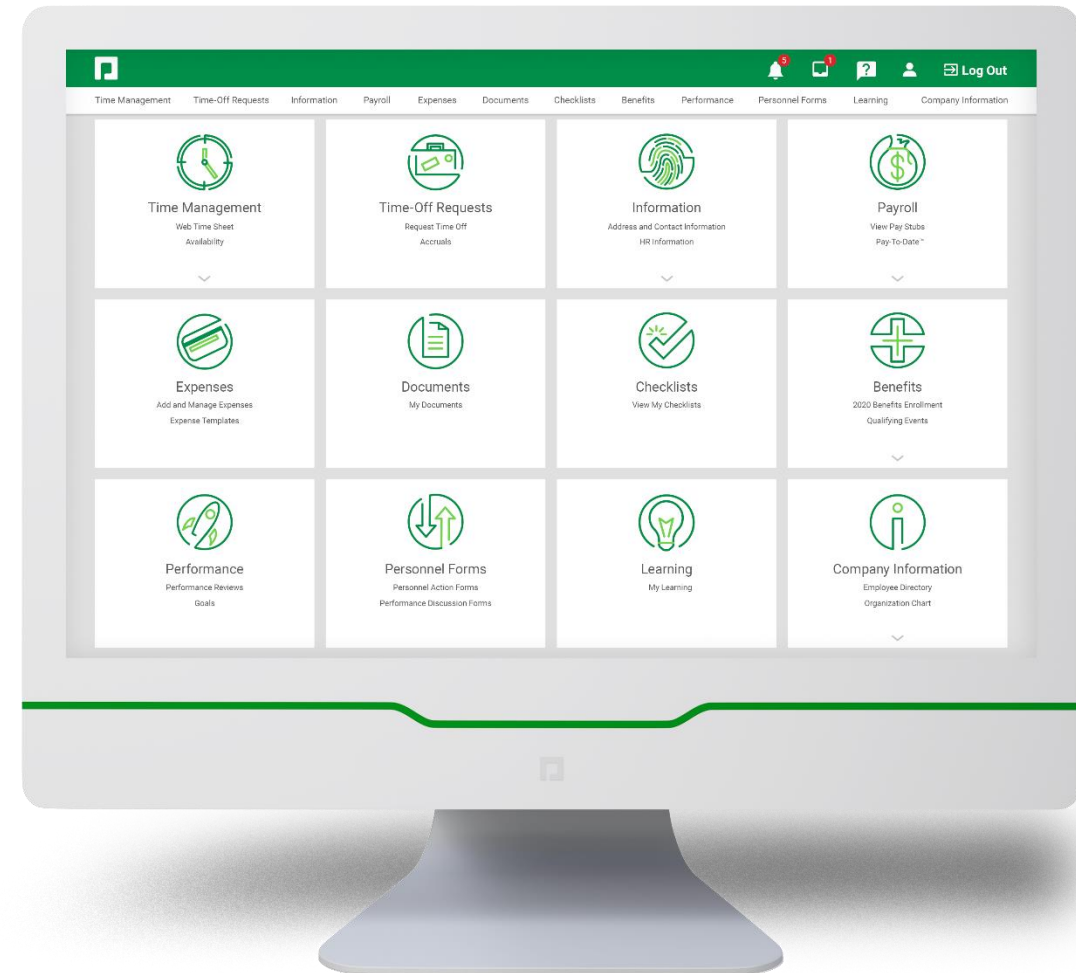




WELCOME

AGENDA

- » Important dates
- » Logging in to Paycom through the app
- » Manager overview
- » Questions



IMPORTANT DATES

Manager logins issued: The Week of September 16th

Manager workshop: September 27th & 30th

Timecards approved by: Wednesday October 2nd by 10am

Approve My Check[™] by: Friday 10/04 by 10am

Accrual balances loaded: The week of September 23rd

First check date: Tuesday 10/08

Employee Trainings will be the week of September 9th

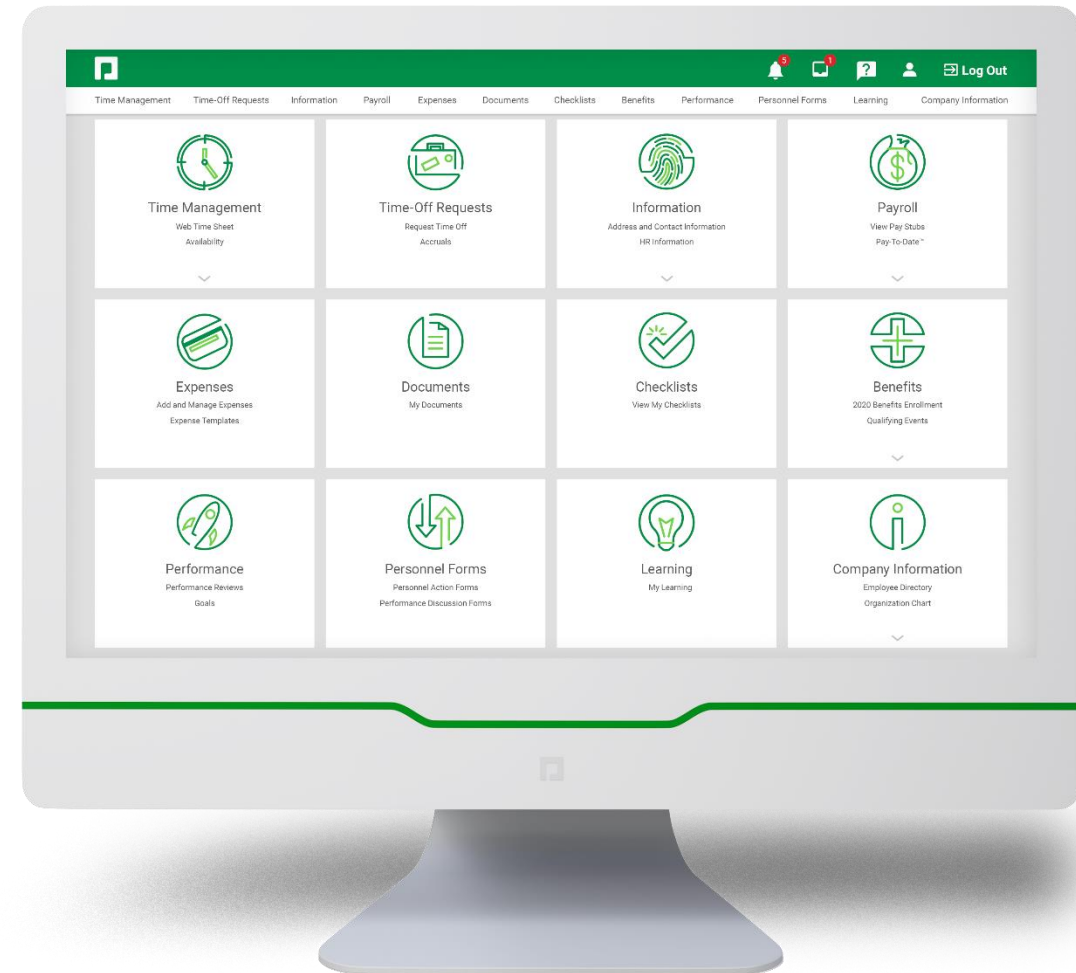
» September 11th from 9am-10am & 2-3pm

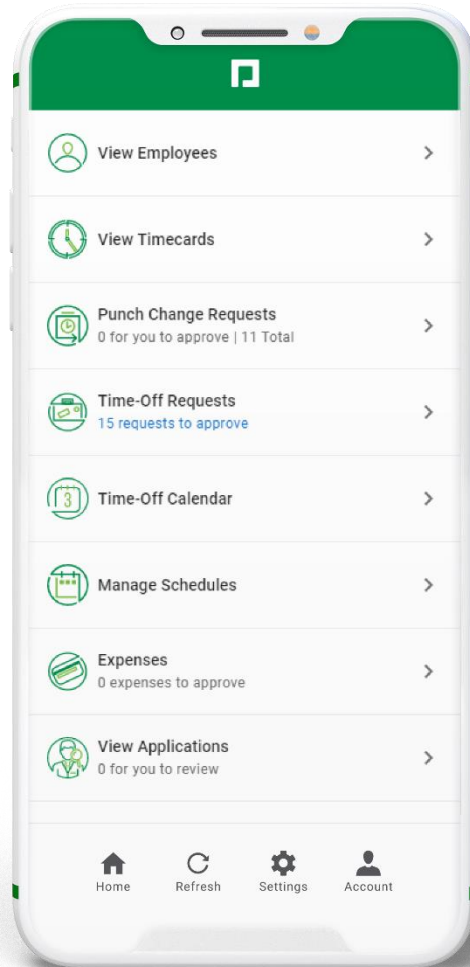
» September 12th from 9am-10am & 3-4pm

» September 13th from 9-10am

YOU WILL LEARN HOW TO...

- » Log in to the user side of Paycom
- » Approve/deny punch change requests
- » Review employee timecards
- » Approve/deny time-off requests
- » Submit personnel action forms





MANAGER ON-THE-GO®

Accessible through the Paycom mobile app, Manager on-the-Go allows managers to **complete approvals or perform other essential tasks** involving the employees they supervise.

Apple and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc., registered in the U.S. and other countries.

© 2015 Google Inc. All rights reserved. Google and the Google Logo are registered trademarks of Google Inc.

MEASURING SUCCESS IN PAYCOM

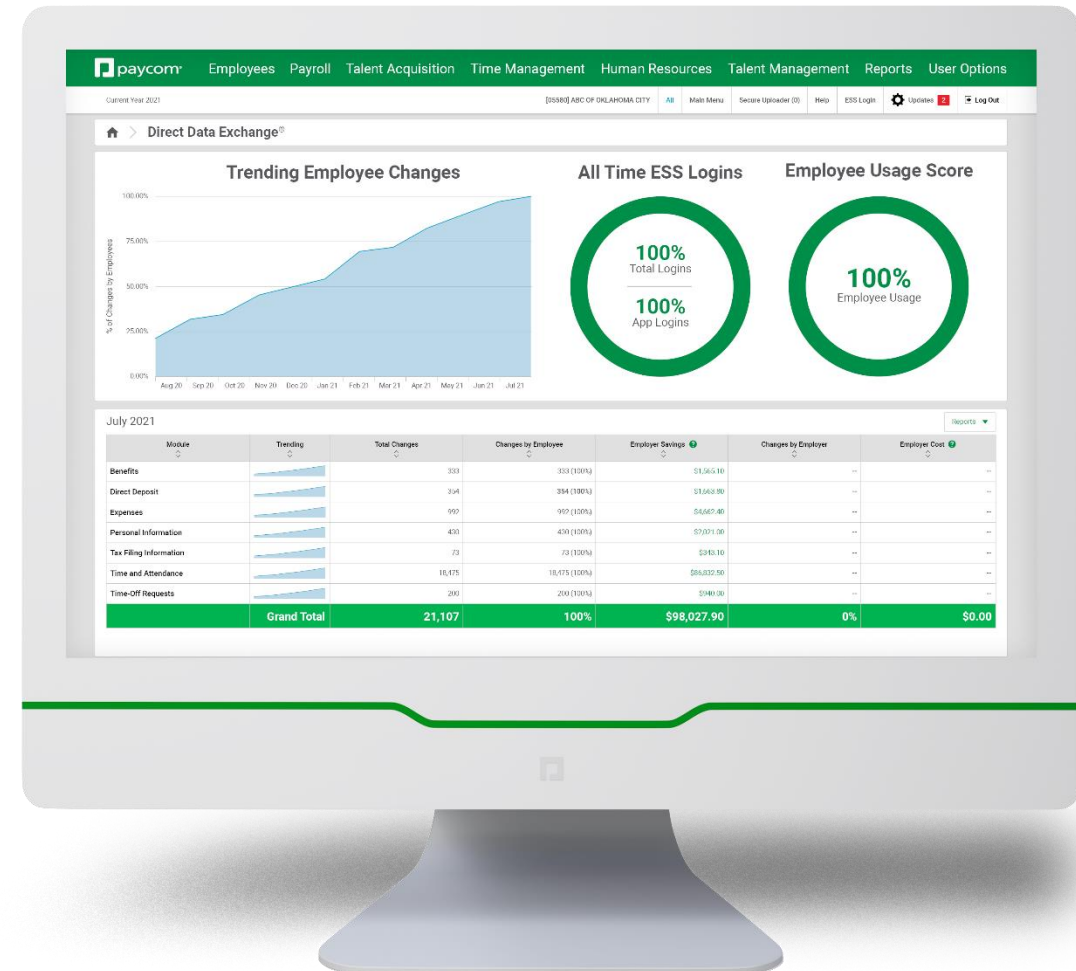
DIRECT DATA EXCHANGE®

Purpose: allows managers to track and measure activity of associated organizational costs, resulting in a time savings for managers

With Direct Data Exchange, managers will be able to:

- » monitor employee logins
- » gamify Paycom procedures
- » view usage trends for best practice performance

Outcome: 100% usage of the Paycom solution reduces menial labor and increases employee ownership of day-to-day data input.



LOGGING IN TO PAYCOM

Login Instructions:

- » Use the information provided to log in. Example:
 - » Client code: 05127
 - » Username: jsmith
 - » Password: baQ84eJzr
- » You have the ability to change your password after you log in.



MANAGER OVERVIEW



QUESTIONS?