

Employee Training Agenda

- Agenda
 - Downloading Paycom App/Logging In
 - Welcome to Paycom Checklist
 - Updating personal information
 - Time and Attendance (clocking in/out, submitting time off requests)
 - My Payroll Section (viewing pay stubs, edit tax info, edit direct deposits)
 - Help Menu/Paycom University Guides and Videos

- Standard Training Items
 - How to Change Username/Password
 - My Information
 - My Payroll

- Welcome to Paycom Checklist
 - Paycom University (Employee Self Service Overview)
 - Verify Tax Setup
 - Address and Contact Information
 - EEO1
 - Direct Deposit