



## QUICK REFERENCE GUIDE

We are switching to Paycom from your current payroll system.

### GETTING STARTED

#### A. DOWNLOAD THE APP

**PERSONAL CELL PHONES** – You can download the Paycom app as you do any other app.

**UES COMPANY ISSUED CELL PHONES** – The Paycom app will be pushed out automatically to the phone via UES IT.

1. On your mobile device, search “Paycom” on the **App Store or Google Play** or **scan the qr codes**.
2. Download the app.
3. Enter your **username, password, and Social Security number’s last four digits**
4. Tap **Remember Me?**
5. (Optional) If your device has fingerprint access, Face ID, or a PIN, you can set that up also to quickly access the app.
6. Click **Login**.



Quick Access Options  
Four-Digit Pin (left) or Fingerprint (Right)

#### SPECIAL NOTE UPON RECEIVING LOGIN CREDENTIALS FROM PAYCOM:

The initial username and password will be temporary, so if your phone prompts you to save your username/password initially, choose “not now” and then save it after you update your temporary password to a permanent one.

#### B. LOGIN ON YOUR DESKTOP PC OR MOBILE DEVICE

(If Paycom app not downloaded)

1. Type “Paycom.com” in your browser.
2. Click **Login**.
3. Select **Employee** from the Login dropdown menu. (Employee Self-Service page will pop up.)
4. Enter your **username, password, and Social Security number’s last four digits**
5. Click Log in. (You will then be taken to the home page of Employee Self-Service.)

#### LOGGING IN ON MOBILE DEVICE WITH APP INSTALLED

(If either PIN, Fingerprint ID or Face ID has been activated)

1. Tap on Paycom app icon on mobile phone.
2. Enter your PIN, or use your Fingerprint or Face ID (whichever is activated). You will then be taken to your Paycom Self-Service home page.

#### SPECIAL NOTE:

On Desktop PC: For logging in use the last four digits of your Social Security Number.

**IGNORE USING PIN!**

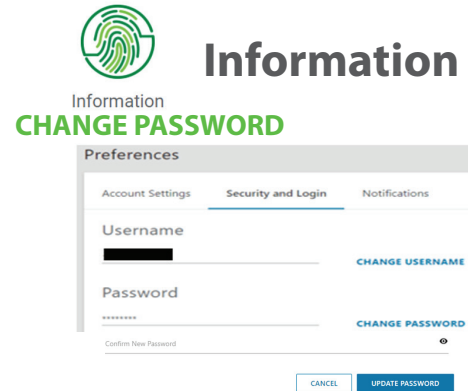
# VIEWING & EDITING YOUR INFO

## C. RESET PASSWORD/USERNAME/SECURITY QUESTIONS/VERIFY EMAIL

Your initial login to Paycom will automatically have you set up security questions and change your password. Instructions below are used when there is a need in the future to change.

### CHANGE PASSWORD

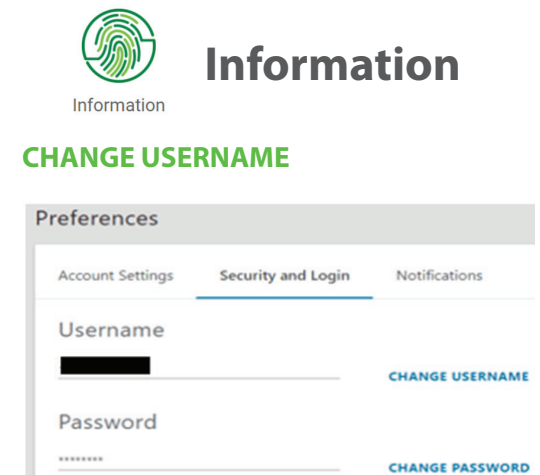
1. Log into your Paycom home page.
2. Click/tap on the **Information** tile or tab.
3. From dropdown options, click **Change Password or Username**.
4. Preferences screen will come up with "Security and Login" highlighted.
5. Click/tap **CHANGE PASSWORD**.
6. **CHANGE PASSWORD** screen comes up.
7. Type in current password then your new password twice.
8. Click/tap **UPDATE PASSWORD**.



The screenshot shows the Paycom 'Information' screen. At the top is a fingerprint icon and the word 'Information'. Below it is a green button labeled 'CHANGE PASSWORD'. The screen then transitions to a 'Preferences' screen with three tabs: 'Account Settings', 'Security and Login' (which is selected), and 'Notifications'. Under the 'Security and Login' tab, there are two sections: 'Username' and 'Password'. Each section has a text input field with a blacked-out placeholder and a blue button to its right labeled 'CHANGE USERNAME' and 'CHANGE PASSWORD' respectively. At the bottom, there is a 'Confirm New Password' field and two buttons: 'CANCEL' and 'UPDATE PASSWORD'.

### CHANGE USERNAME

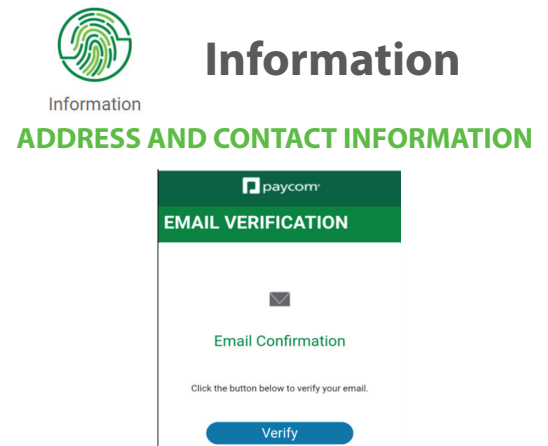
1. Log into your Paycom home page.
2. Click/tap on the **Information** tile image or tab.
3. From dropdown options, click **Change Password or Username**.
4. Preferences screen will come up with "Security and Login" highlighted, click/tap **CHANGE USERNAME**.
5. A **CHANGE USERNAME** pop-up comes up.  
*You must choose one of three options, choose the one you want:*
  - a. Employee Code (same as one assigned to you)
  - b. Work Email
  - c. Personal Email*If red circle(s) comes up on your email, it means you need to verify your email address, then follow instructions in the next section (Verify Email Address) to verify email address.*
6. Once emails are verified, you can click on the desired email address.
7. Click/tap **UPDATE USERNAME**.



This screenshot is identical to the one above, showing the 'CHANGE PASSWORD' screen. However, the 'CHANGE USERNAME' button is highlighted in blue, indicating the user's selection.

### VERIFY EMAIL ADDRESS

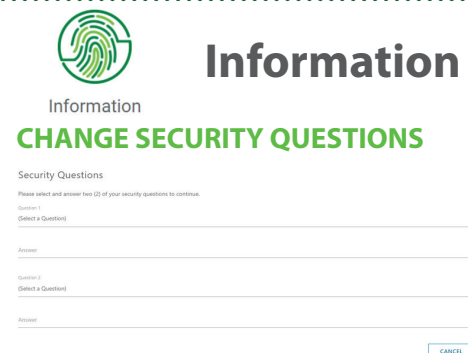
1. Log into your Paycom home page.
2. Click/tap on the **Information** tile image or tab.
3. From the drop down options, select **Address and Contact Information**.
4. Email:
  - a. If an email exists, click/tap the **Verify Email** button.
  - b. To modify an existing email address or add email, enter your email, scroll down to the bottom of the screen and tap "**Update**." Then click **Verify Email** button.
5. A confirmation message displays.
6. Check your email and follow the prompts to verify your email address. Should you need to resend your verification, tap the "**Resend Verification**" link below the email address.
7. Once you verify your email address, the date of verification will display under the email address.



The screenshot shows the 'Email Verification' screen. At the top is a fingerprint icon and the word 'Information'. Below it is a green button labeled 'ADDRESS AND CONTACT INFORMATION'. The screen then transitions to a 'Preferences' screen with three tabs: 'Account Settings', 'Security and Login' (which is selected), and 'Notifications'. Under the 'Security and Login' tab, there are two sections: 'Username' and 'Password'. Each section has a text input field with a blacked-out placeholder and a blue button to its right labeled 'CHANGE USERNAME' and 'CHANGE PASSWORD' respectively. At the bottom, there is a 'Confirm New Password' field and two buttons: 'CANCEL' and 'UPDATE PASSWORD'.

### CHANGE SECURITY QUESTIONS

1. Log into your Paycom home page.
2. Click/tap on the **Information** tile or tab.
3. From dropdown options, click **Change Security Questions**.
4. Preferences screen will come up with "Security and Login" highlighted, click/tap **Security Question #1**.
5. Choose question to answer.
6. Type in your answer.
7. Continue with other questions.
8. Click/tap **Submit** when completed.

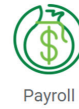


The screenshot shows the Paycom 'Information' screen. At the top is a fingerprint icon and the word 'Information'. Below it is a green button labeled 'CHANGE SECURITY QUESTIONS'. The screen then transitions to a 'Preferences' screen with three tabs: 'Account Settings', 'Security and Login' (which is selected), and 'Notifications'. Under the 'Security and Login' tab, there are two sections: 'Username' and 'Password'. Each section has a text input field with a blacked-out placeholder and a blue button to its right labeled 'CHANGE USERNAME' and 'CHANGE PASSWORD' respectively. At the bottom, there is a 'Confirm New Password' field and two buttons: 'CANCEL' and 'UPDATE PASSWORD'.

## VIEWING & EDITING YOUR INFO (cont.)

### D. REVIEW/CHANGE TAX SETUP (If you need to change your W-4)

1. Log into your Paycom home page.
2. Click/tap on the **Payroll** tile image or tab.
3. From the dropdown options, click **Tax Setup**.
4. System defaults to Federal tab. Change to State/local tab as appropriate.
5. Complete form as appropriate for your situation using dropdown arrows and fields.
6. Click/tap **Sign and Update**.
7. Confirm changes by clicking/tapping **Sign** on the pop-up.
8. Check the attestation box.
9. Provide electronic signature (typing or using finger/stylus).
10. When finished, click/tap **Sign**.



Payroll

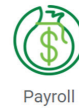
**Payroll**

### VIEW PAY STUBS/TAX SETUP

### E. TEST SAMPLE PAYCHECK

Allows you to see the impact on your paycheck based on potential changes you make to your tax set-up.

1. Log into your Paycom home page.
2. Click/tap on the **Payroll** tile image or tab.
3. From the dropdown options, click **Test Sample Paycheck**.
4. Review the information in the Earnings, Employee Taxes and Deductions sections as well as your current Net Check Value
5. Tap **Edit Tax Information** to test any hypothetical tax changes and tap/click **Update** when done. *(Editing tax selections in this application will not change your tax selections in your profile this is only a test.)*
6. Then, tap Reset to see the updated values appear on your sample paycheck.



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### TAX SETUP

### F. CHANGE LANGUAGE PREFERENCES

1. Log into your Paycom home page.
2. Click/tap **Information** tile or tab.
3. From the dropdown, click/tap **Preferences**.
4. From the **Language Preferences** section, click drop down arrow.
5. Select the preferred language.
6. Click/tap **Update**



Information

**Information**

### PREFERENCES

### G. CHECK/UPDATE MY CONTACT INFORMATION

Please note that, when updating your information, you will be required to have your phone number and emergency contact information entered.

1. Log into your Paycom home page.
2. Click/tap on the **Information** tile image or tab.
3. From the dropdown options, click **Address and Contact Information**.
4. From the **Address and Contact** section, make any necessary updates to your email, phone number, address, and emergency contact information.
5. After making any changes, click/tap **Update**.



Information

**Information**

**Address and Contact  
Information**

### ADD EMERGENCY CONTACT

CANCEL UPDATE

## VIEWING & EDITING YOUR INFO (cont.)

### H. VIEW PRIOR PAY STUBS

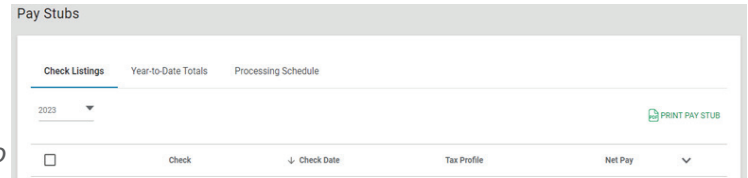
1. Log into your Paycom home page.
2. Click/tap on the **Payroll** tile image or tab.
3. From dropdown options, click **View Pay Stubs**.
4. Scroll through paycheck listings until you locate the check(s) you are looking for.
5. Click the check box (on left side) to open the details of the check(s) you want to highlight.
6. Option to Print: Click/tap **Print Pay Stub** (upper right corner) to print a PDF copy.

To access paystubs from before the transition to Paycom, log into your prior payroll system.



**Payroll**

### VIEW PAY STUBS



## BENEFITS

### I. VIEW CURRENT BENEFITS

1. Log into your Paycom home page.
2. Click/tap on the Benefits tile or tab.
3. Click/tap on Current/Benefits option.

### J. QUALIFYING EVENT FOR OPEN ENROLLMENT

1. You will navigate to Benefits > Qualifying Events > Add Qualifying Event.
2. You will select event date, event type, note, and include documents (if applicable) and submit.
3. HR will approve/deny accordingly.
4. Once approved, the employee will be able to begin enrolling.

### K. OPEN/NEW HIRE ENROLLMENT

1. You will receive notification of open or new hire enrollment in the notification center as well as via email.
2. Enrollment can be accessed through this notification.
3. You will click through enrollment steps, and, within each plan, you will be able to access plan documents, view employee cost, and make their elections.
4. You will verify elections for accuracy and finalize enrollment.

On all pages in the Paycom Self-Service Portal, there will be a Paycom logo at the top of the page.

- **Desktop** - Left top corner
- **Phone** - Center top

Clicking on the Paycom logo will always take you back to your home page on your Self-Service portal.



*\*\*When accessing the HELP CENTER in your Self-Service portal, PLEASE NOTE that some links do not apply to our UES set-up. If you have questions, please contact your local Human Resource Team.*

**For questions or additional support, you can contact your local Paycom support person:**

[CGordinier@teamues.com](mailto:CGordinier@teamues.com)