

Paycom Instructions

Welcome to Paycom! We're the provider your company has chosen to handle all your payroll and HR needs. Think of this as your personal HR station, where you can do everything from filling out company paperwork to viewing your pay stubs. We're here to teach you how to use Employee Self-Service. For now, let's get started with some of the basics that you'll need to know.

- Once you have been set up in the system by your Payroll Department, you will receive an email from paycom regarding your temporary User & Password.
- Login to Paycom at <https://www.paycomonline.net>
- Change your username & password
- Update your address and contact information

Navigate to the Employee Self-Service and discover how to:

- use the Notifications Center and Company Messages;
- access Paycom University; and
- find your pay stubs
- access your Year-End Tax Forms;
- bookmark Paycom to your smartphone or computer.

If you have any questions feel free to contact:

Theresa Nono (Staff and Student Payroll) x. 2013

theresa.nono@judsonu.edu

Lori Clark (Faculty and Adjunct Faculty Payroll) x. 1504

lclark@judsonu.edu

We hope you will enjoy using this feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information as we go green.

Sincerely,

Wayne Pearson

Assistant VP Business Affairs & HR