

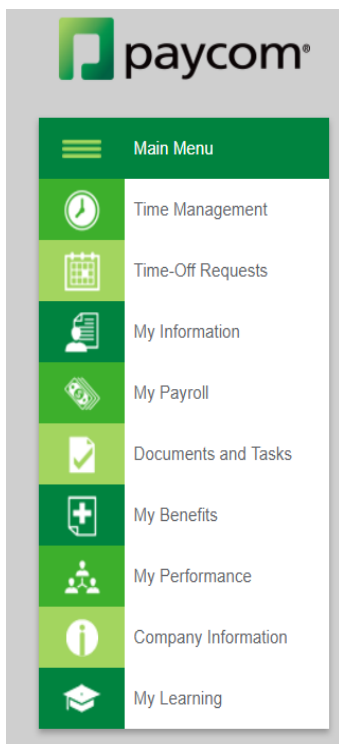


Paycom HR & Payroll Self-Service

This letter is to introduce our new procedures and changes within our Human Resources and Payroll Department. The intent is to provide our employees with 24/7 access to our benefits and payroll resources.

Our company has updated its Human Resources and Payroll platform to Paycom online. Paycom is a secure, self-service online portal where you can easily view your employee handbook, check stubs, direct deposit, health and benefits information, request vacation, time-off balances, performance information and time sheet management schedules.

We have been utilizing our Paycom Self-Service Portal since July 2017, the system has proven to be user friendly for all levels of computer users. Below is a list of resources that you will find available in the system.



Inside the Employee Self Service Portal you will be able to locate information regarding the following items, along with training videos to help you navigate the system.

- Time Management – View your time cards
- Time-Off Request – Request vacation, jury duty and etc. time off from work
- My Information – View & make changes to your demographic information
- My Payroll - View & make changes to your payroll information, print out tax forms and payroll check stubs.
- Documents and Task – View Handbook and Company Policies and Procedures
- My Benefits – View current benefits along with links to our Benefit Plans
- My Performance – View your performance reviews and goals that have been set by you and your manager
- Company Information – View upcoming company information, newsletter and job postings
- My Learning – View training courses and videos regarding items available in Paycom and company training videos

You will also have on-the-go access to check stubs, vacation balances, and more with the free **Paycom mobile app** securely log in to view your payroll and benefits data whenever and wherever you need it, all from a customized dashboard!

Viewing and Accessing Your Tax Documents

From the My Payroll icon, you can see your most recent check stubs, pay rate, W-4 tax information, yearend tax forms, scheduled earning and deduction.

Thank you for your attention to these documents. We hope you'll be as excited about this new online experience as we are.

NOTE: *If you need help with password resets, type in your security questions and a temporary password will be send to you or you may contact the **Human Resources Department** and a temporary password will be send within 24 hours.*

Additional services are available through Paycom Self-Service Access:

- View past check history
- Print tax forms/W2
- View Employee Handbook
- Access to 401k & FSA
- View tax deduction info
- Utilize various calculators (i.e. 401k/Paycom calculator)
- Ability to change address
- Add emergency contacts

Please feel free to contact our office with any questions or concerns regarding your Paycom Access.

Contact information:

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