



# PAYCOM UNIVERSITY



April 25, 2023



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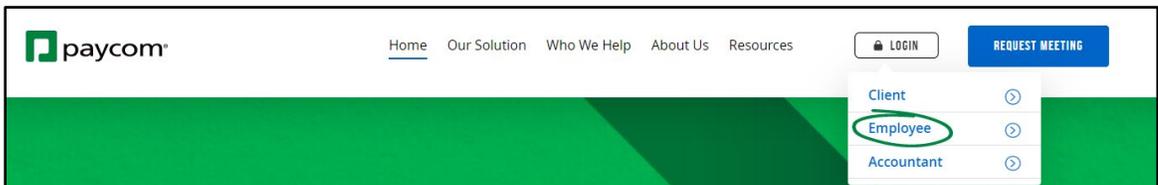
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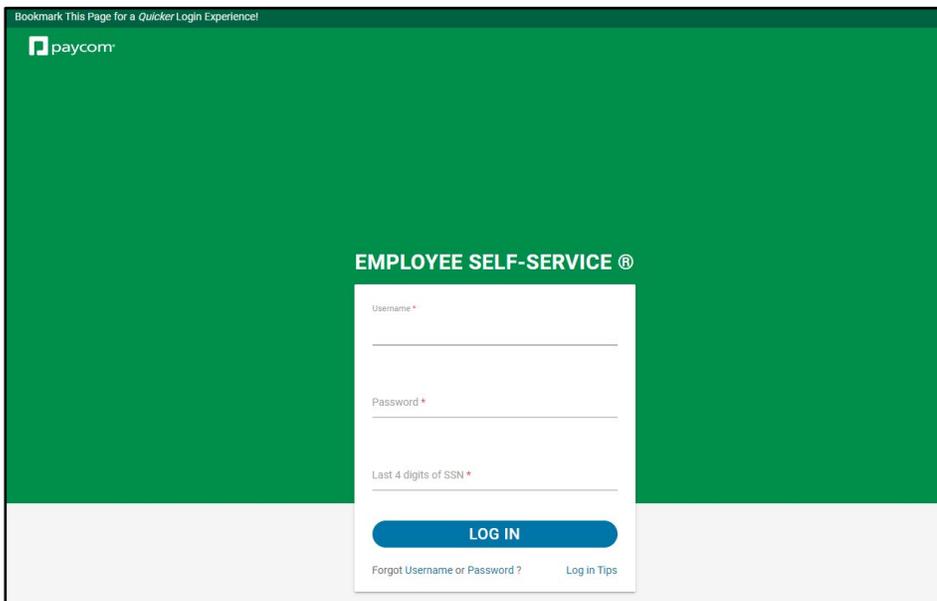
Planning a family vacation and need to request a few days off but unsure how much time you will have accrued when you need it? With Paycom's Employee Self-Service<sup>®</sup>, you can find this information in just a few clicks! We'll learn how to view your current accruals and request and manage time off.

## Access Employee Self-Service<sup>®</sup>

First, log into Employee Self-Service<sup>®</sup>. Go to [www.paycom.com](http://www.paycom.com) to access the Paycom Employee Self-Service<sup>®</sup> 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 onto a new desktop or mobile device, you must authenticate the device. On Step 1: Choose Authentication Method, choose to receive a phone call or text message and click “Send Code.”

**Authentication**

**Step 1: Choose Authentication Method**

How would you like to verify your account?

If you choose Text Message, you will receive one text message per request with a verification code. Message and data rates may apply.

Send a text to (\*\*\*)\*\*\*.\*\*92

Call me at (\*\*\*)\*\*\*.\*\*92

[Terms of Use](#) [Privacy Policy](#)

Cancel **Send Code**

**paycom**

Terms of Use | Privacy Policy | © 2022 Paycom | All Rights Reserved.

Enter the six-digit code on Step 2: Enter Verification Code. Check “Remember this device” to bypass authentication for 365 days. When finished, click “Submit.”

**Authentication**

**Step 2: Enter Verification Code**

Your code may take a few moments to arrive. Do not share this code with anyone.

A verification code was sent to (\*\*\*)\*\*\*.\*\*92. Please enter the 6-digit code below.

6-Digit Verification Code \*

706627

[Resend Code](#)

Remember this device

[Terms of Use](#) [Privacy Policy](#)

Cancel **Submit**

**paycom**

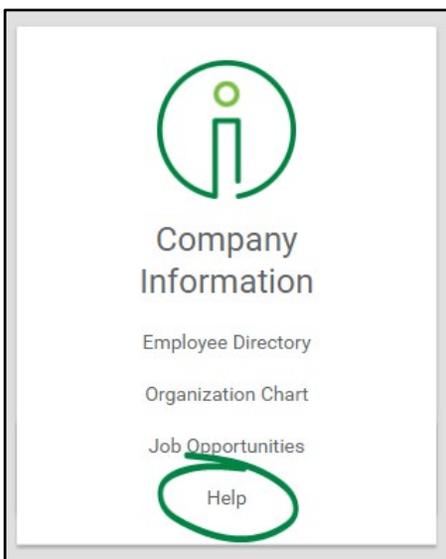
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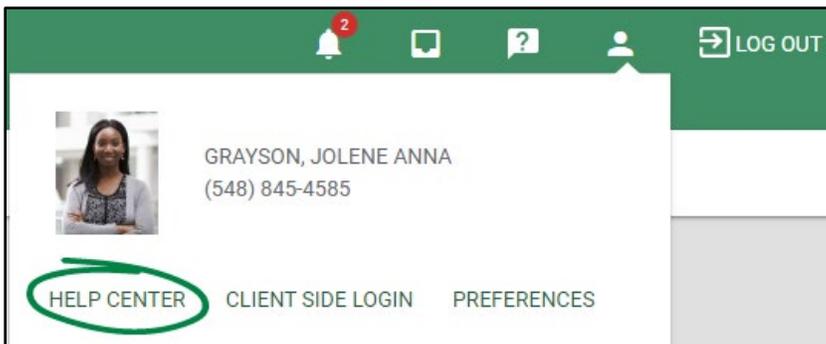
## Help

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 using 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.

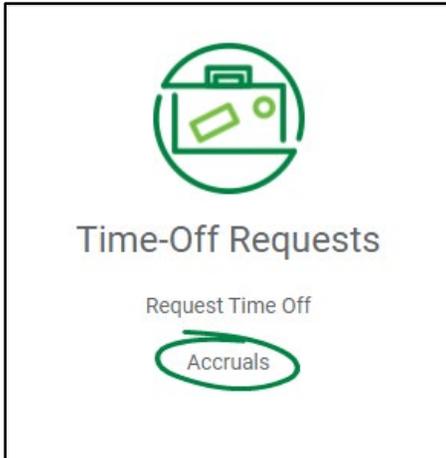
## Help Center

- Clue**
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## View Accruals

To view accrued time off, click “Accruals” from the Time-Off Requests tile.



From here, you can view the accrual type, awarded hours, rollover amount, available time, previously taken time and a history of each accrual type.

| Accrual Summary |           |              |           |         |       |           |       |        |         |
|-----------------|-----------|--------------|-----------|---------|-------|-----------|-------|--------|---------|
| Description     | Schedule  | Accrual Rate | Beginning | Awarded | Taken | Available | Dates | Limits | History |
| Sick            | Bi-Weekly | 0.033332     | 33.45     | 21.74   | 19.00 | 36.19     | 👁     | 👁      | 🕒       |
| Vacation        | Bi-Weekly | 0.057692     | 15.85     | 41.54   | 4.00  | 53.39     | 👁     | 👁      | 🕒       |

For example, this employee has both Sick and Vacation time. You can view a variety of information for each accrual type, including:

- **Schedule:** How often you receive each type of accrual, such as bi-weekly.
- **Accrual Rate:** The rate at which accruals are awarded.
- **Beginning:** Number of hours you had at the start of the year per category.
- **Awarded:** Number of hours awarded in the current year.
- **Taken:** Hours you have already taken in the current year.
- **Available:** Hours you still have available to use toward requested time-off.

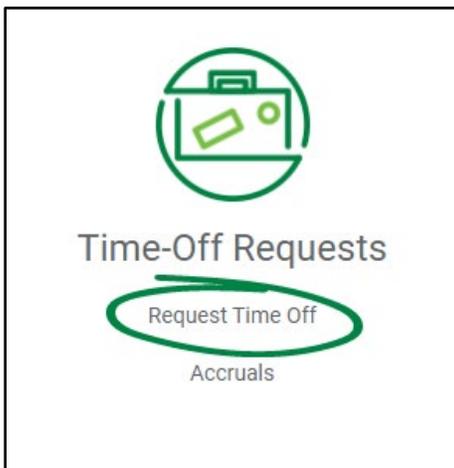


- **Dates:** Click the icon to review when your accruals reset, your award start date and redeem start date, among other details.
- **Limits:** Click the icon to review you how many hours will roll over into the next year as well as the maximum and minimum amount of hours you can have per category. For example, this employee will be awarded 40 hours of sick leave this year, roll over up to 80 hours and be in the negative 8 hours.
- **History:** click the icon to review the accrual history of any time awarded and taken.

| Period Limit | Year to Date | Life to Date | Roll Over Amount | Min Time-Off Hours Available |
|--------------|--------------|--------------|------------------|------------------------------|
| 2.66656      | 40           | 120          | 80               | -8                           |

## Request Time Off

From the main menu, click “Request Time Off” from the Time-Off Requests tile. For your convenience, you can also access this using the navigation bar at the top of the page.





From the Calendar tab, you can request time off in two ways. Either click “Add Time-Off Request,” or use your mouse to hover over the date you need time off and click the “plus” icon.

Time-Off Request

Calendar Hours Available Manage Time-Off Requests

ADD TIME-OFF REQUEST

Requested Approved Denied Calendar-Only Holiday Blackout Remove Request

February 2023 View Others' Requests Today < >

| Sun | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
|-----|------|------|------|------|------|------|
| +   | 29 + | 30 + | 31 + | 1 +  | 2 +  | 3 +  |
| +   | 5 +  | 6 +  | 7 +  | 8 +  | 9 +  | 10 + |
| +   | 12 + | 13 + | 14 + | 15 + | 16 + | 17 + |
| +   | 19 + | 20 + | 21 + | 22 + | 23 + | 24 + |
| +   | 26 + | 27 + | 28 + | 1 +  | 2 +  | 3 +  |

8.00 S ✓

8.00 PTO ⌘

CALENDAR SUBSCRIPTION



Enter the amount of hours you need to request off as well as the accrual type from the drop-down menu. Then, choose the date or date range you would like to request off.

Enter a Start Time depending on when this request will begin. You also have the ability to add a reason for the time-off request.

The “Exclude Weekends” box is checked as a default and will skip placing requests on weekends. Uncheck this box if you are taking time off on a weekend.

Once these selections are made, your Projected Net Available time will display at the bottom of the screen. If your request is for a future date, the Projected Net Available will display how many hours you will have accrued by then.

When finished, click “Add Request.”

*If your employer requires, your request will be sent to your supervisor for approval.*

### Add Time-Off Request

Hours per day \*  
8.00

Type \*  
Paid Time Off

Days  
04/28/2023 To 04/28/2023

Start Time  
08:00AM

Exclude Weekends

Update Schedule Availability  
 Unavailable All Day  Unavailable During Time-Off

Department  
IT [400]

Job  
Director [002]

Location  
Corporate - OKC [003]

Reason \*  
Weekend trip.

| Request Summary              |              |
|------------------------------|--------------|
| Projected Net Hours          | 20.00        |
| Future Requested Hours       | 0.00         |
| Current Request Hours        | 8.00         |
| <b>Total Hours Remaining</b> | <b>12.00</b> |

CANCEL ADD REQUEST

After your request is submitted, you will be able to view the time-off request in the Time-Off Calendar. The requests are color-coded so you can easily see the status of the request by viewing the time-off legend.



*New hires can request time off before the redeem start date as long as they have accrual hours and the requested date falls after the redeem start date.*

When your supervisor approves or denies the request, it will automatically update the calendar so you know if the time has been approved. If you would like to see the details of the time-off request, you can click the link to show the time-off request and any supervisor comments.

Time-Off Request

Calendar Hours Available Manage Time-Off Requests

ADD TIME-OFF REQUEST

Requested Approved Denied Calendar-Only Holiday Blackout Remove Request

March 2023 View Others' Requests Today < >

| Sun  | Mon  | Tue  | Wed | Thu | Fri               | Sat |
|------|------|------|-----|-----|-------------------|-----|
| + 26 | + 27 | + 28 | + 1 | + 2 | + 3<br>8.00 PTO ✓ | + 4 |



If you need to edit a request, click the request from the Time-Off Calendar. Then, you can change any of the fields you need such as the Hours per day, Type, Start Time or Reason. Click “Update” when you are finished. To remove the request entirely, click “Remove.”

### Edit Time-Off Request ✕

Hours per day \* 8.00 Type \* Paid Time Off

04/28/2023

Start Time 08:00AM 🕒

Update Schedule Availability  Unavailable All Day  Unavailable During Time-Off

Department IT [400] ▼

Job Director [002] ▼

Location Corporate - OKC [003] ▼

Reason \* Weekend trip.

|                              |              |
|------------------------------|--------------|
| Request Summary              |              |
| Projected Net Hours          | 22.00        |
| Future Requested Hours       | 0.00         |
| Current Request Hours        | 8.00         |
| <b>Total Hours Remaining</b> | <b>14.00</b> |

Status Approved

REMOVE UPDATE

If you want to see how many hours of paid time-off (PTO) are available in each category, click the Hours Available tab. From here, you can see how many hours are available, hours approved, hours requested and net available. The Net Available column informs you how many hours you can still use to request time-off.



You can also add a new request from this screen.

**Time-Off Request**

Calendar **Hours Available** Manage Time-Off Requests

ADD TIME-OFF REQUEST

\* Payroll Accruals are accurate as of your last pay period end date 02/12/2023  
+ Realtime Accruals are accurate as of today's date 02/20/2023

| Accrual                     | Hours Available | Hours Approved | Hours Requested | Net Available |
|-----------------------------|-----------------|----------------|-----------------|---------------|
| PTO +                       | 112.56          | 8.00           | 0.00            | 104.56        |
| SICK +                      | 83.08           | 0.00           | 0.00            | 83.08         |
| Emergency Paid Sick Leave * | 40.00           | 0.00           | 0.00            | 0.00          |

From the Manage Time-Off Requests tab, you can edit or remove the request. If you need to change the number of hours or accrual type, you can click directly on those sections and edit before updating, even if the request was previously approved. If changes occur after your request was approved, the status will update to “pending” to notify your manager the request needs to be approved again with your changes.

If you need to delete the request entirely, check the box in the Remove Request column. Then, click “Update” to ensure your changes are saved.

**Time-Off Request**

Calendar Hours Available **Manage Time-Off Requests**

ADD TIME-OFF REQUEST

This list shows all future requested and approved entries

| Update                   | Date       | Time-Off Type | Start Time | Hours Requested | Reason | Status    | Remove Request           |
|--------------------------|------------|---------------|------------|-----------------|--------|-----------|--------------------------|
| <input type="checkbox"/> | 03/03/2023 | Paid Time Off | 08:00AM    | 8.00            |        | Requested | <input type="checkbox"/> |

UPDATE

Finally, if your employer chooses, Paycom will automatically send you an email letting you know whether your request was approved or denied.

*For more information, check out Paycom University for e-learning courses, quick reference guides and videos. Visit the Help Center in Employee Self-Service® for the most up-to-date guides on using Paycom.*