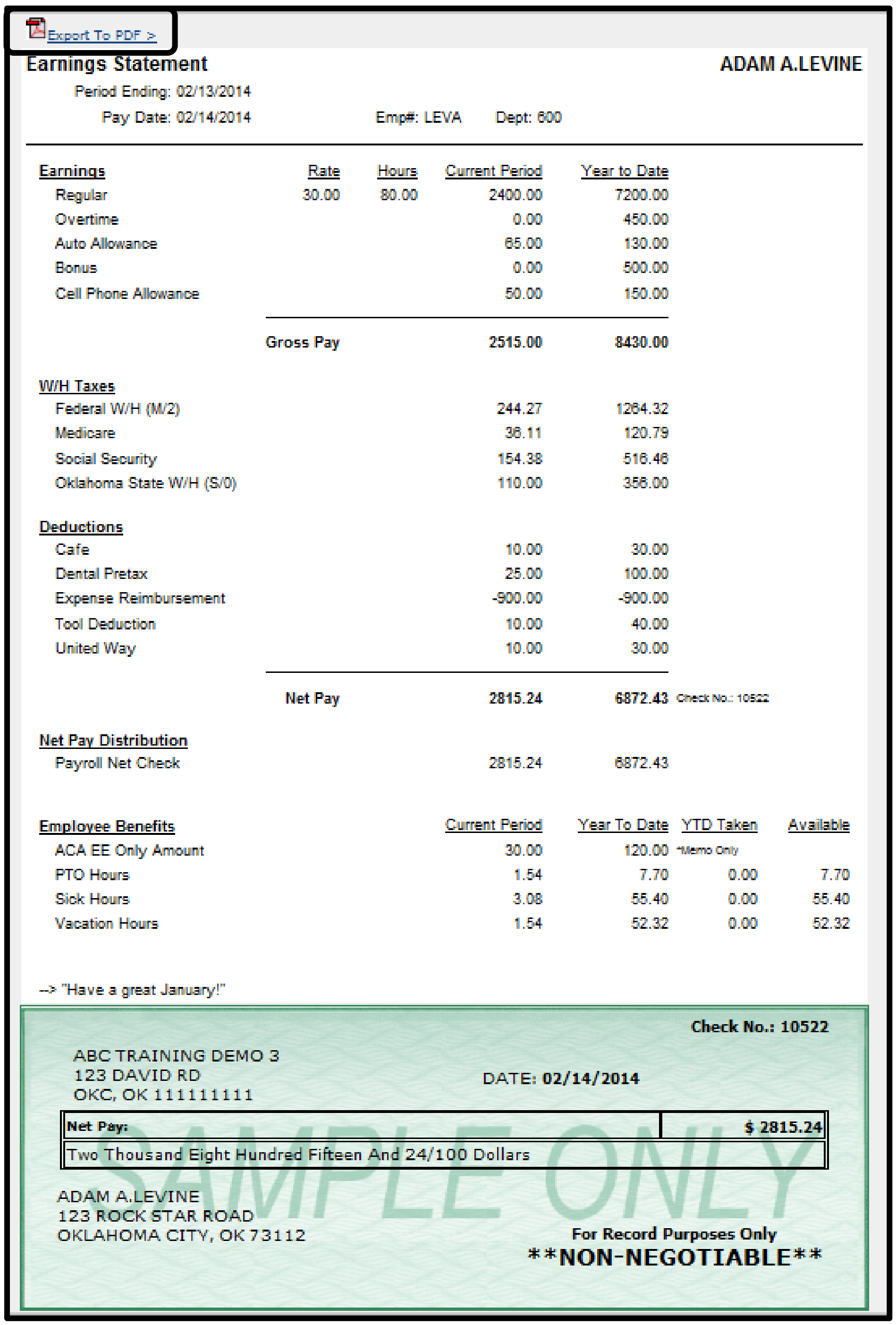
Deductions	
Cafe	30.00
Dental Pretax	100.00
Expense Reimbursement	-900.00
Tool Deduction	40.00
United Way	30.00
ACA EE Only Amount *	120.00

Net Pay	
4 Check(s)	6872.43
NET PAY	6872.43

My Payroll

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

Earnings	Rate	Hours	Current Period	Year to Date
Regular	30.00	80.00	2400.00	7200.00
Overtime			0.00	450.00
Auto Allowance			65.00	130.00
Bonus			0.00	500.00
Cell Phone Allowance			50.00	150.00
Gross Pay			**2515.00**	**8430.00**
W/H Taxes				
Federal W/H (M/2)			244.27	1264.32
Medicare			36.11	120.79
Social Security			154.38	516.46
Oklahoma State W/H (S/0)			110.00	356.00
Deductions				
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
Net Pay Distribution				
Payroll Net Check			2815.24	6872.43

Employee Benefits	Current Period	Year To Date	YTD Taken	Available
ACA EE Only Amount	30.00	120.00	*Memo Only	
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!"

Check No.: 10522

ABC TRAINING DEMO 3
123 DAVID RD
OKC, OK 111111111

DATE: **02/14/2014**

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

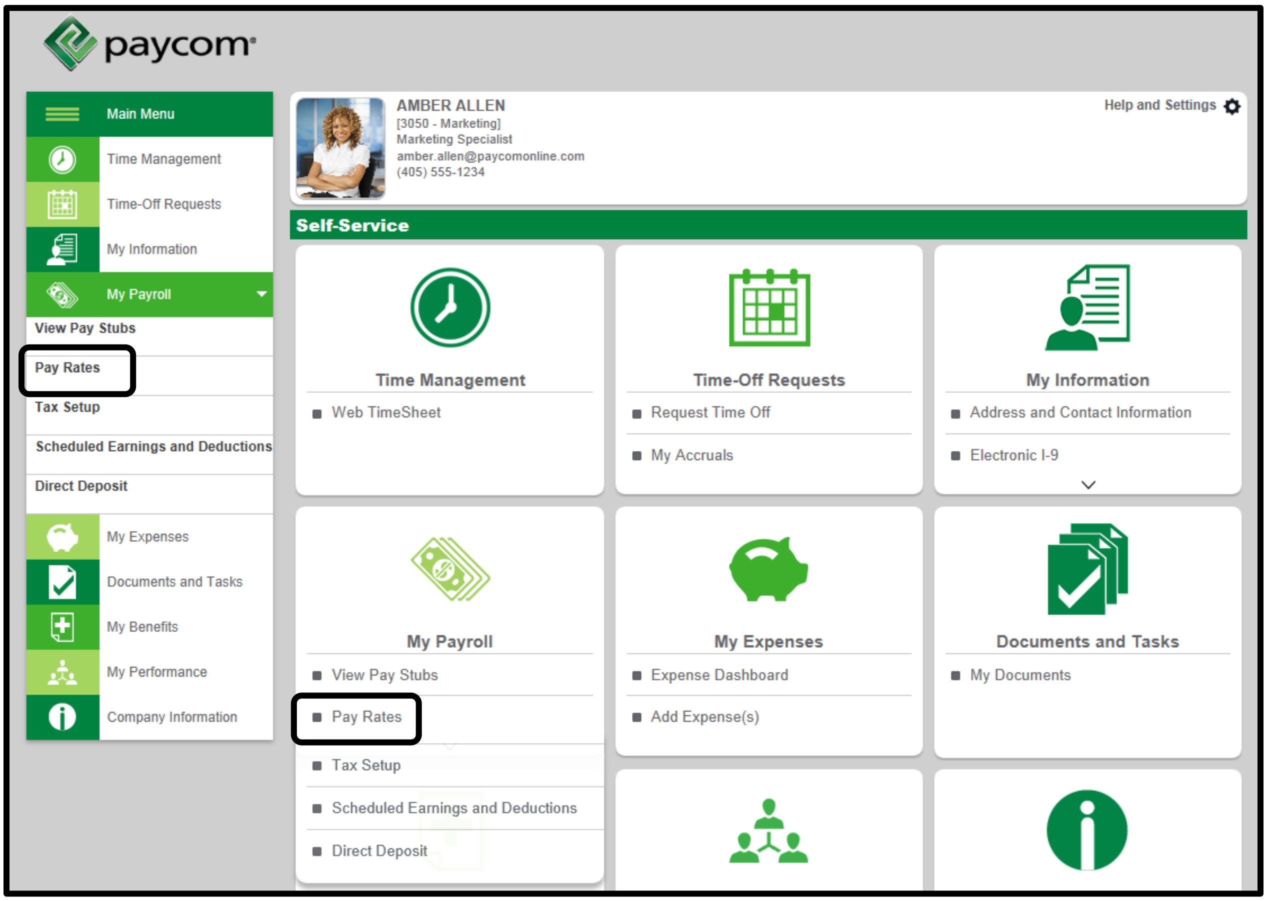
SAMPLE ONLY

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.



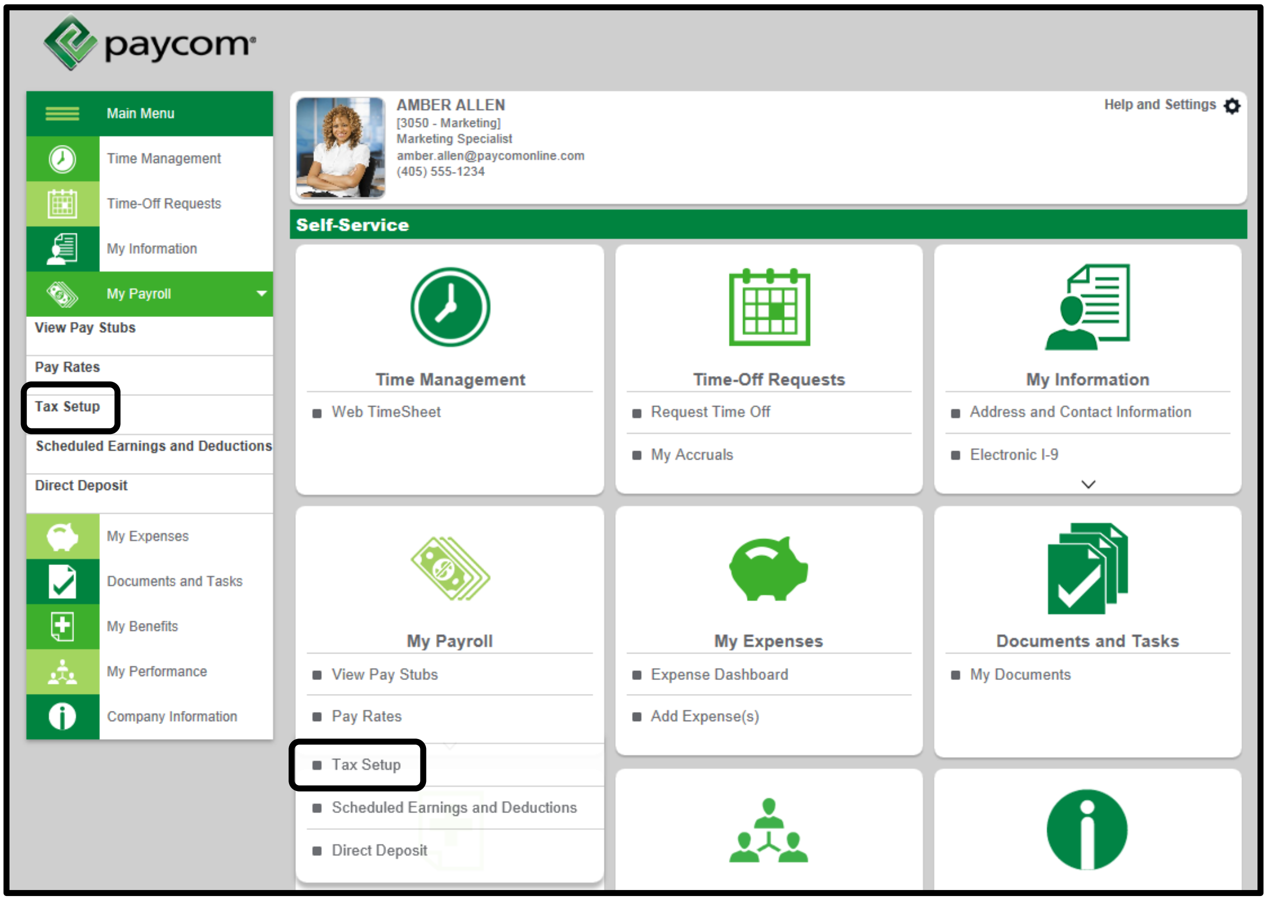
The My Pay Rate Information section provides a quick glance of the information your employer has on file for you.

My Pay Rate Information

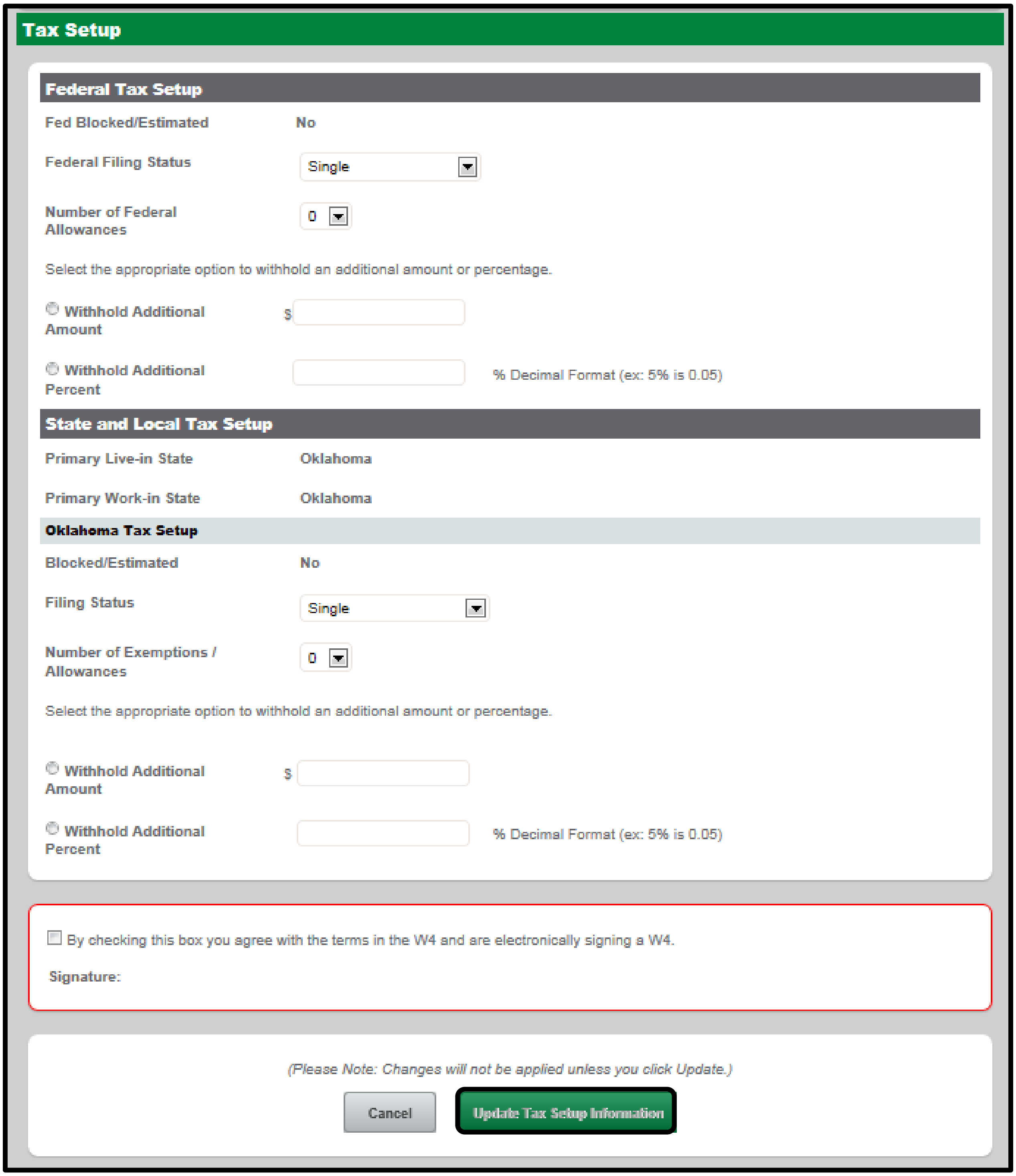
Employee Type	W-2
Pay Frequency	Bi-Weekly
Pay Type	Salary
Pay-Period Salary	1500.00
Last Pay Change	03/17/2014 (Previous Rate:$24.00)

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.



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	Single
Number of Federal Allowances	0

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	Single
Number of Exemptions / Allowances	0

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.

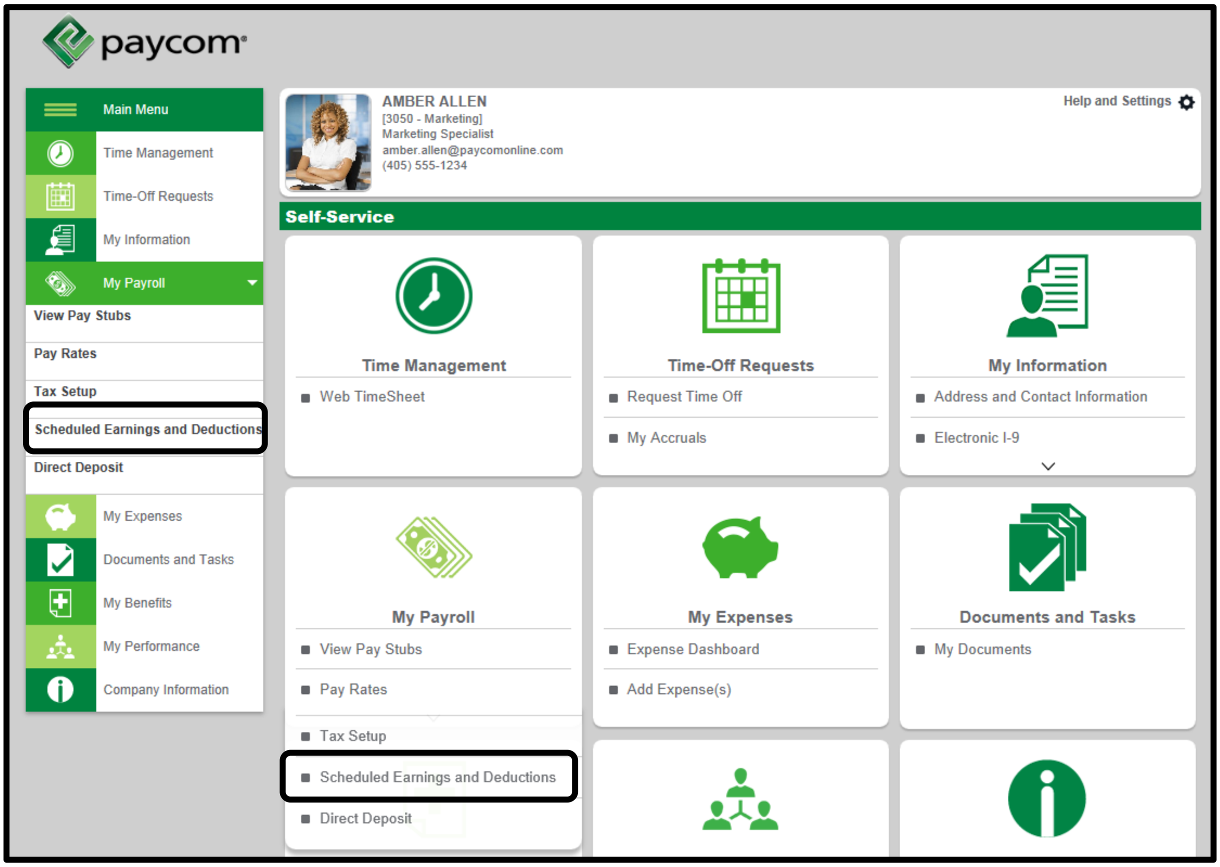
Signature:

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

Cancel | Update Tax Setup Information

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

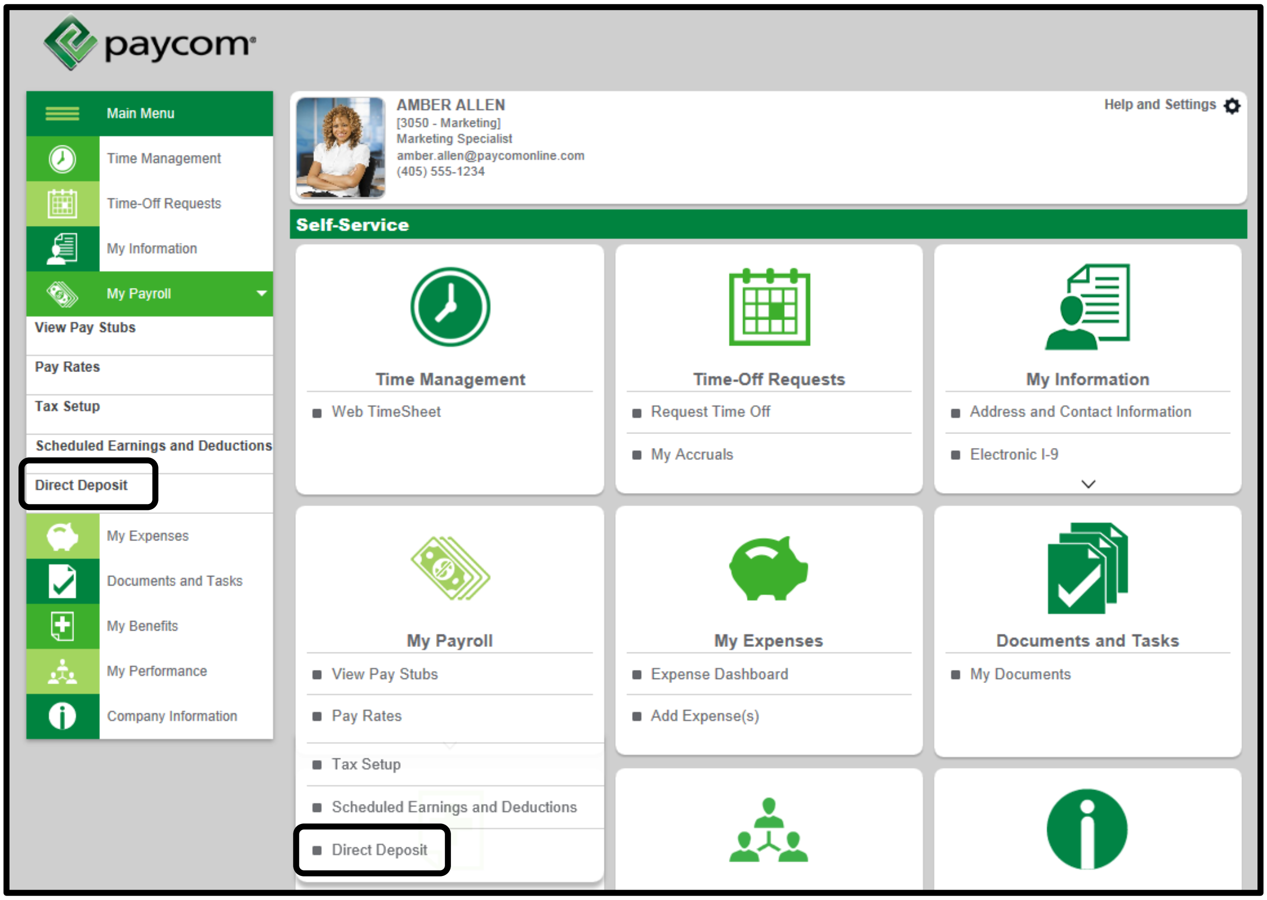
Earning Name	Scheduled Amount	Scheduled Frequency

Scheduled Deductions

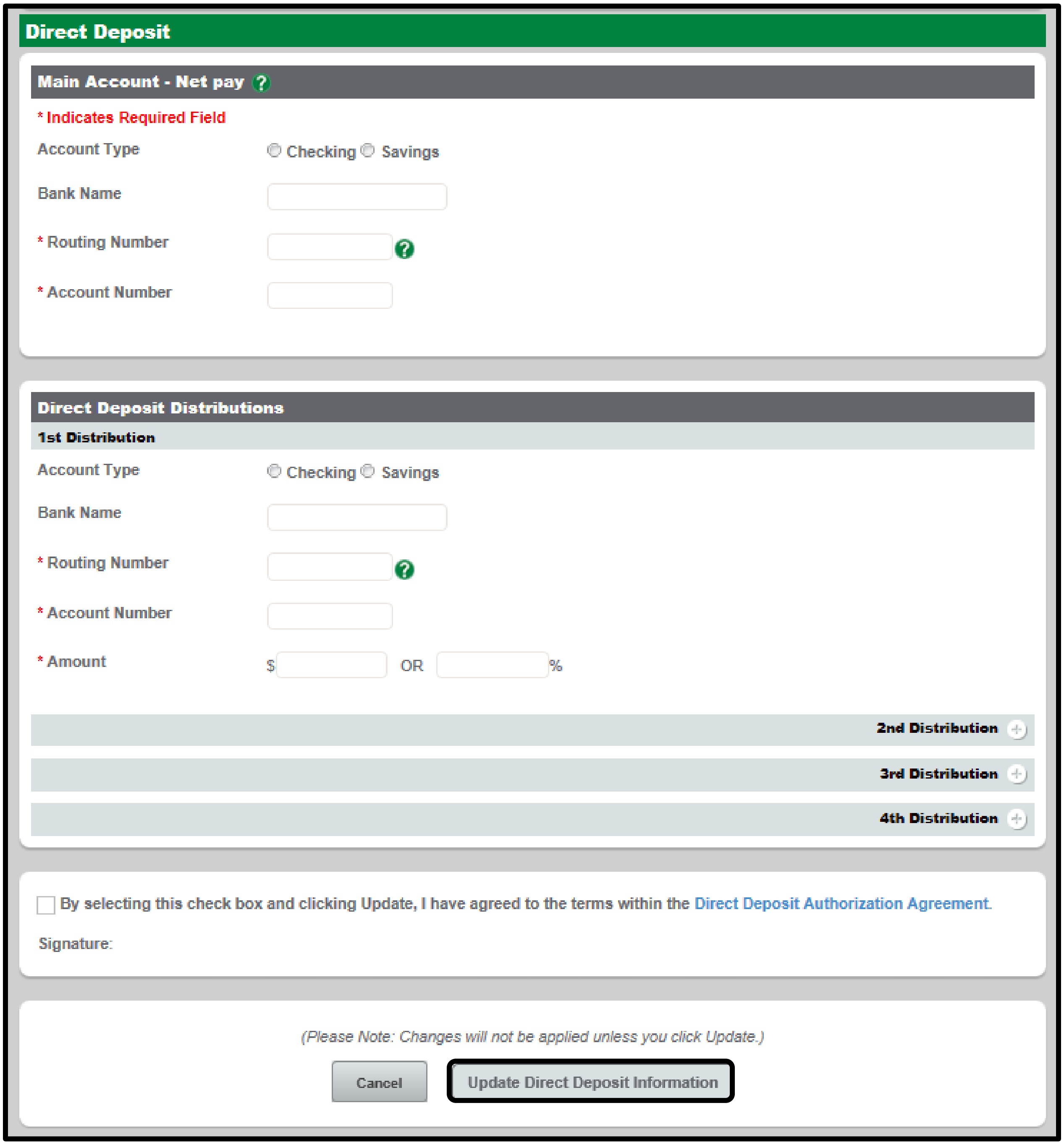
Deduction Name	Scheduled Amount	Scheduled Percent	Scheduled Frequency	Goal Amount	Goal Accumulated	Remaining Balance
401K %		6.00%	Every Payroll	$17,000.00	$0.00	$17,000.00
Employee Life	$1.89		Every Payroll			
Expense Reimbursement (-)	$0.00		Every Payroll			
Medical Pre Tax	$50.00		Every Payroll			
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.



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

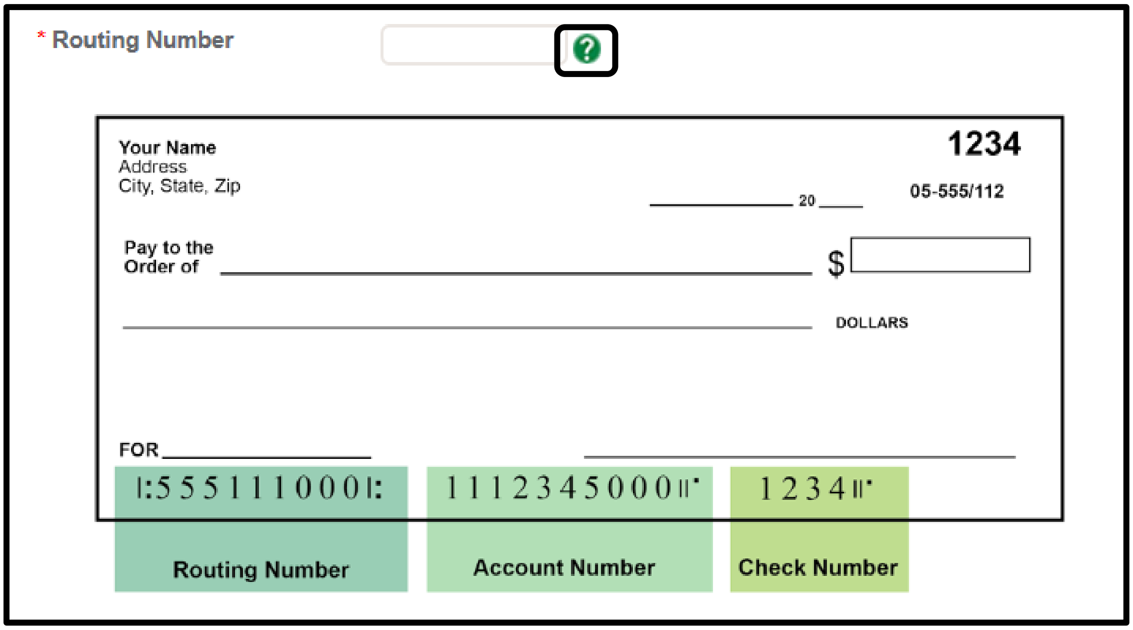
☐ By selecting this check box and clicking Update, I have agreed to the terms within the Direct Deposit Authorization Agreement.

Signature:

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

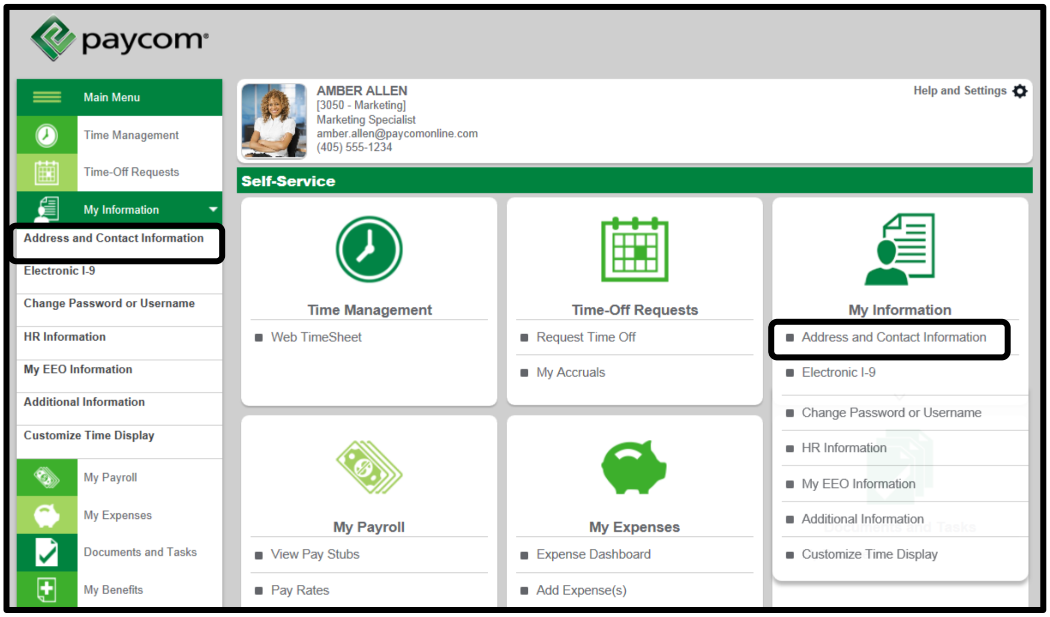
Cancel | Update Direct Deposit Information

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.

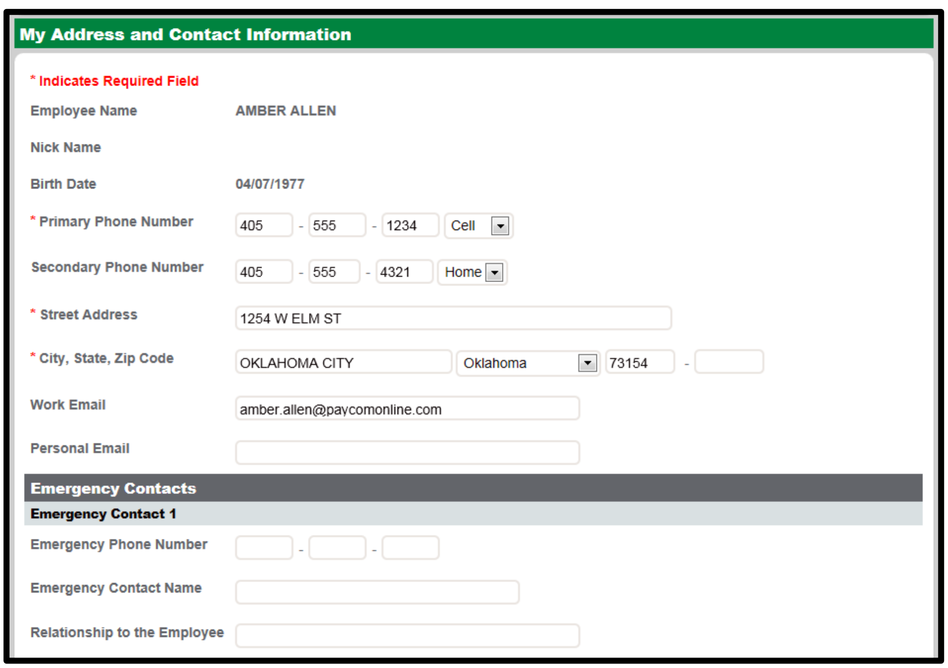


Address and Contact Information

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.

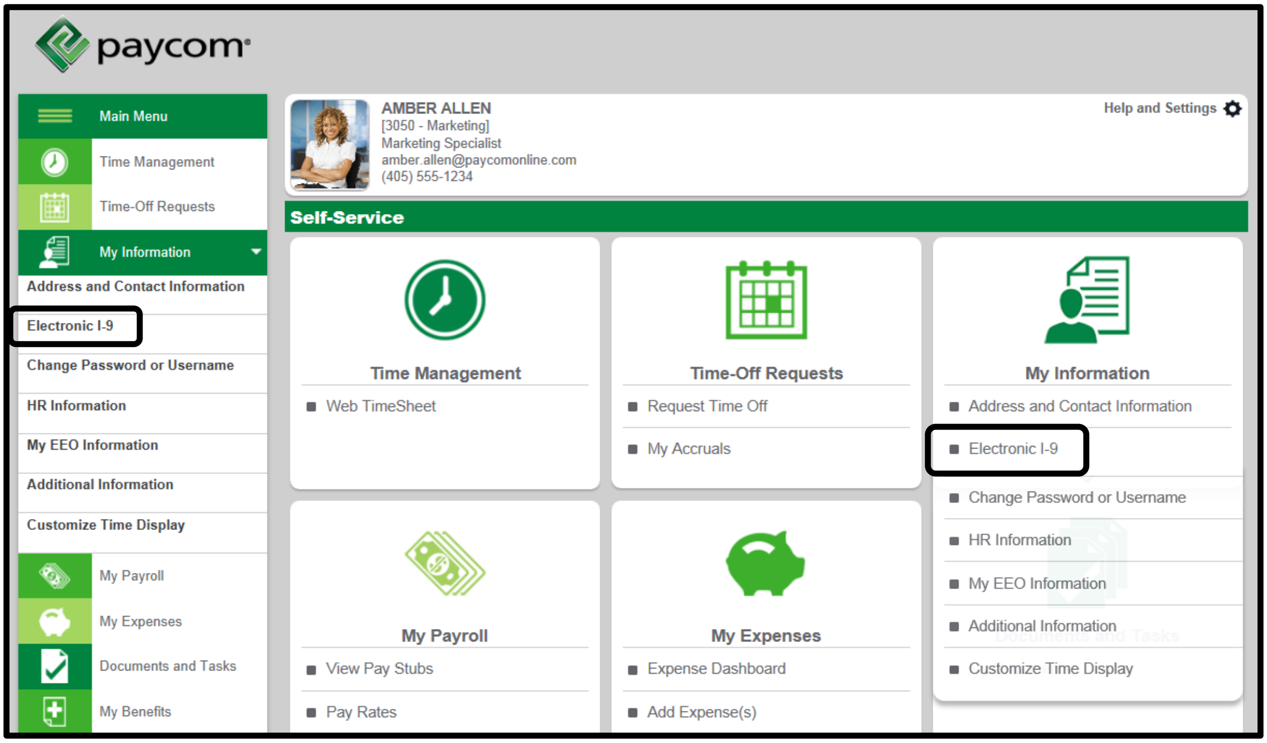


Edit the applicable information, then scroll to the bottom of the page and select “Update.”



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.



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

Electronic I-9

Last Name	ALLEN
First Name	AMBER
Middle Initial	
Other Names Used (if any)	
Address	1254 W ELM ST
Apartment Number	
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) / /

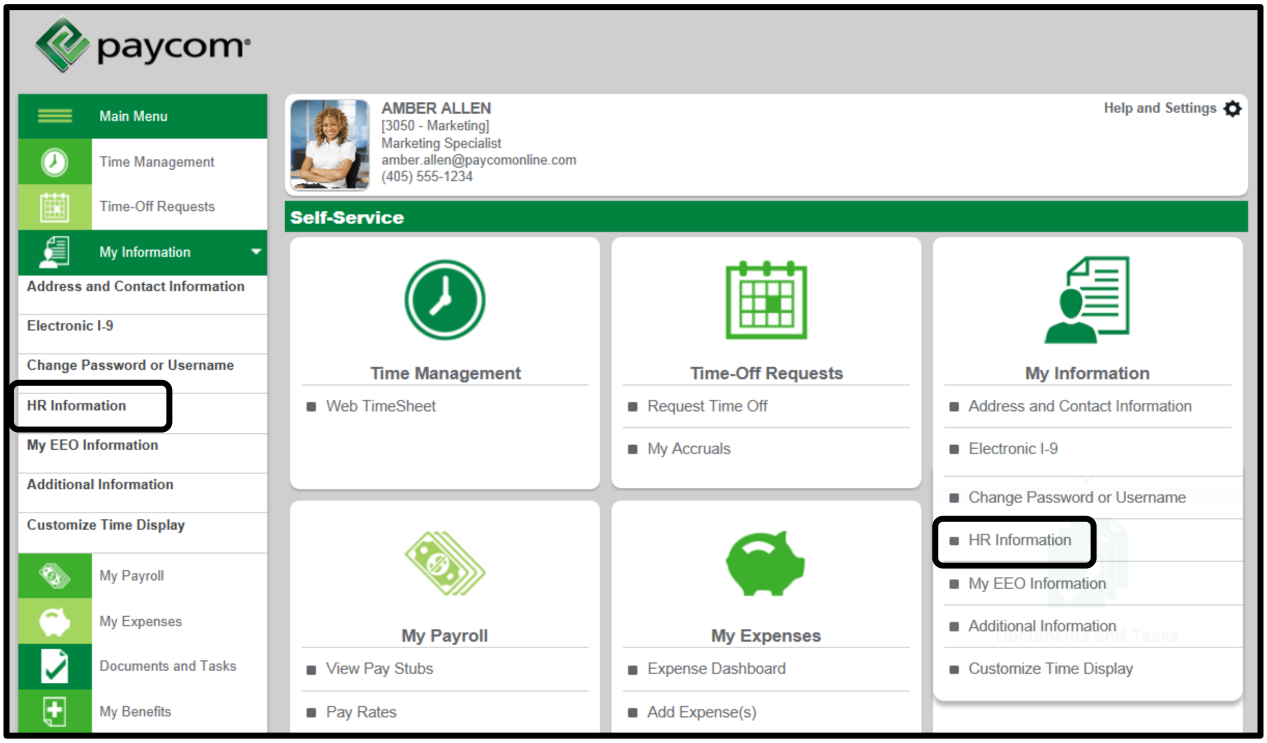
Employee's Signature (AMBER ALLEN)	
Date (mm/dd/yyyy)	03/18/2014

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

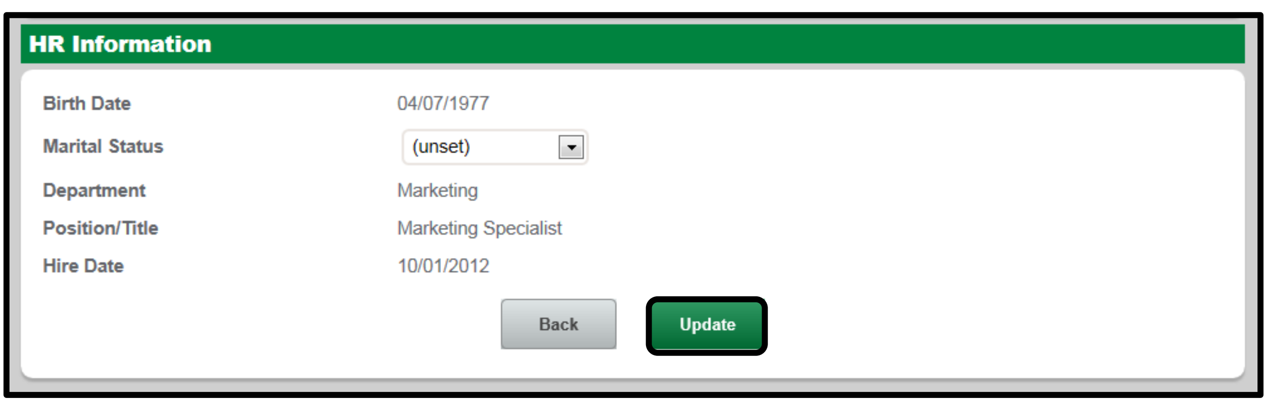
Cancel | Update I-9 Information

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.

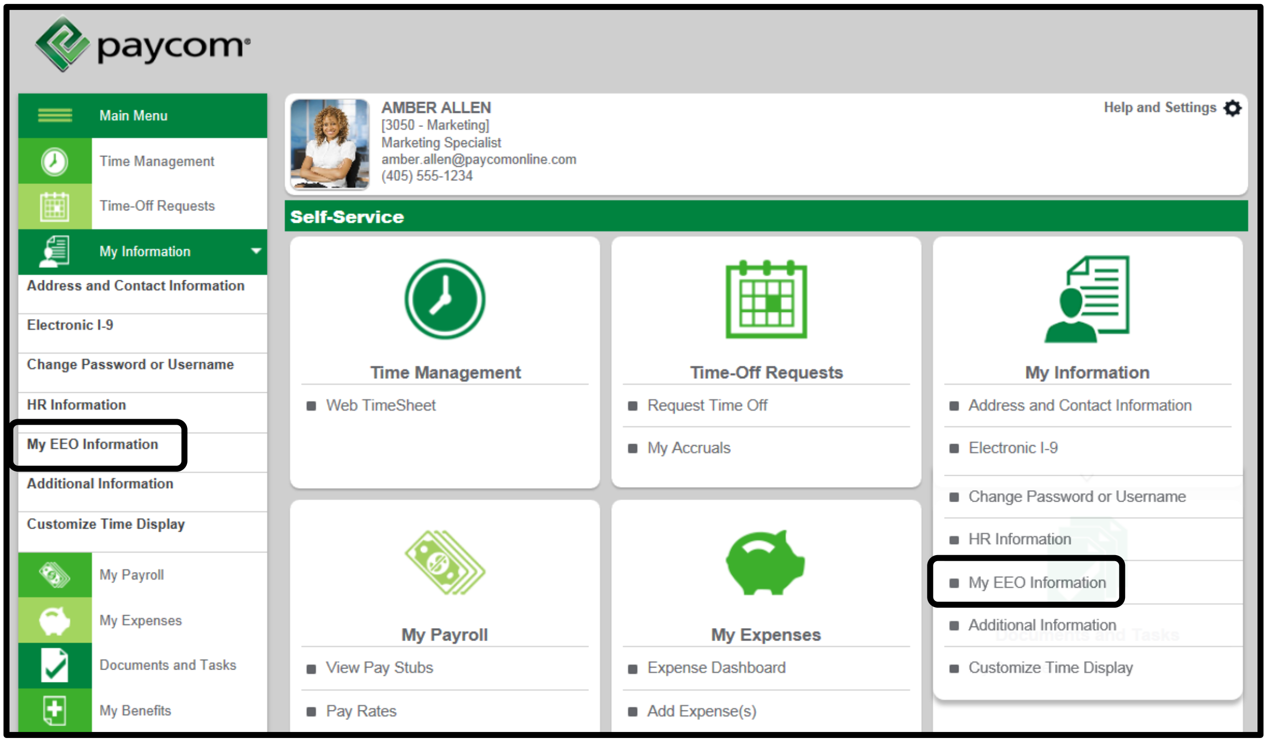


Within this section you can edit your marital status by selecting a new option from the drop-down and selecting “Update.”



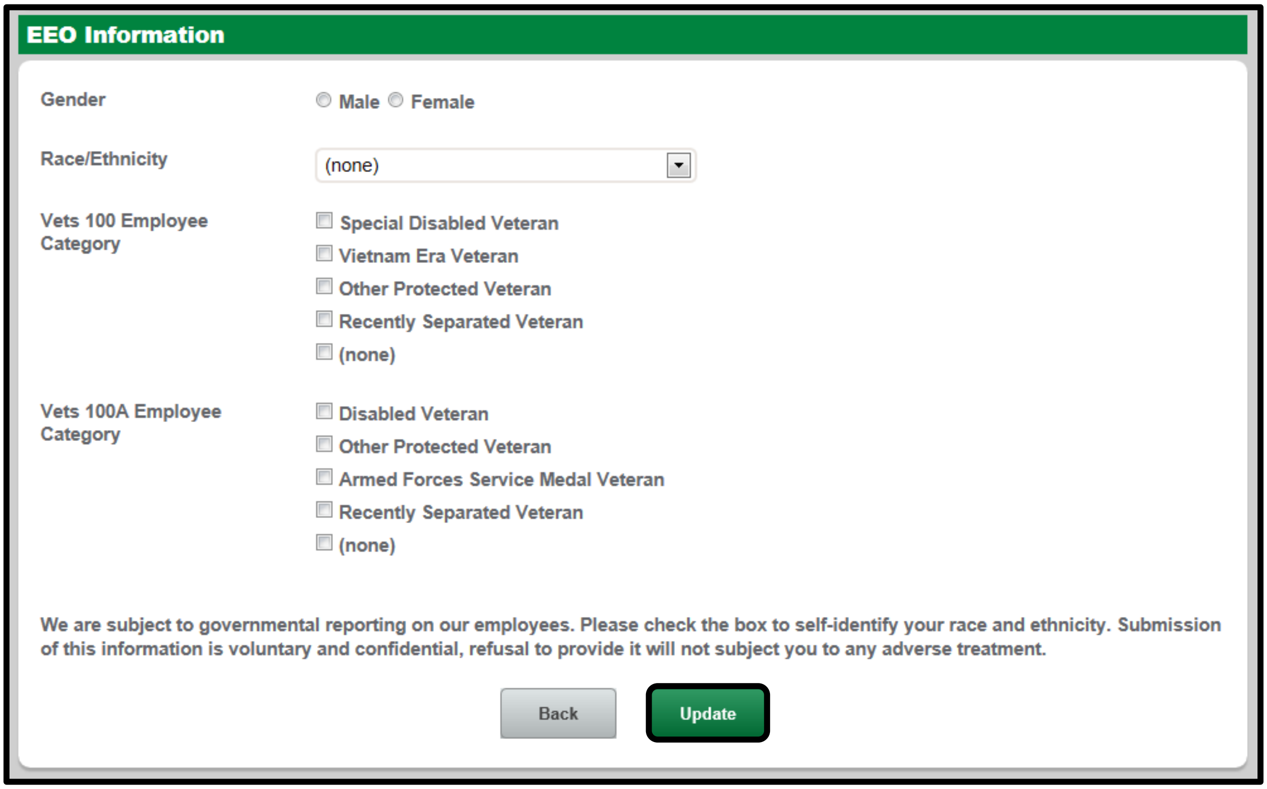
My EEO Information

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.



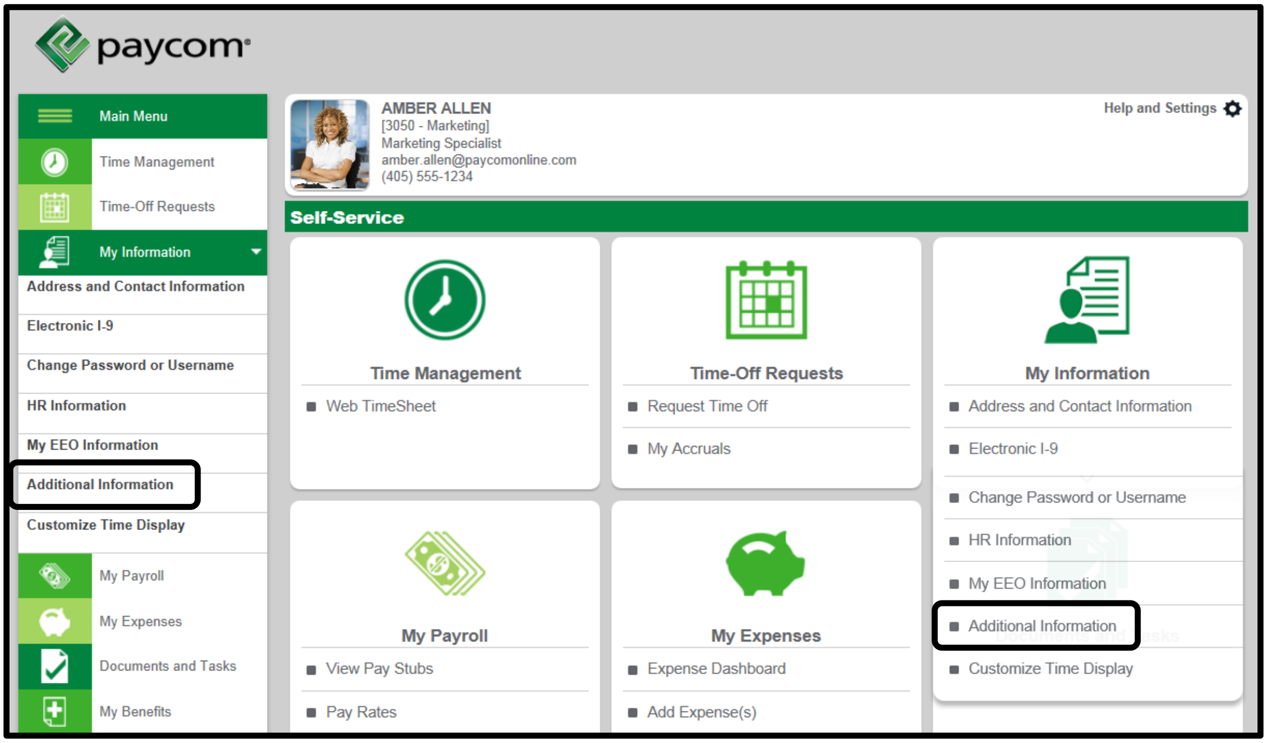
Select “Update” when finished adding the applicable information.

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



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.



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