Introduction to Employee Self-Service

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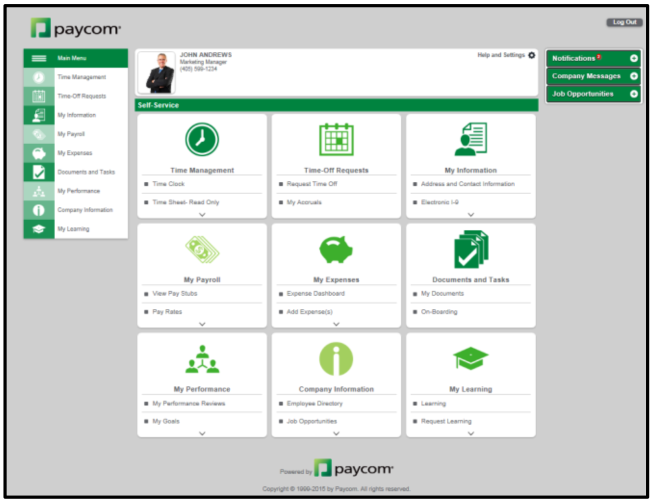
Introduction to Employee Self-Service

Welcome to Paycom! Employee Self-Service was designed with you in mind. We've made it simple to use, and we've given your employer the ability to give you the power over your information. Everything you need to do in Employee Self-Service is located in one convenient location that houses all your data and the functions to complete all processes and tasks. This training guide is going to take you through several aspects of your Employee Self-Service, including how to:

- log into the Paycom system;
- navigate Employee Self-Service;
- update your address and contact information;
- update your electronic I-9;
- how to change your password or username;
- how to change your security questions;
- update your HR information;
- customize your time display;
- view your pay rates;
- view your scheduled earnings and deductions;
- access the Help Menu; and
- how to log out.

Keep in mind that depending on what services your employer has with Paycom, you may have access to more or less than what is covered in this Training Guide. Additional Training Guides are available and are specific to the other features you may have access to in Employee Self-Service.

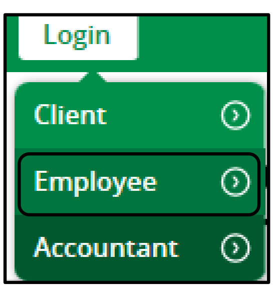


Logging into the System

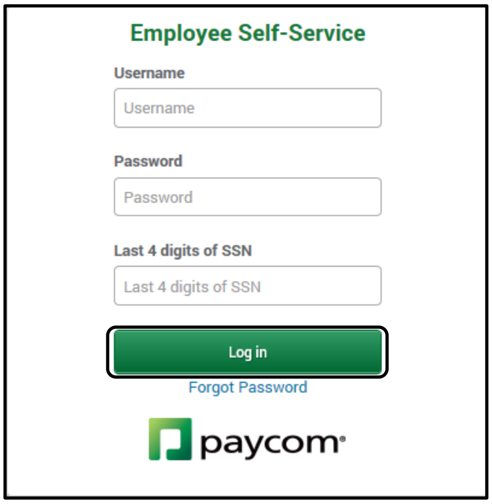
Let’s look at how to get into Employee Self-Service. Your Human Resources or Payroll department may have given you a print out or emailed you instructions on how to log in. You can use the information from that sheet to follow along with this training guide.

To get logged into the Paycom system, you will need to go to www.Paycom.com or www.PaycomDFW.com. In the green bar at the top of your screen, you will see “Login.”

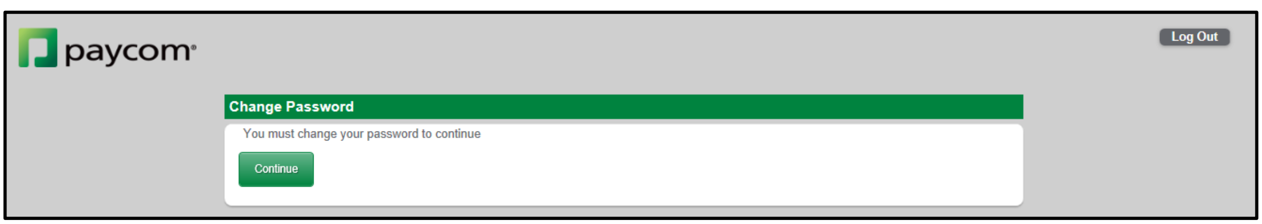
If you hover over that, you will see the options for “Client,” “Employee” and “Accountant.” You will need to use the employee login.



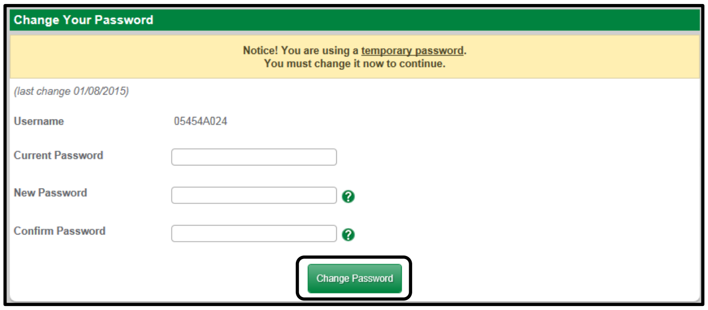
Once you've selected "Employee," you will be able to enter in your Username, Password and last four digits of your Social Security number. If you do not know your Username and/or Password, contact your Human Resources or Payroll departments. Click "Log in" when you've entered in your information.



If your Human Resources or Payroll departments gave you a one-time password, you will be asked to change it immediately.



Now you can pick something you will remember! Just enter the current password once, and your new password twice. Then, click "Change Password," and your password will be changed.

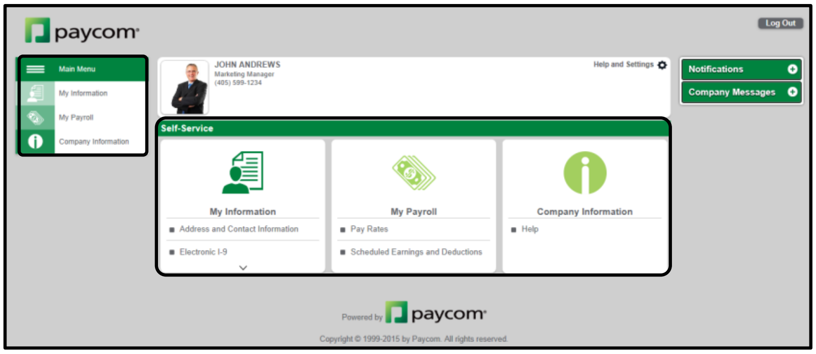


Next time you log in, you will be immediately taken to the main menu of Employee Self-Service.

Navigating Employee Self-Service

Now that you are logged in, let's take a look around. Remember that your menu likely looks different than what you see here; check out our other courses over the specific features of the system you see on your main menu. From your main menu, you will notice that there are tiles in the center of the page labeled by the actions you can complete, such as accessing your information, requesting time-off, and accessing your time clock.

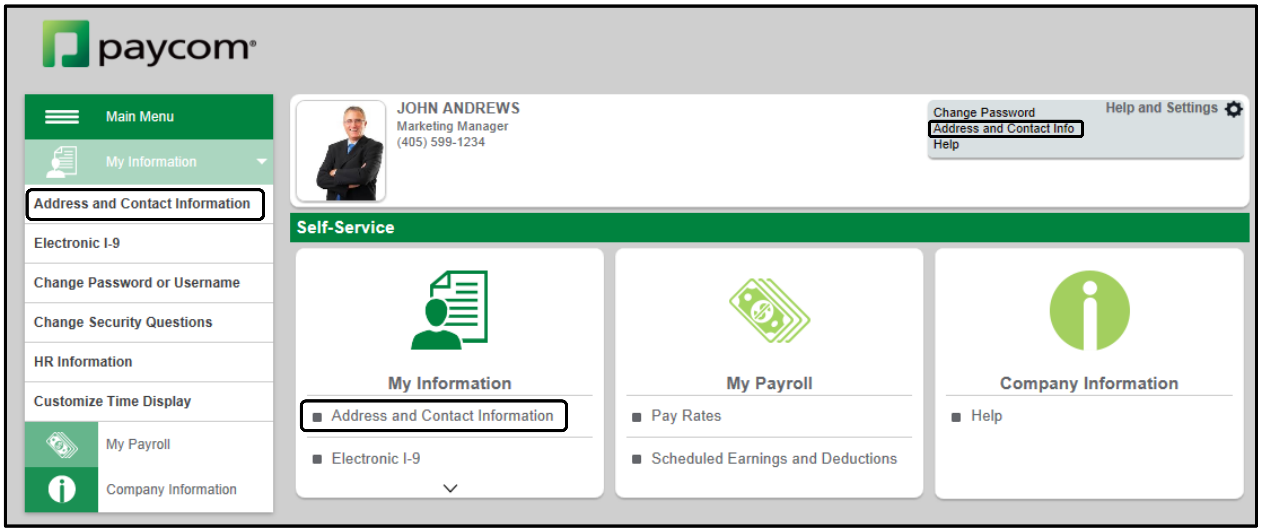
You can click directly from the tile to access those features, or on the left-hand side you have a navigation bar that will expand to give you the same options. Using either of these methods will take you to the same place, so give both a try and figure out what works best for you.



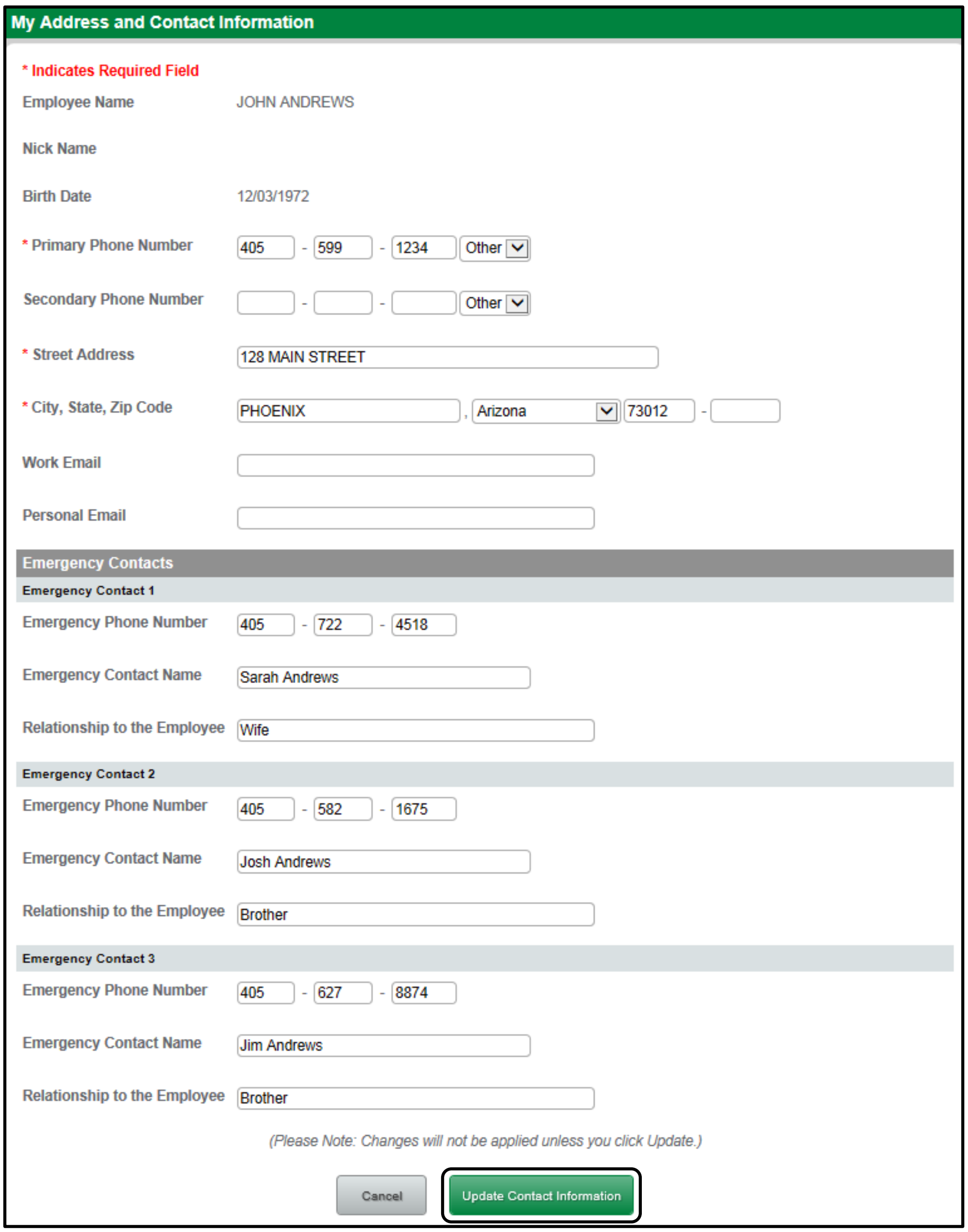
Updating Your Address and Contact Information

Did you move or get a new phone number recently? Your employer may have given you the access to change your address and contact information in Employee Self-Service. If so, this option will be located in three places on Employee Self-Service.

- Click "Address and Contact Information" from the "My Information" tile.
- Click "My information" in the green navigation bar, and then click "Address and Contact Information."
- Click "Help and Settings," and then click "Address and Contact Info."



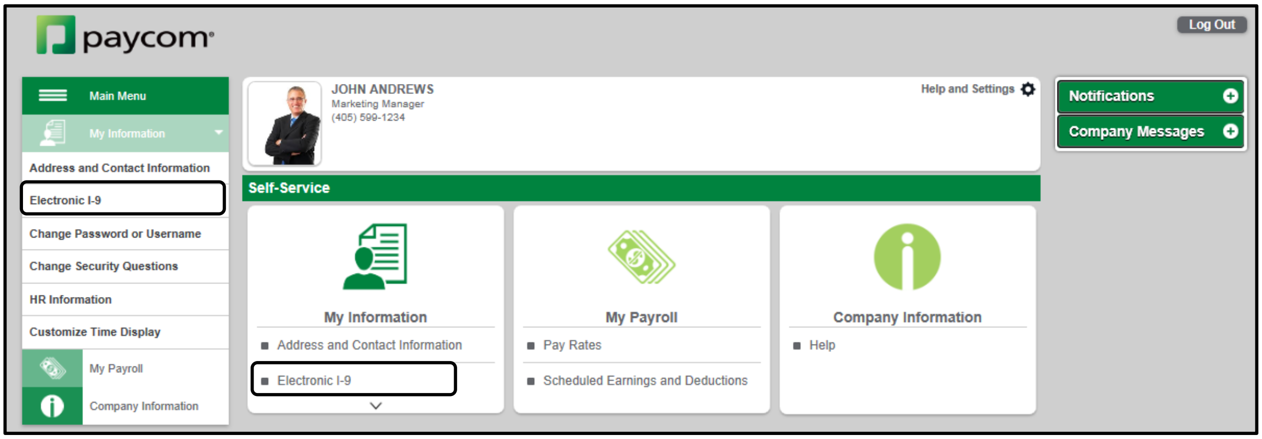
This menu allows you to change items, such as your: phone number, address, work email and emergency contacts. Simply enter the information and select “Update Contact Information” at the bottom of the page.



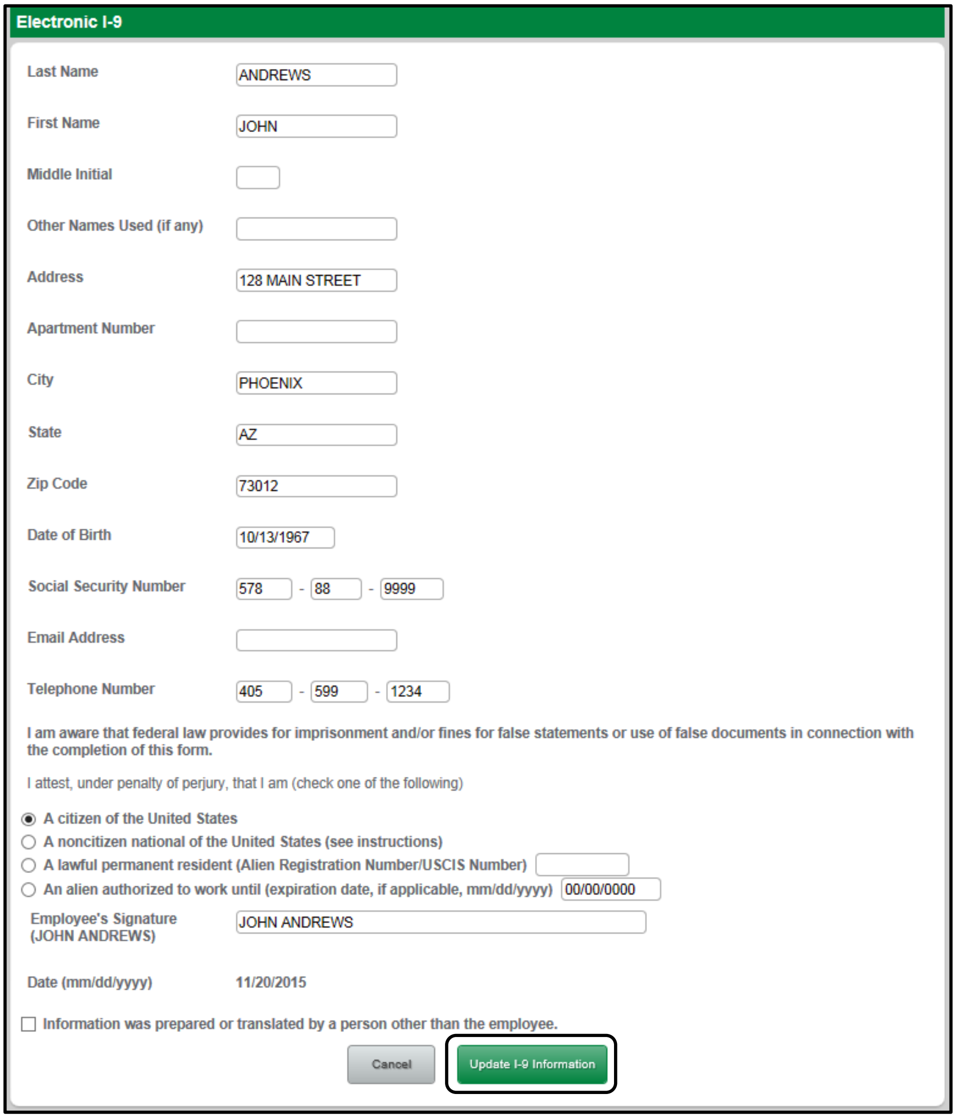
Electronic I-9

You may also have access to update your electronic I-9. This is a form you likely filled out your first couple of days on the job. You have two options to get to your electronic I-9.

- Click "Electronic I-9" in the "My Information" tile.
- Click "My Information" in the green navigation bar, and then click "Electronic I-9."



Once the necessary information has been updated, scroll to the bottom of the page and select “Update I-9 Information.”



Electronic I-9

Last Name	ANDREWS
First Name	JOHN
Middle Initial	
Other Names Used (if any)	
Address	128 MAIN STREET
Apartment Number	
City	PHOENIX
State	AZ
Zip Code	73012
Date of Birth	10/13/1967
Social Security Number	578 - 88 - 9999
Email Address	
Telephone Number	405 - 599 - 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) 00/00/0000

Employee's Signature (JOHN ANDREWS)	JOHN ANDREWS
Date (mm/dd/yyyy)	11/20/2015

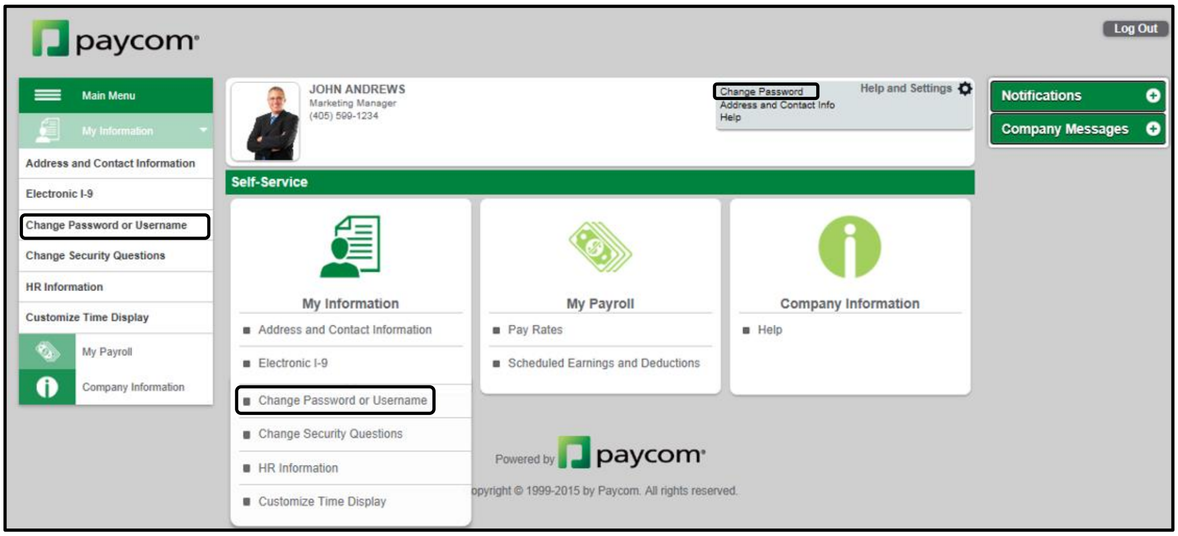
Information was prepared or translated by a person other than the employee.

Cancel   Update I-9 Information

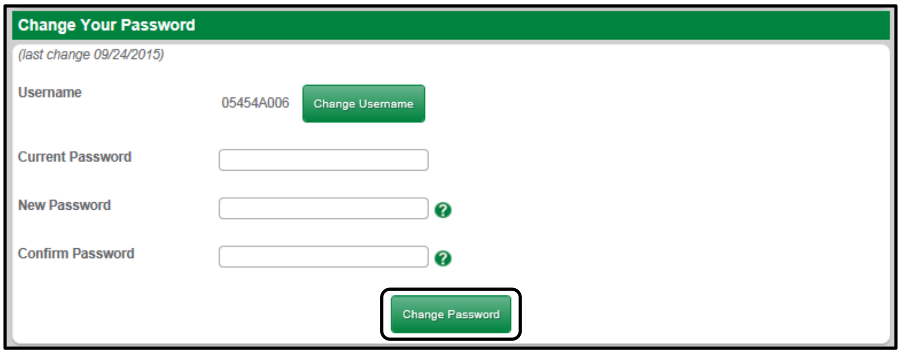
Changing Your Password or Username

The first time you log into the system you are required to change your password, but if you would like to do it any other time, you can. You also may have the access to change your username. There are three options to access the page to change your password or username.

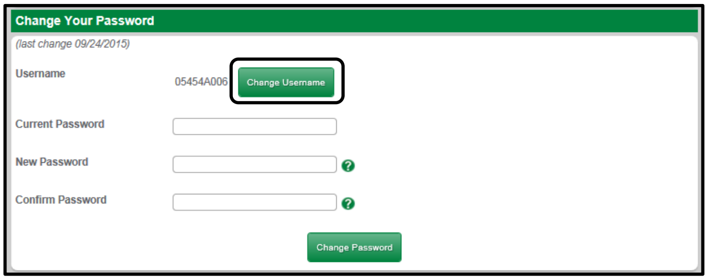
- Click “Change Your Password or Username” in the My Information tile.
- Click “My Information” in the green navigation bar, and then click “Change Your Password or Username.”
- Click “Help and Settings” and then “Change Password.”



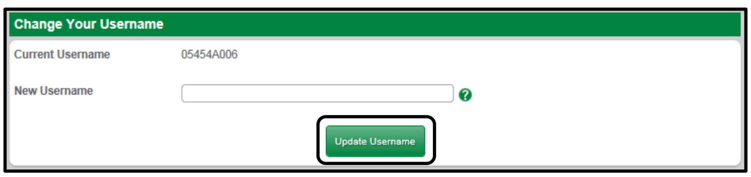
If you are changing your password, you will be asked to enter your current password and then your new password two times. Then, click “Change Password,” and your password will be changed.



If you are changing your username, you will select “Change Username.”



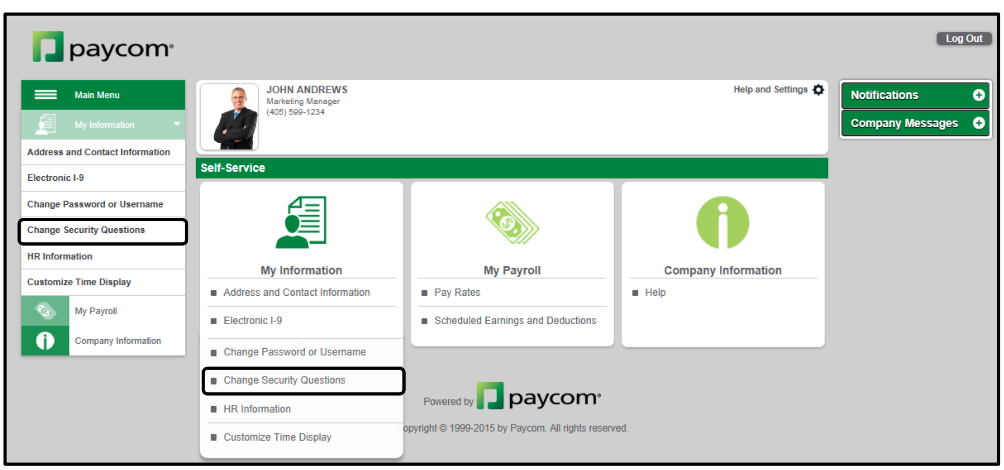
You will then enter your new username. Your new username must be a valid email address. Click “Update Username” when finished.



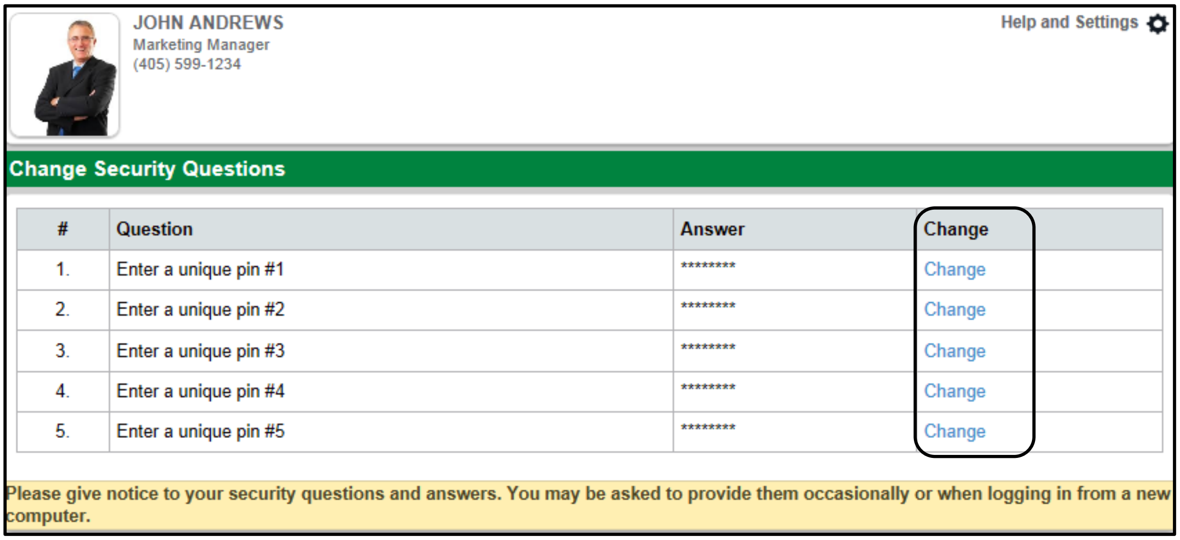
Changing Your Security Questions

If you have security questions enabled and would like to change them, you can do this easily. There are two options to access the page to change your security questions.

- Click “Change Security Questions” in the My Information tile.
- Click “My Information” in the green navigation bar, and then click “Change Security Questions.”



From here, your current questions will display, and you will be able to choose which questions you would like to change. Select “Change” next to the question you would like to update.



JOHN ANDREWS
Marketing Manager
(405) 599-1234

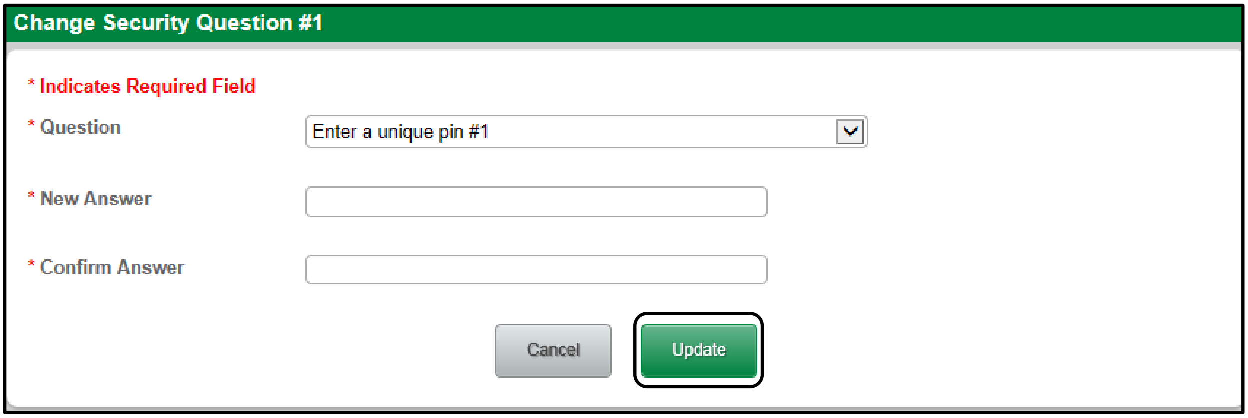
Help and Settings

Change Security Questions

#	Question	Answer	Change
1.	Enter a unique pin #1	********	Change
2.	Enter a unique pin #2	********	Change
3.	Enter a unique pin #3	********	Change
4.	Enter a unique pin #4	********	Change
5.	Enter a unique pin #5	********	Change

Please give notice to your security questions and answers. You may be asked to provide them occasionally or when logging in from a new computer.

Then, you will be able to choose a new question and/or a new answer. When finished, click “Update.”



Change Security Question #1

* Indicates Required Field

* Question: Enter a unique pin #1

* New Answer

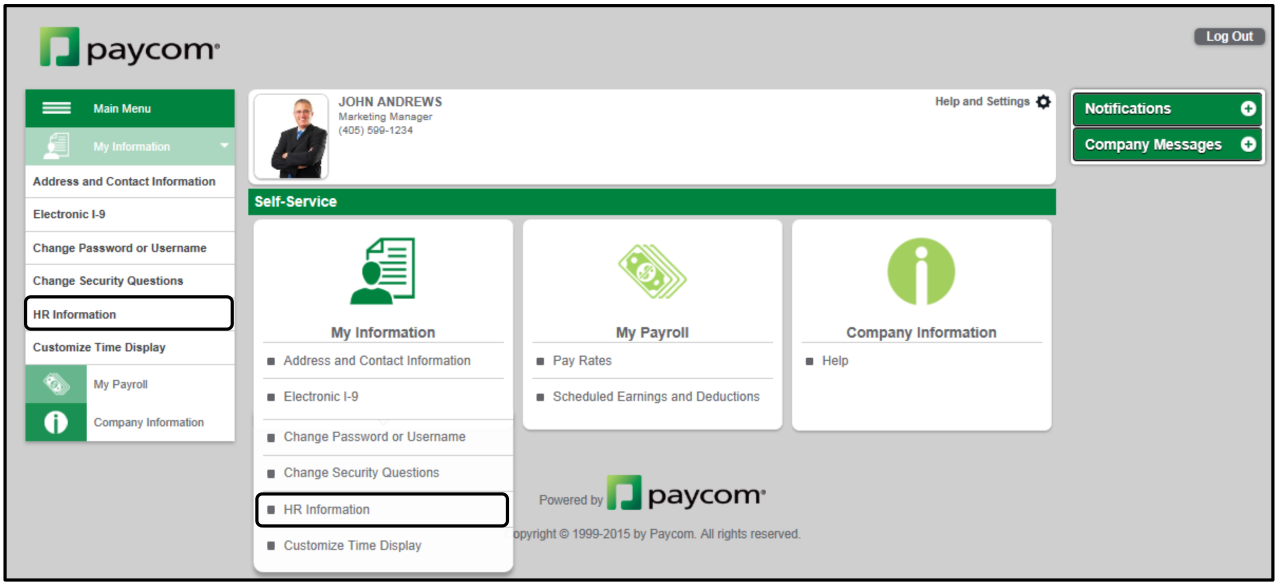
* Confirm Answer

Cancel Update

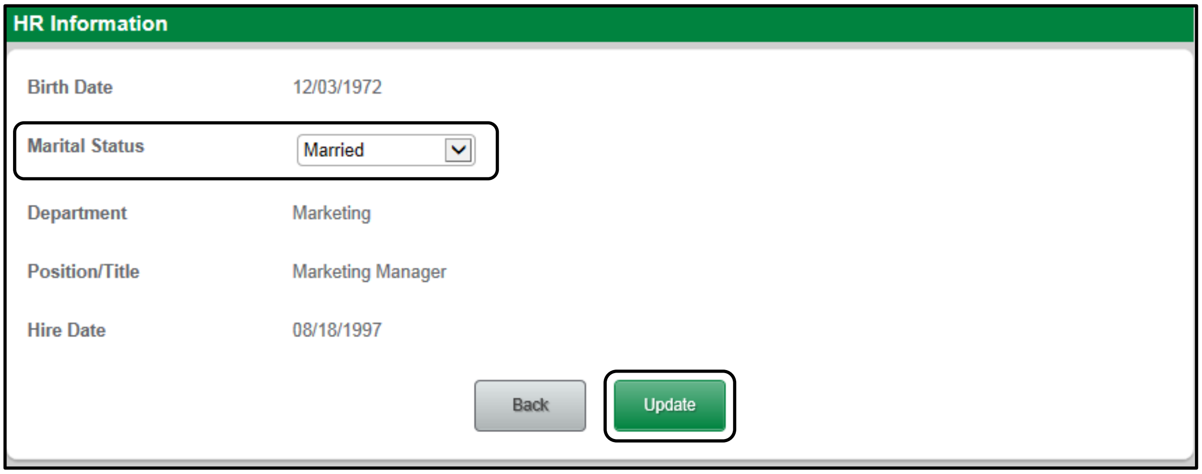
Updating your HR Information

The HR Information section of Employee Self-Service displays your birth date, marital status, department, position/title, and hire date. For this example, let's update your marital status. You can access this page in two different ways.

- Click "HR Information" in the My Information tile.
- Click "My Information" in the green navigation bar, and then click "HR Information."



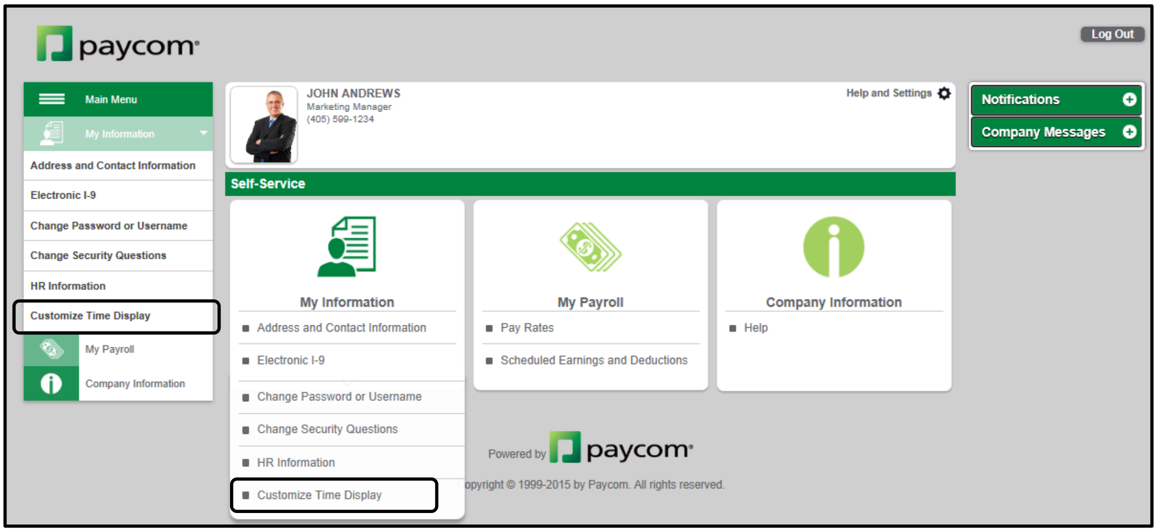
From here, you can use the drop-down menu to select your marital status. Click "Update" when finished.



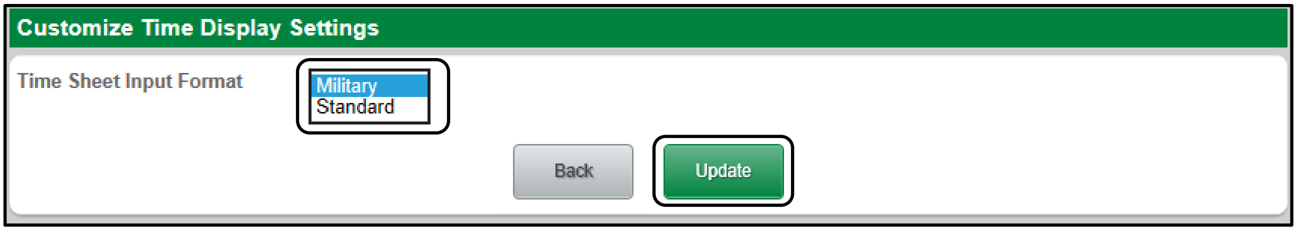
Customize Time Display

Paycom's Employee Self-Service allows the customization of time display. You can choose between Military and Standard. You have two options for accessing your time display settings.

- Click "Customize Time Display" in the My Information tile.
- Click "My Information" in the green navigation bar, and then click "Customize Time Display."



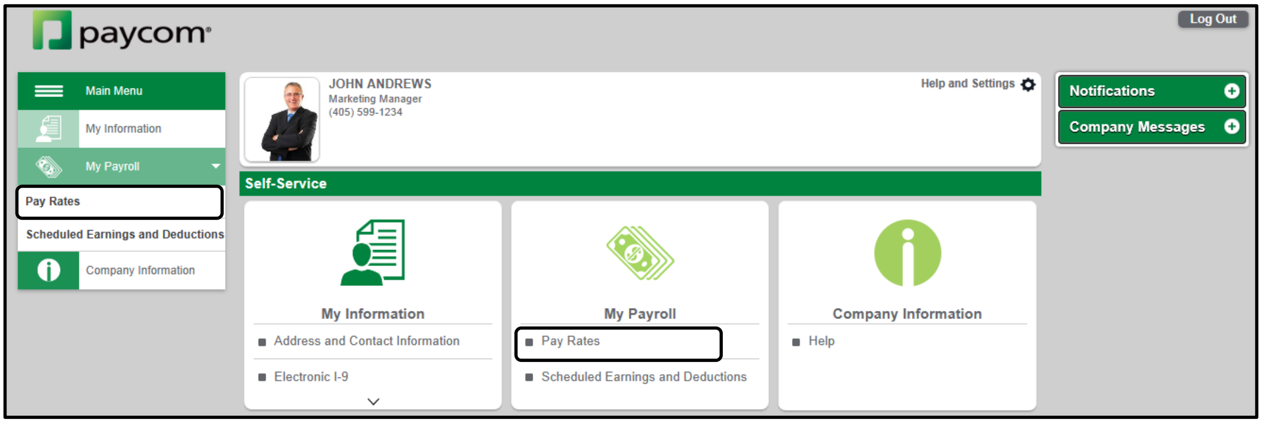
Then, select the desired setting, and select “Update.”



Viewing Your Pay Rates

Need to know your exact pay rate? Maybe you’re applying for a loan or filling out a rental application. Whatever the reason, you can easily access that information right here in Employee Self-Service. There are two ways to get to this information.

- Click “Pay Rates” in the My Payroll tile.
- Click “My Payroll” in the green navigation bar, and then click “Pay Rates.”



From here, you will be able to view several things: your pay frequency, pay type, per-pay period salary or hourly rate and your last pay change.

My Pay Rate Information	
Employee Type	W-2
Pay Frequency	Bi-Weekly
Pay Type	Salary
Pay-Period Salary	2500.00
Last Pay Change	11/20/2015 (Previous Rate:$25.00)

Let's review what pay frequencies are. Your pay frequency is how often you get paid. The four most common pay frequencies are:

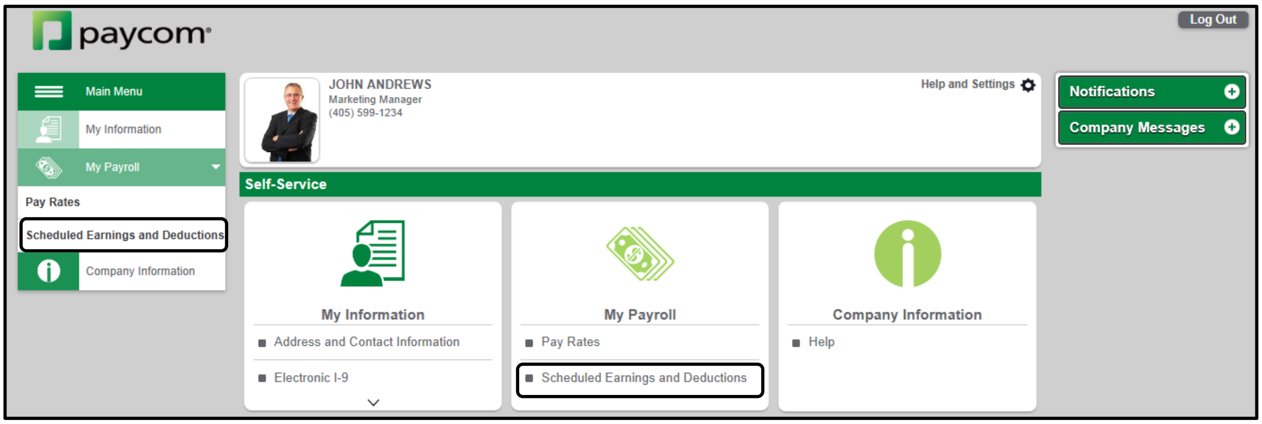
- Monthly: You get paid once per month, 12 times per year.
- Semi-Monthly: You get paid twice per month, 24 times per year.
- Bi-Weekly: You get paid every other week, 26 times per year.
- Weekly: You get paid every week, 52 times per year.

Viewing Your Scheduled Earnings and Deductions

Your employer may have earnings and deductions that are on all or the majority of payrolls they process. An earning is what your employer uses to record payments made to you. Common earnings include, your regular pay rate, overtime, vacation and bonus. A deduction is an amount that is withheld from your payroll check by your employer. Common deductions are health benefits and retirement plans.

You can view your scheduled earnings and deductions in two different place on Employee Self-Service.

- Click “Scheduled Earnings and Deductions” in the My Payroll tile.
- Click “My Payroll” in the green navigation bar, and then click “Scheduled Earnings and Deductions.”



Contact your Human Resources or Payroll departments if you have questions about what you see on this screen.

My Scheduled Earnings and Deductions

Scheduled Earnings

Earning Name	Scheduled Amount	Scheduled Frequency
Bonus	$200.00	Every Payroll

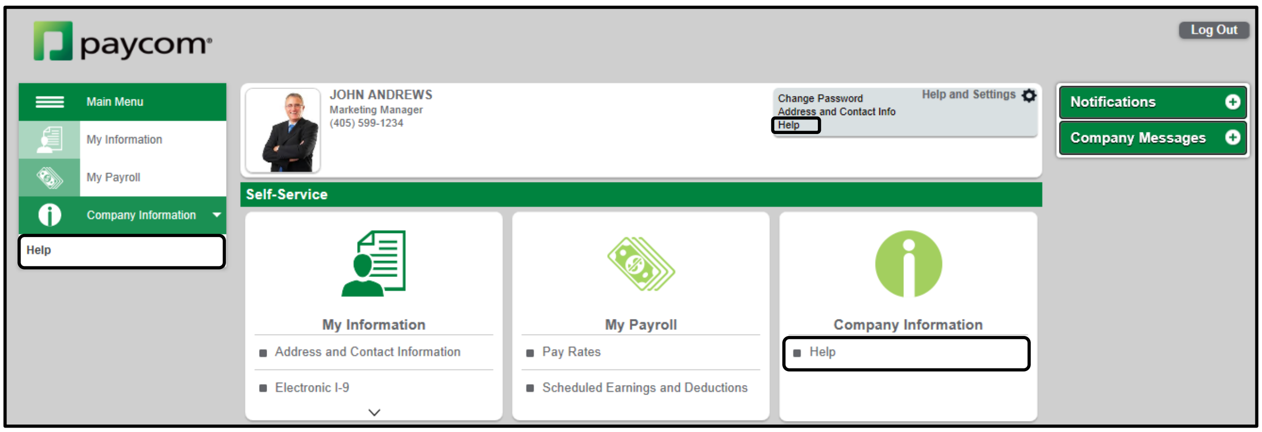
Scheduled Deductions

Deduction Name	Scheduled Amount	Scheduled Percent	Scheduled Frequency	Goal Amount	Goal Accumulated	Remaining Balance
401 K %		1.00%	Every Payroll	$18,000.00	$18.00	$17,982.00

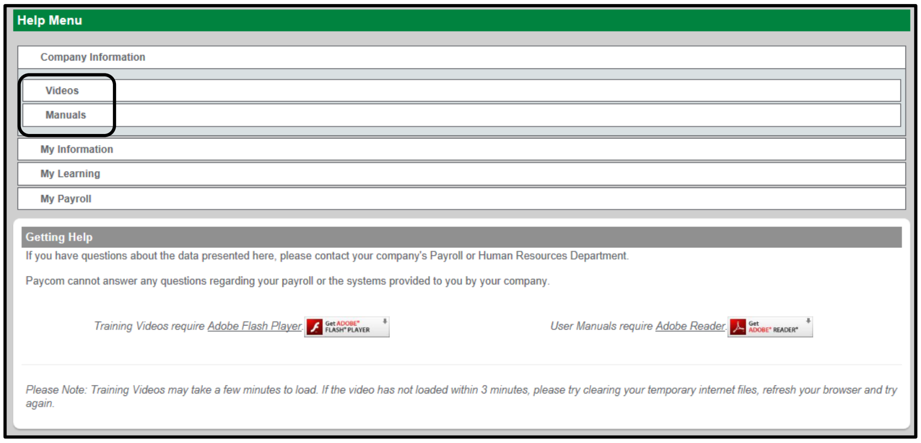
Accessing the Help Menu

In addition to the training guides and videos that you can access to help you with the features within Employee Self-Service, you also have access to the Help Menu, which contains additional manuals and videos to give you step-by-step instructions on how to complete processes. You have three options to access this from the main page.

- Click “Help” in the Company Information tile.
- Click “Company Information” in the green navigation bar, and then click “Help.”
- Click “Help and Settings” to the right of your information at the top, and then click “Help.”

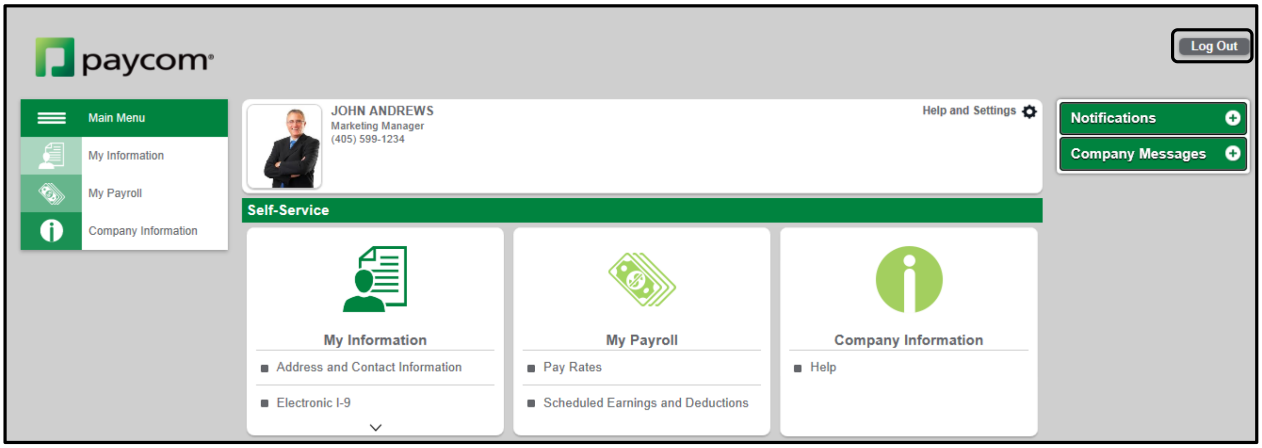


From here, you will be taken to a menu that displays different topics for which you can select to access the manuals and videos. Our manuals are designed to give you step-by-step instructions on how to complete a process or task. If you have any questions about any of the steps in the manual, contact your Human Resources or Payroll departments.

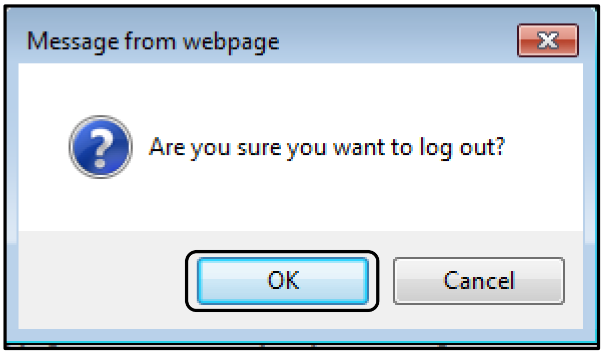


Logging Out

When you have finished in Employee Self-Service, make sure you properly log out of the system. To do this, simply click on “Log Out” in the top right-hand corner of your screen.



You will then be asked if you are sure you want to log out. Make sure you select “OK,” otherwise you will not be logged out of Employee Self-Service.



In Conclusion …

This concludes your Introduction to Employee Self-Service training guide. That’s how easy Employee Self-Service is with Paycom. Please check out our other training guides to find out how to utilize Employee Self-Service to its fullest capabilities with any additional features you have in your Employee Self-Service.