My Payroll



PAYCOM UNIVERSITY

paycom

May 22, 2024

Paycom is subject to regular updates and improvements which may result in differences between the content of these materials and your actual experience. The information in this guide does not constitute legal or professional advice.

TABLE OF CONTENTS

Access Employee Self-Service® 4
Help Center 6
View Pay Stubs 8
Pay-to-Date 11
Pay Rates 14
Tax Setup 16
Scheduled Earning and Deductions 19
My Distributed Labor 21
Test Sample Paycheck 22
Direct Deposit 24
Year-End Tax Forms 34
Garnishment Orders 36

Paycom has updated Employee Self-Service® to offer an enhanced client experience for domestic and international employees. Throughout your Employee Self-Service®, currency symbols and fields, such as Tax Setup and Year-End Tax Forms, will be relevant to your country.

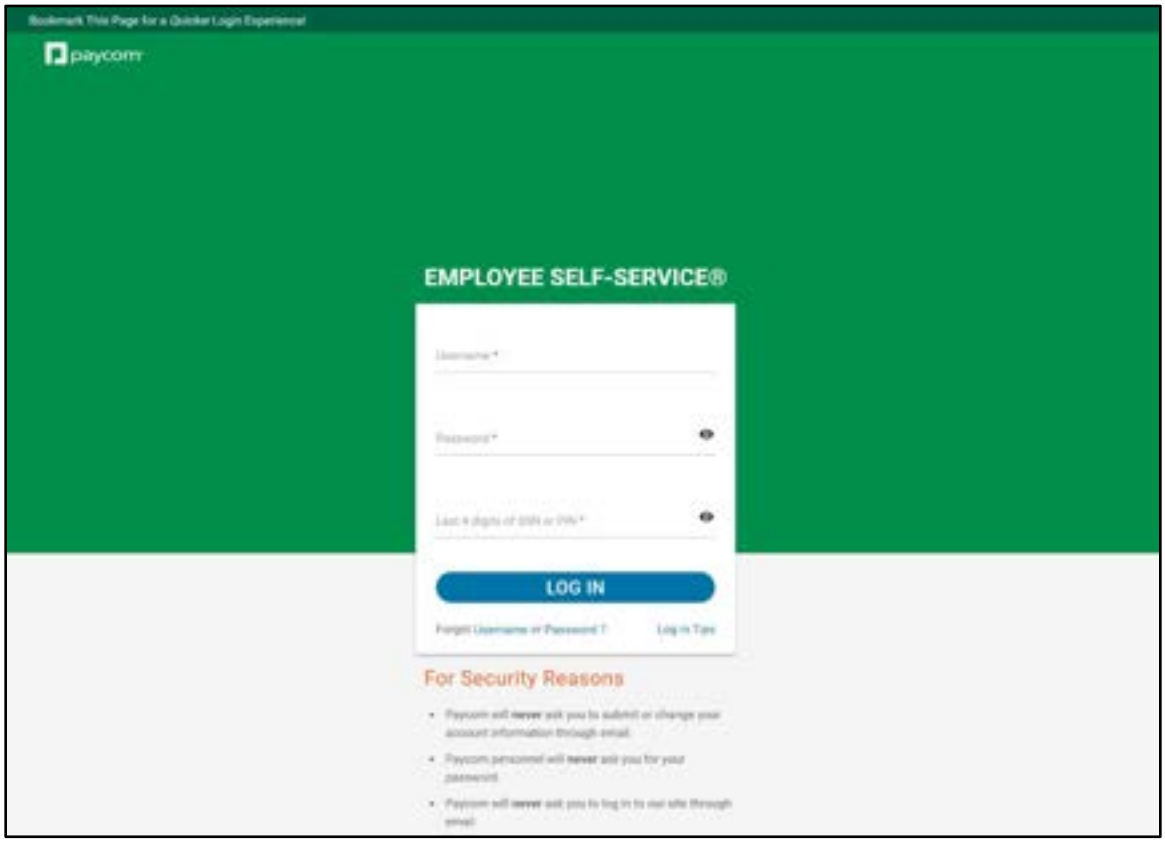
The Payroll section within Employee Self-Service® allows you to easily view your pay stubs, pay rates, tax information and more.

Access Employee Self-Service®

First, log into Employee Self-Service®. Go to www.paycom.com to access the Paycom Employee Self-Service® website. Then, click "Employee."



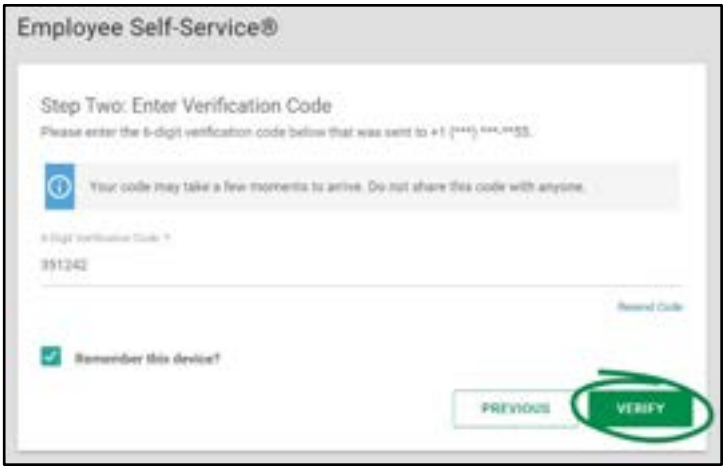
Enter your username, password and the last four digits of your Social Security number. Then, click "Log In."



If you log on to a new desktop or mobile device, you must authenticate the device. On Step One: Two-Factor Authentication, choose to receive a phone call, text message or email and click “Next.”



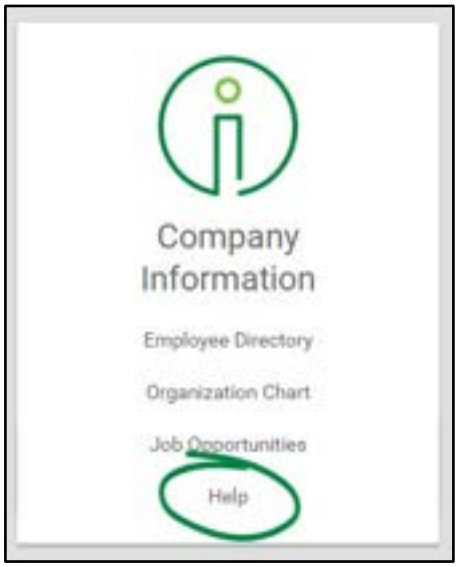
Enter the six-digit code on Step Two: Enter Verification Code. Check “Remember this device?” to bypass authentication for 365 days. When finished, click “Verify.”



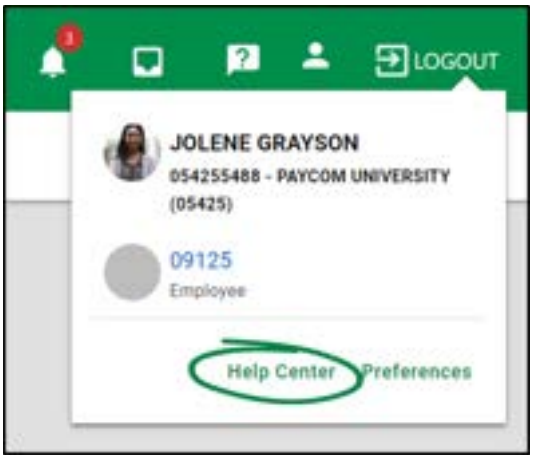
Help Center

The Help Center allows you to view guides and updates over each section of Employee Self-Service®.

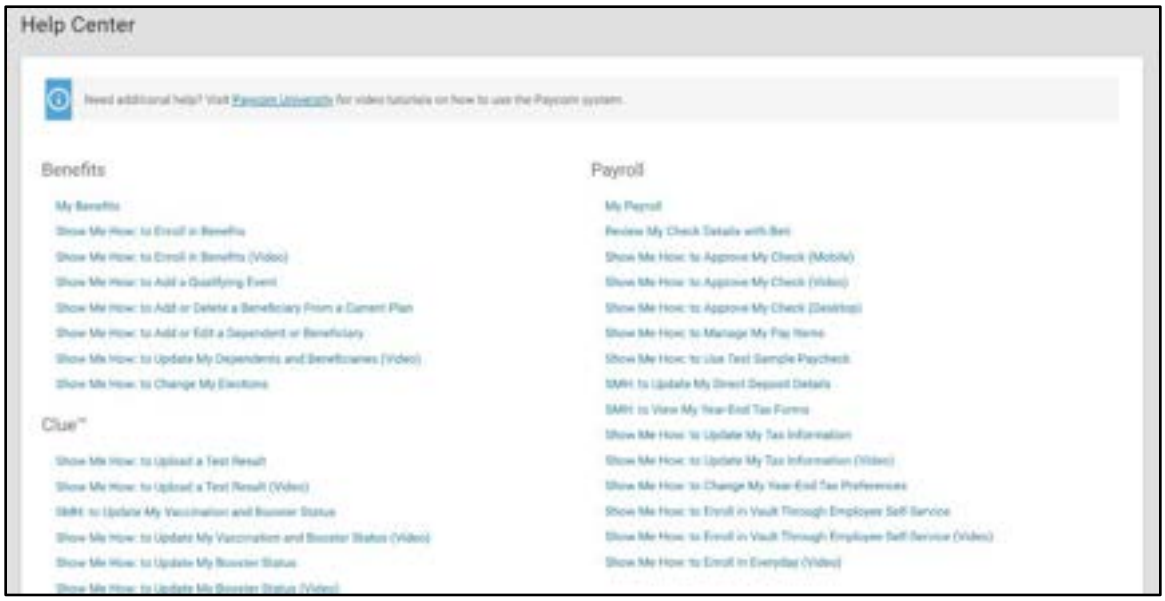
To view the Help Center from the main menu screen, click “Help” from the Company Information tile, or use the navigation bar at the top of the page.



You can also select the person icon at the top of your screen to access the Help Center.

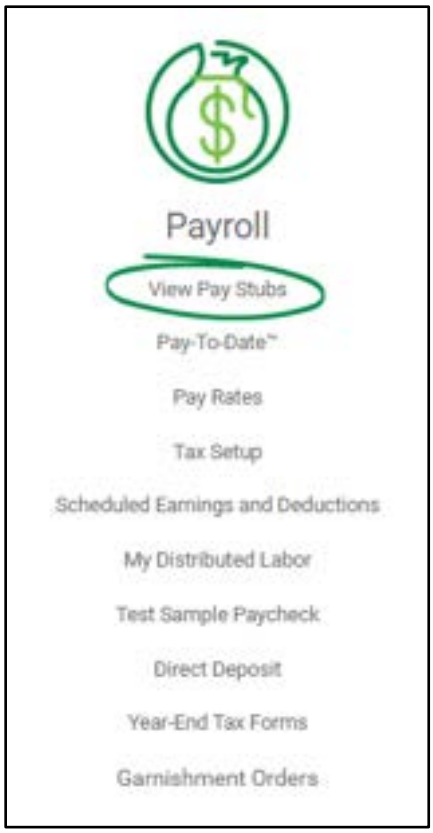


To view help guides, click the blue hyperlink of the desired topic.

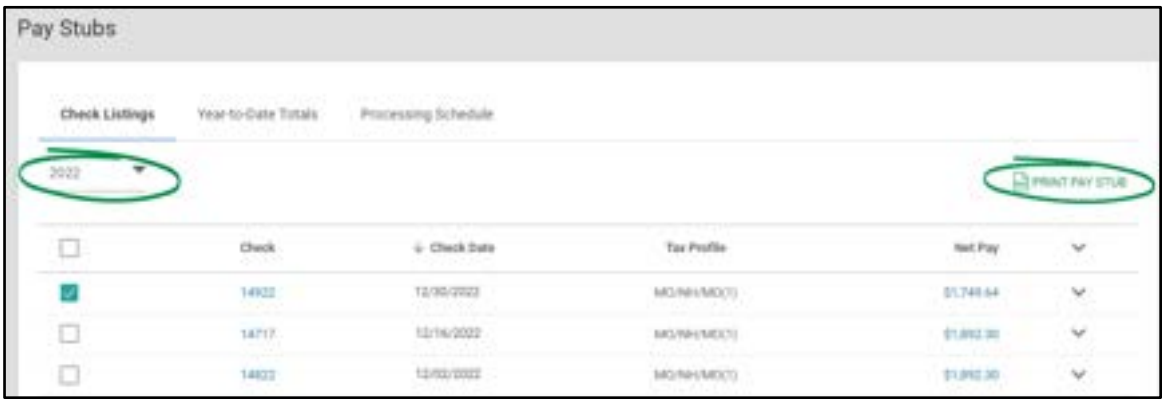


View Pay Stubs

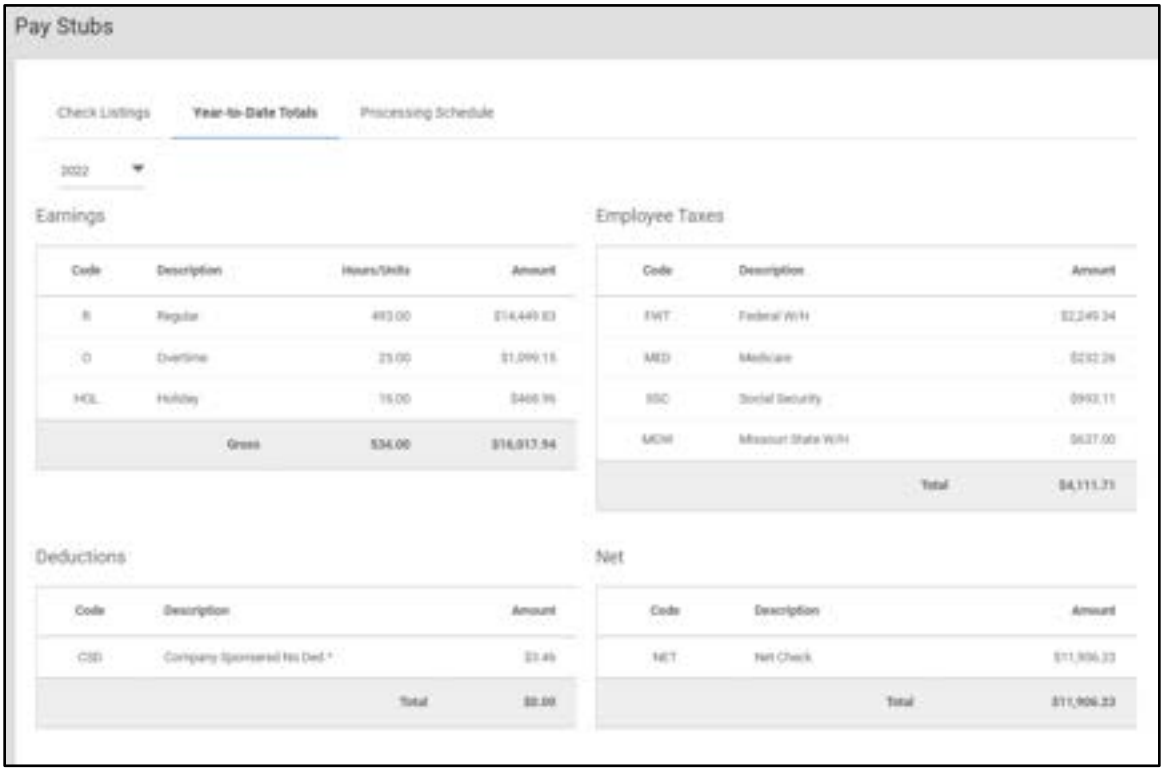
Within the Payroll tile, you can view your individual pay stubs. Click “View Pay Stubs” to begin.



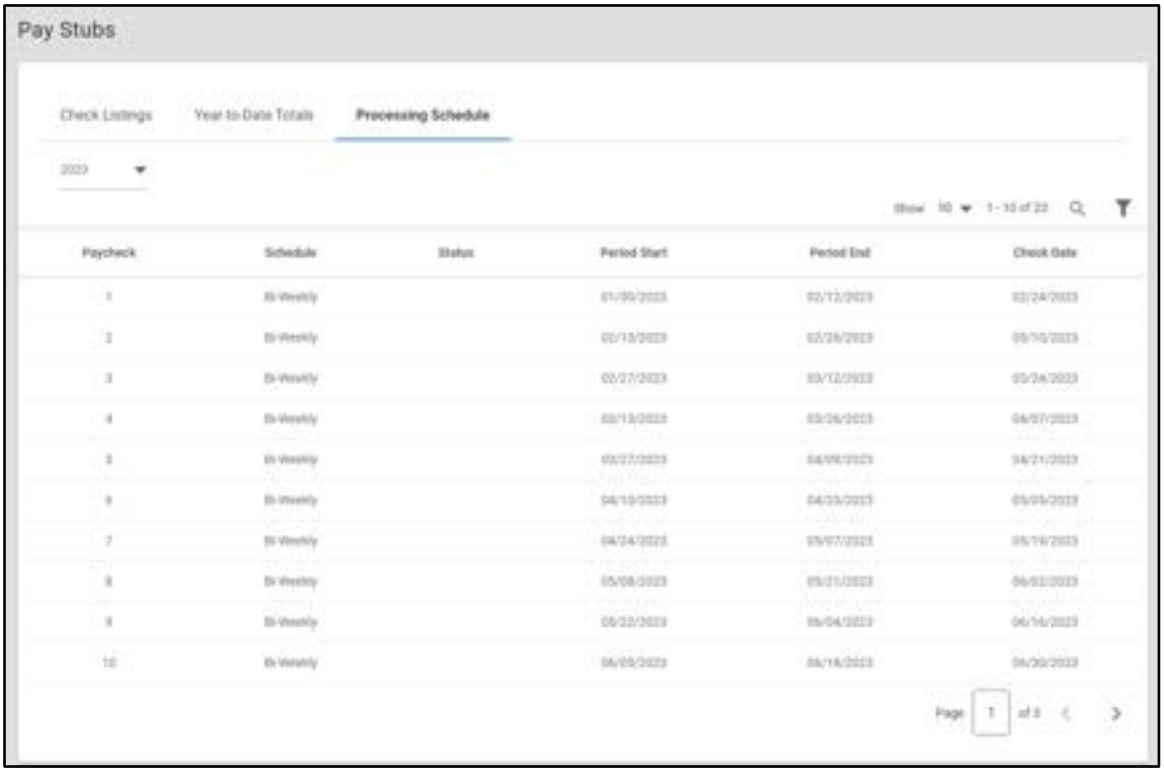
When viewing your earnings, you will see all checks received for a calendar year. Select the year from the drop-down menu. To view a more detailed description of a specific check, click "Check Listings." You can also print any pay stubs by checking the box for the appropriate check(s) and clicking "Print Pay Stub."



To see a running total of your earnings and deductions for the year, visit the Year-to-Date Totals tab. Select the year from the drop-down menu and see your Earnings, Employee Taxes, Deductions and Net.



The Processing Schedule tab will display details about your company's payroll schedule, including the period dates and date the check was issued.

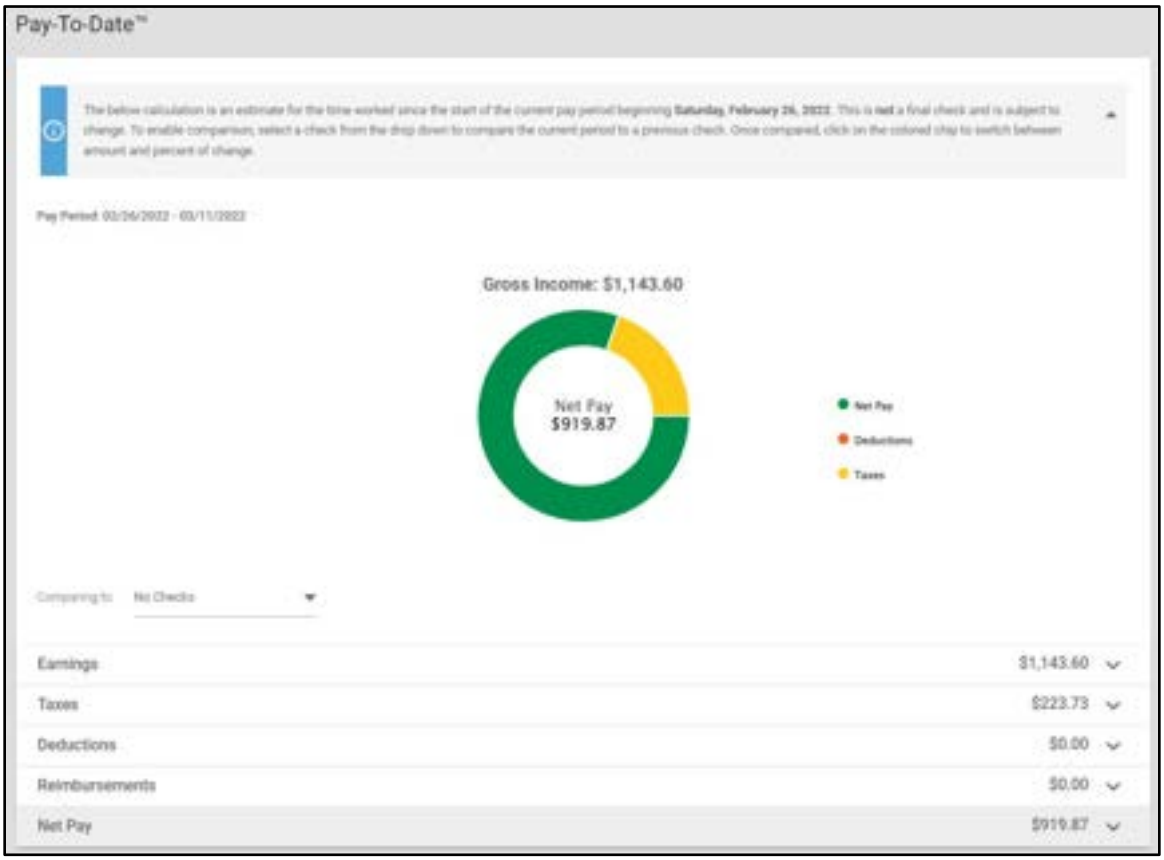


Pay-to-Date

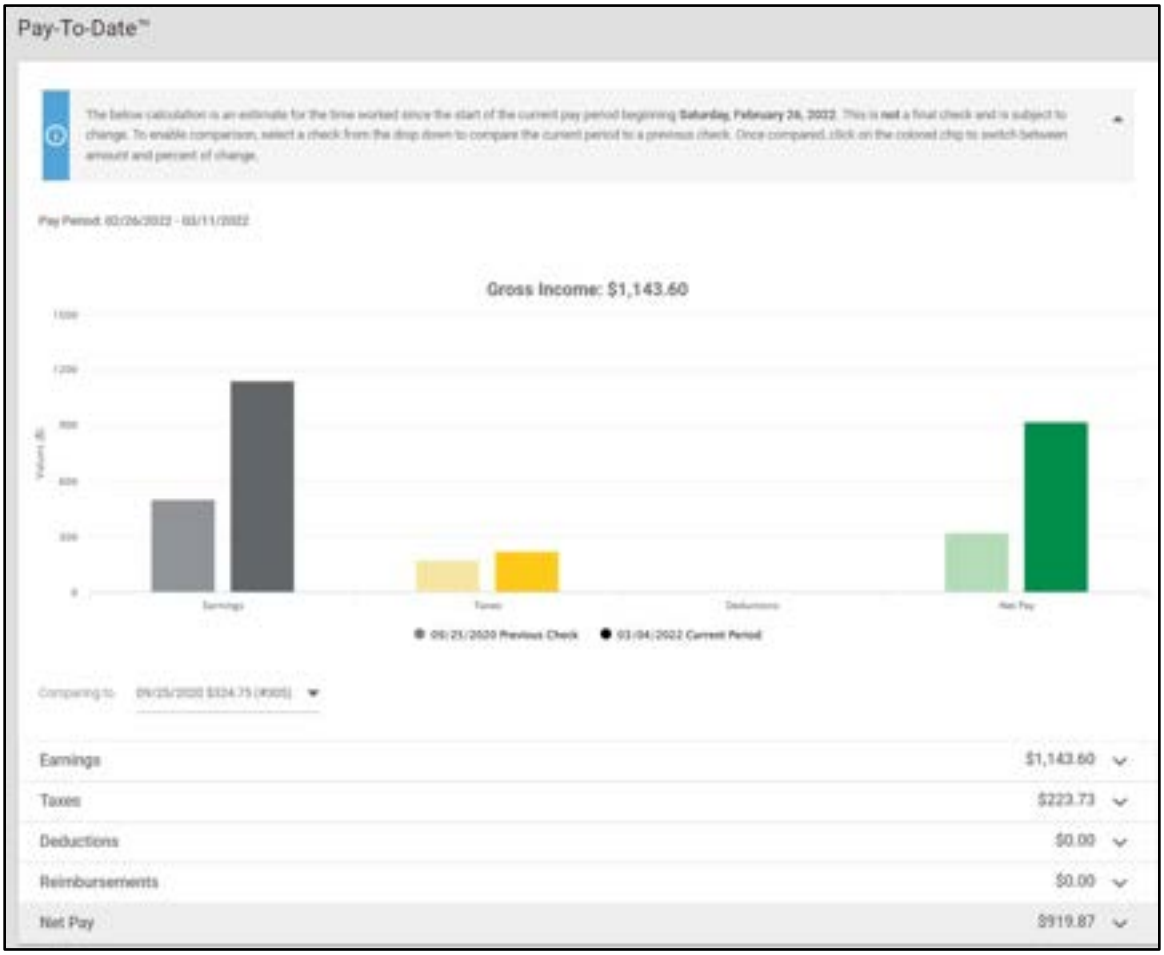
To view an estimate of your next paycheck or compare an upcoming check to a previous check, click “Pay-To-Date.”



The Pay-To-Date screen shows a breakdown of earnings and deductions to date for the current pay period. Hover over the sections of the graph to see percentages for each category or expand the sections below the graph for more details.



To see how your next check stacks up to a previous one, choose a check from the “Comparing to” drop-down menu. Hover over the columns for more information and a direct comparison between the checks.



Pay Rates

Based on access your employer provides, this section displays information about your pay rate. To view, click "Pay Rates."



From here, you will see a quick glance of the information your employer has on file for you.

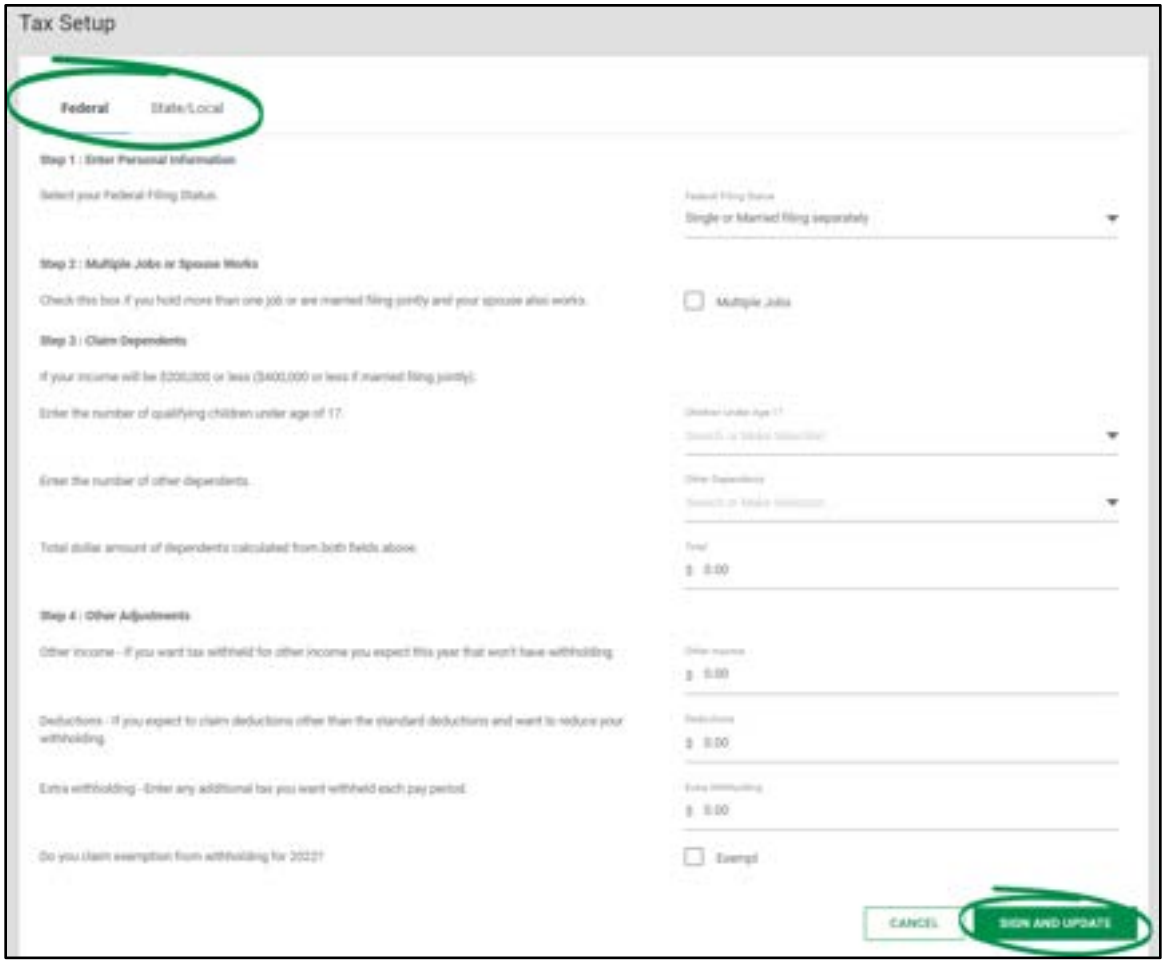


Tax Setup

You may be allowed to make changes to your Tax Setup through your Employee Self-Service ®. To begin, click "Tax Setup."



After you make changes, click “Sign and Update.”



A pop-up window will appear for you to attest to the information you have entered and sign or type your name. Complete the update by clicking “Sign.”

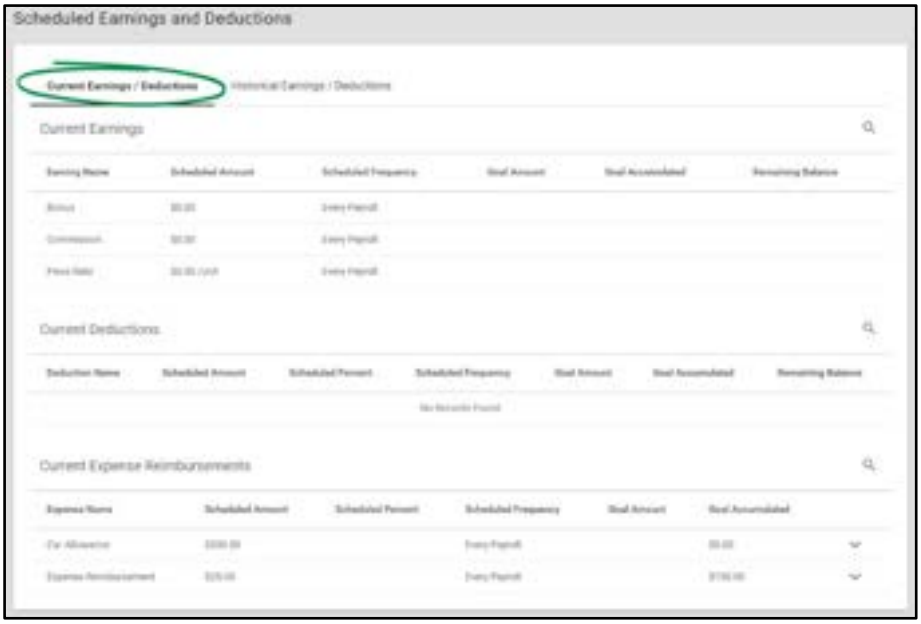


Scheduled Earning and Deductions

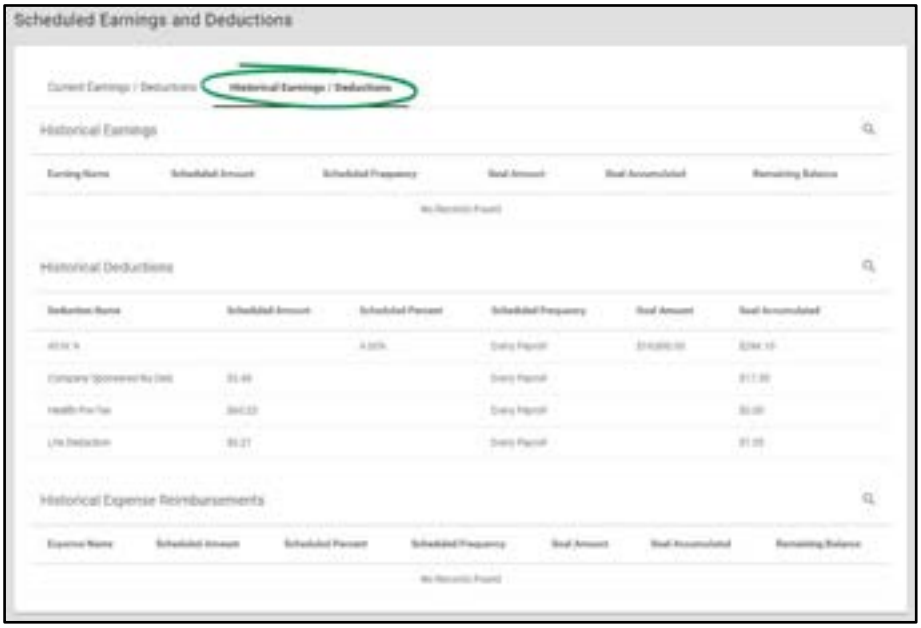
To see which earnings and deductions are scheduled to be on your paychecks, click “Scheduled Earnings and Deductions.”



The Current Earnings/Deductions tab shows all earnings and deductions that will be present on your checks along with the amount and frequency for each.

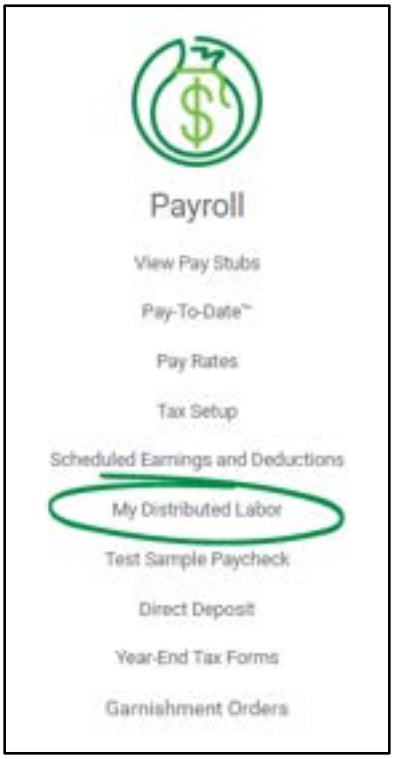


The Historical Earnings/Deductions tab shows earnings and deductions that are no longer scheduled with regular frequency on your checks.



My Distributed Labor

To view the ratios of time spent in each Labor Allocation, click “My Distributed Labor.”

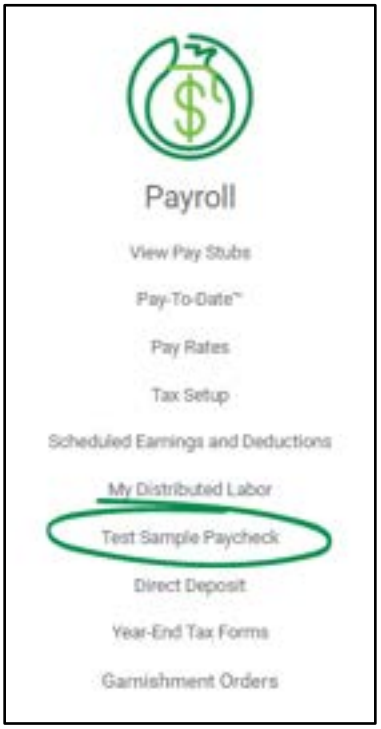


This screen shows the Distributed Allocation, Ratio Allocated and Tax Profile.

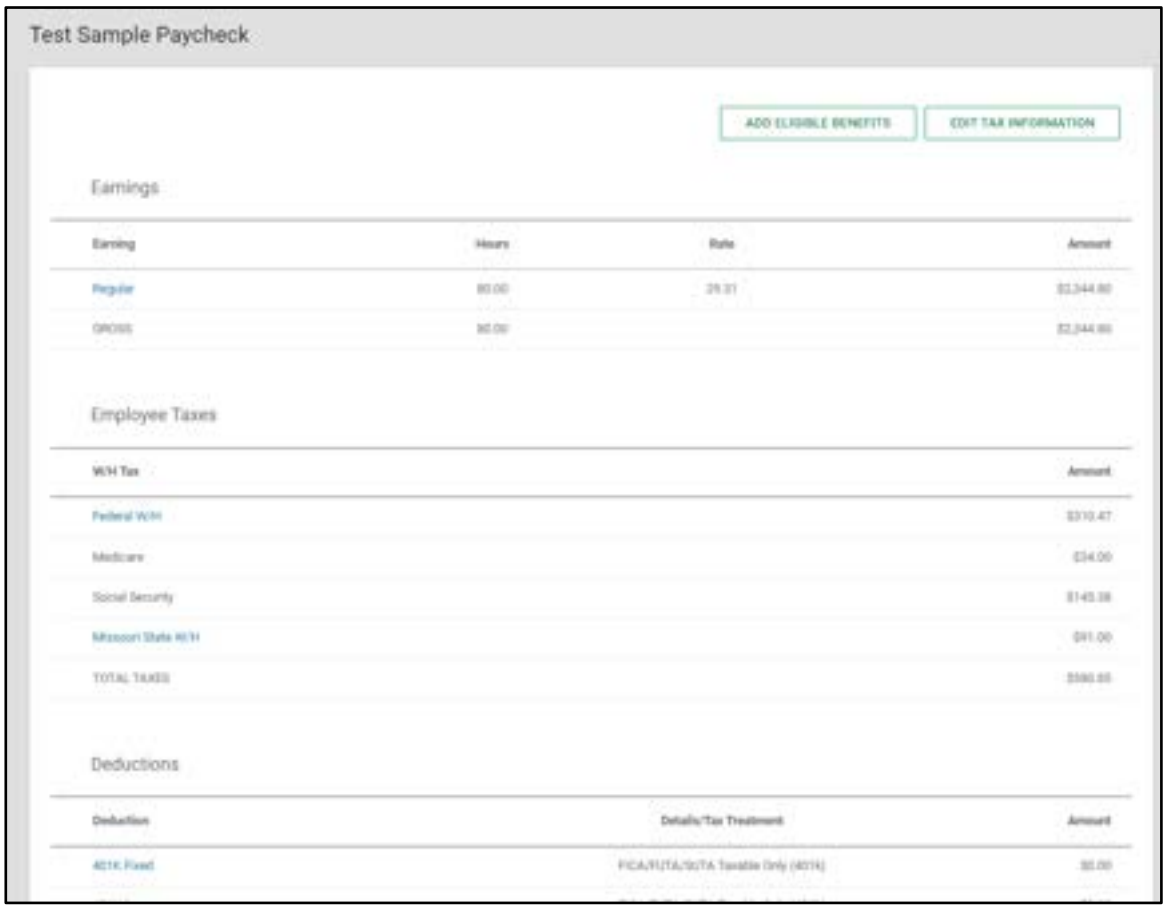


Test Sample Paycheck

To see how hypothetical tax or benefit changes could impact your paycheck, click “Test Sample Paycheck. “



You can add benefit and tax information to see how these changes could impact your paycheck. *For more information, see the Show Me How: to Use Test Sample Paycheck guide in the Help Center.*



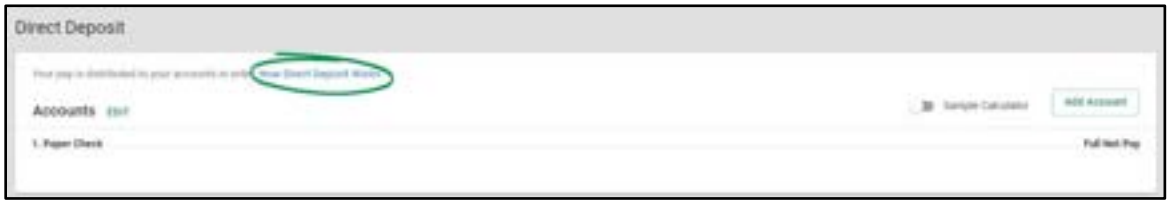
Direct Deposit

To set up or update your direct deposit information or add distributions, click on “Direct Deposit.”

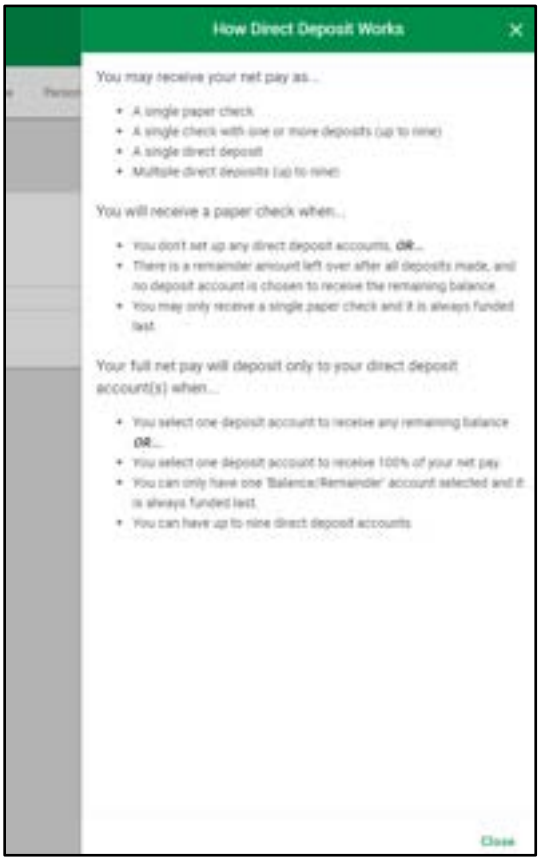


A pop-up window will appear with two of your security questions that must be answered to continue. If answered incorrectly, you will be directed to try the same two questions again. A maximum of five attempts are given.

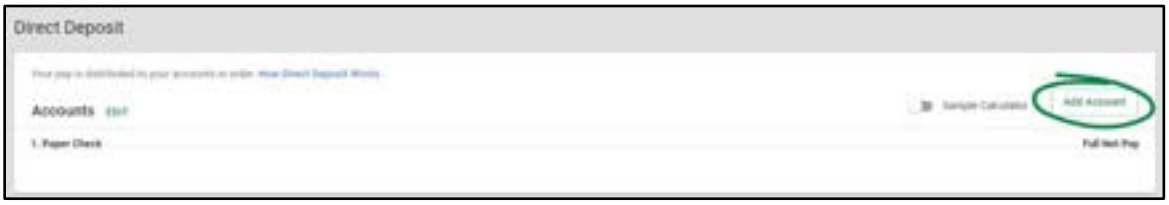
After successfully answering the questions, you will be redirected to the Direct Deposit page. Click the blue hyperlink for “How Direct Deposit Works.”



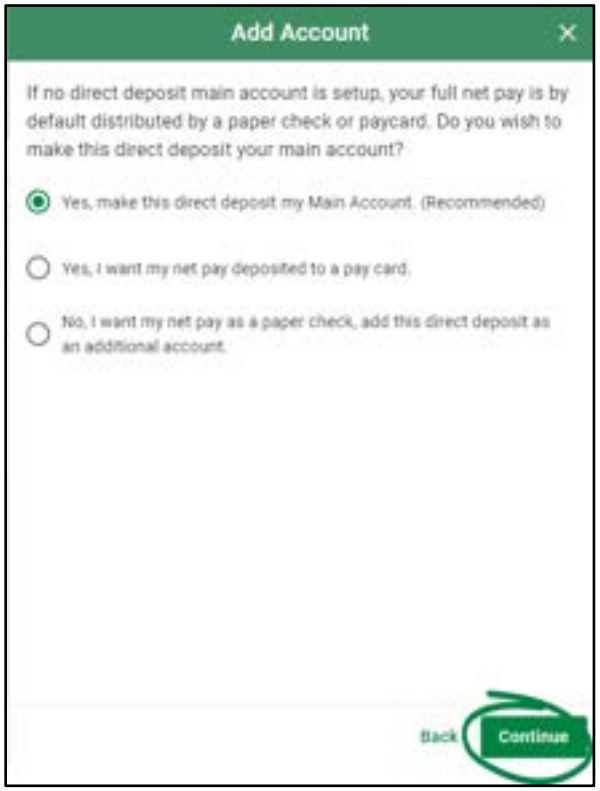
From the pop-up window, instructions explain the various ways you can receive your net pay. Click “Close” when finished reviewing these details.



To add a new account, click “Add Account.”

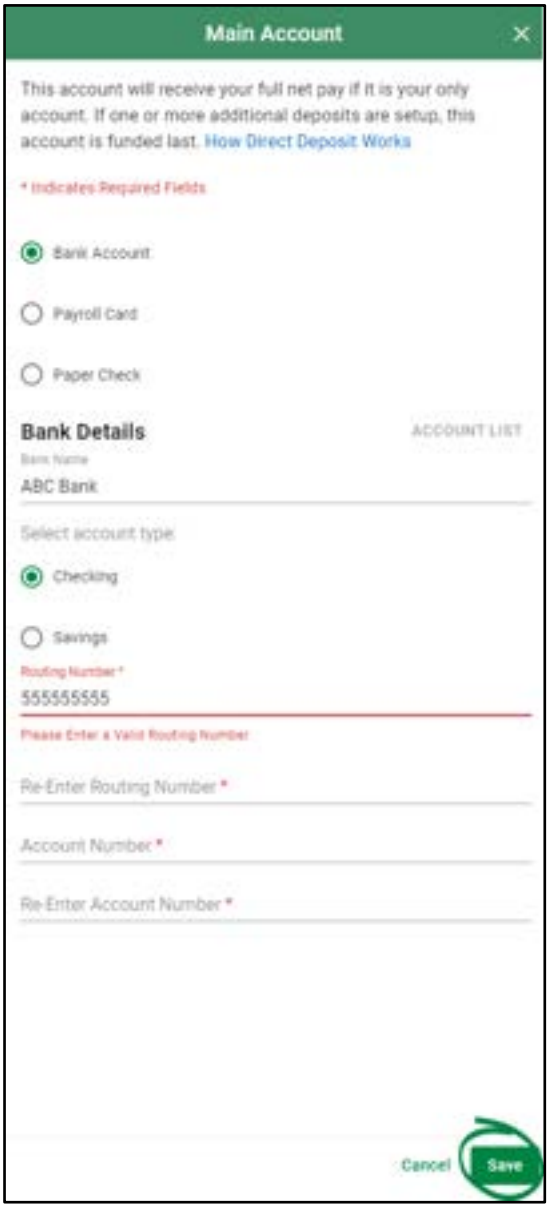


Then, determine if this direct deposit account should be the main account and click “Continue.”



Indicate whether you'd like to receive your pay through a bank account, payroll card or paper check. If you select "Bank Account" or "Payroll Card," enter the bank name and determine the account type, such as checking or savings. Then, enter the routing and account numbers twice. When finished, click "Save."

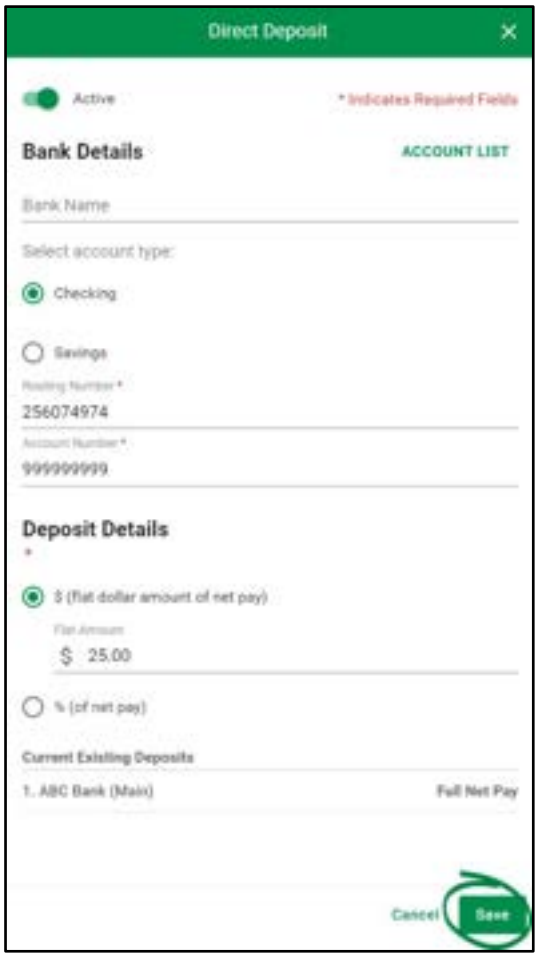
For the purposes of this example, a fake routing number was used. As you can see, it alerted an error message. You must enter a valid routing number.



The main account displays on the Direct Deposit screen. If you would like your paycheck to be distributed to more than one account, you can add a direct deposit distribution to make those designations. To do this, click "Add Account."



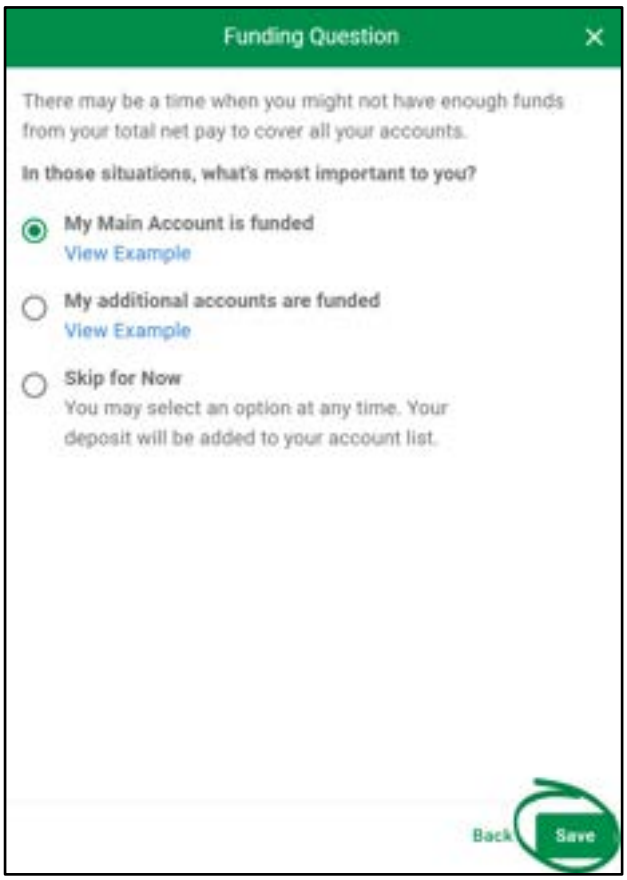
Enter the account information such as the bank name, account type and routing number in the Direct Deposit pop-up window. Then, indicate whether a flat amount or percentage of total pay should be distributed to this account. When finished, click "Save."



Funding questions display if you set direct deposit to fund multiple accounts with a flat amount. This allows you to indicate whether it's important your main or additional accounts are funded if your total net pay doesn't have enough funds to cover all the accounts.

If you click the blue "View Example" link, an example displays to help you understand how the selected option will fund your accounts.

When finished, click "Save" to add the account to the distribution list.



Each account and the funding question (if applicable) display on the Direct Deposit screen for you to review and edit.

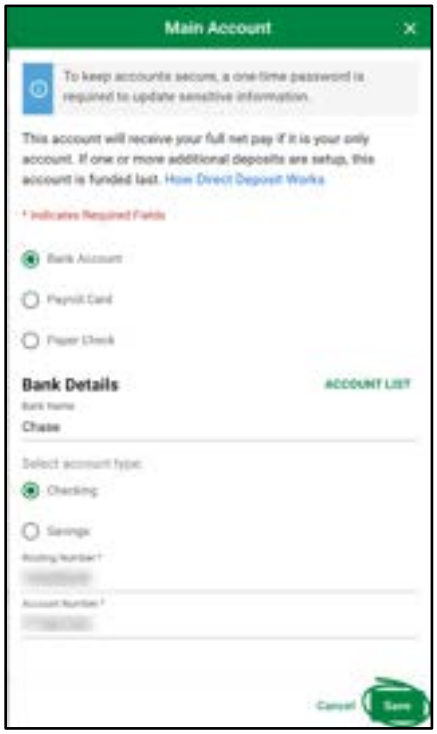
In order to edit or change the main account for your direct deposit, click “Edit.”



Then click into the account labeled “Main Account.”



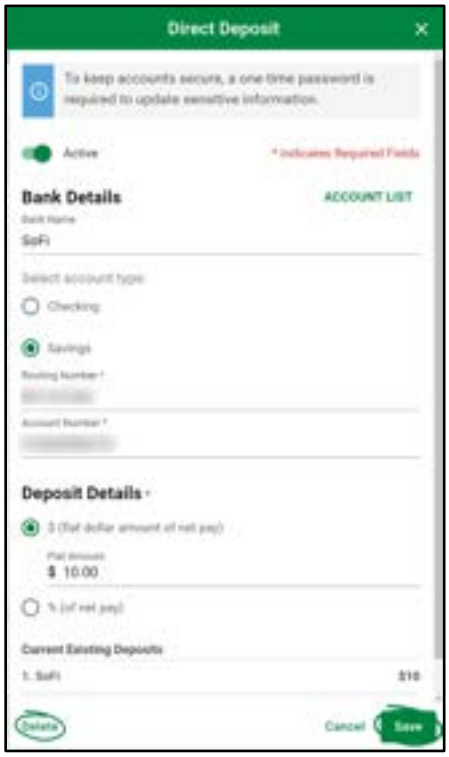
In the pop-up, you can change the bank details to update or change your main account to a different bank or account type. Once you have made the edits, click “Save.”



To edit or delete an additional account, click into the additional account.



From the additional account's pop-up, you can edit the bank details and/or the deposit details, as well as delete the additional account if needed. Click "Delete" to delete the additional account or click "Save" to save your changes.

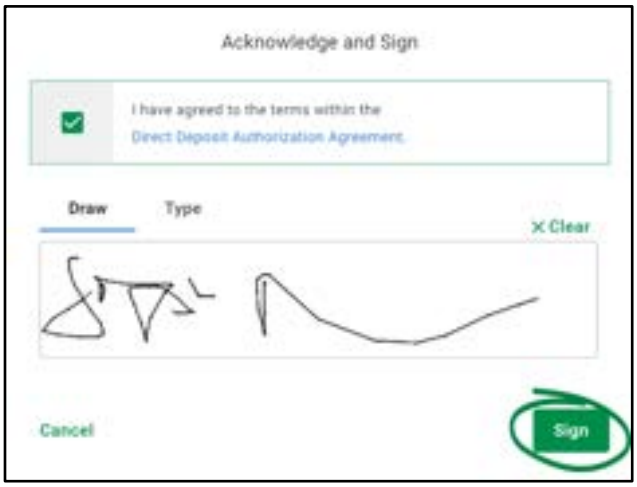


A main account cannot be deleted. It can only be updated to have the correct account information.

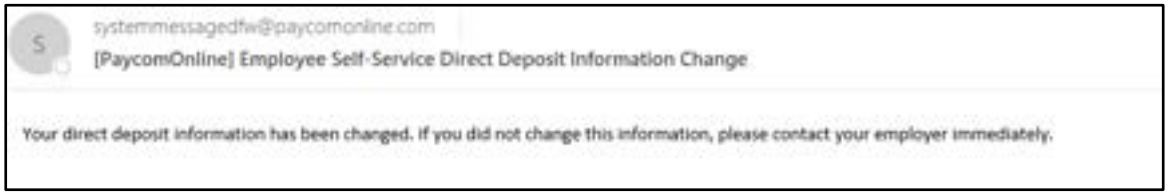
When finished, click “Approve and Sign” to save your direct deposit settings.



Review and agree to the terms within the Direct Deposit Authorization Agreement, draw or type your signature and click “Sign.” The updated direct deposit settings go into effect on your upcoming paycheck.



You will receive an alert when changes are made to your direct deposit information. If your routing number, account number or distribution amounts are changed, you will receive an email.

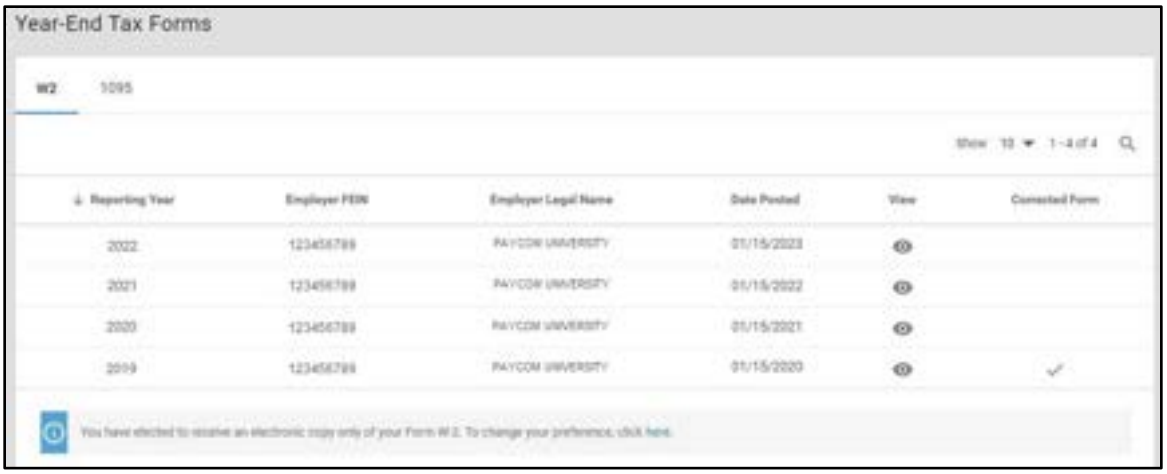


Year-End Tax Forms

You have access to all of your year-end tax forms, such as Forms W-2, 1099 and 1095-C in an easily reviewable format and one convenient location. To view or set up this information, click “Year-End Tax Forms” on the Payroll tile.



From here, you can use the tabs to view your individual tax forms. Click the view icon to see the document. Inside the detailed view, you can also print copies of your forms.



Garnishment Orders

To view any garnishments ordered for your paycheck, click “Garnishment Orders” on the Payroll tile.



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