

*Getting Started with Paycom's Mobile App*



**PAYCOM**  
UNIVERSITY





## *Getting Started with Paycom's Mobile App*

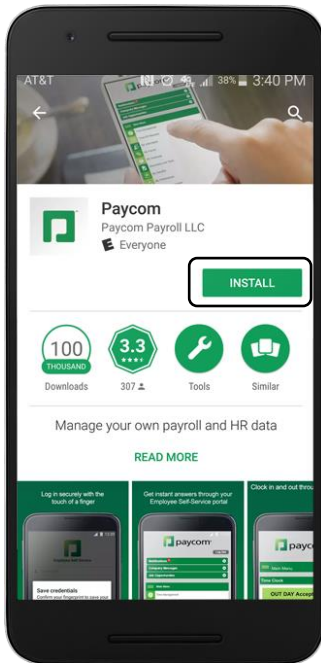
You use your smartphone every day. In fact, phones have become an integral part of our lives. From documenting big life events to checking your bank account balance, you do it all from the palm of our hands. Why not have your work and pay information at our fingertips as well? Use Paycom's Employee Self-Service feature by downloading the Paycom App! Then, quickly and easily access all the features you need, anytime, anywhere. From Paycom's mobile Employee Self-Service application, you can review your pay stubs, tax forms, time-off requests, and more! In this training guide, we'll review how to:

- Download the Paycom Application
- Login and set up your fingerprint and
- Review additional tips and tricks

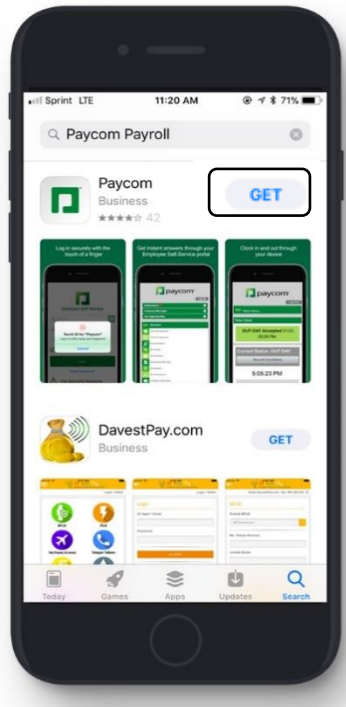


## Download the Paycom App

The Paycom Application is available from both the Apple App Store and Google Play Store. When you open your devices' app store, search "Paycom Payroll." Then, in the Apple App Store, you'll click "Get" while in the Google Play Store, you'll click "Install."



Android



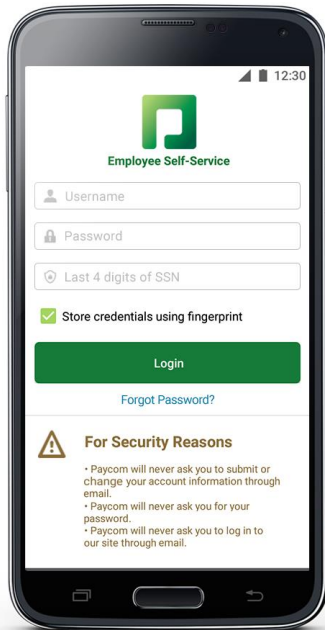
iPhone



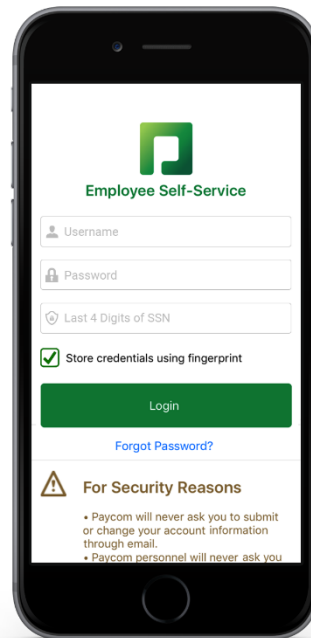
## Logging In

After downloading the app, go to your device and select the application. Upon initial opening, you will be prompted to login with your Employee Self-Service credentials. Simply enter your Paycom Username, Password and the last four digits of your Social Security Number.

If you have difficulty logging in, check to make sure you entered the correct password and that no additional symbols or capital letters were included.



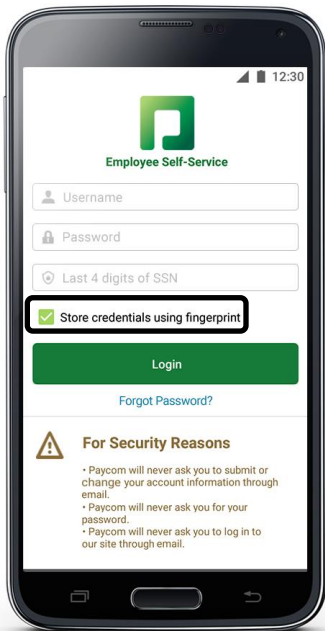
Android



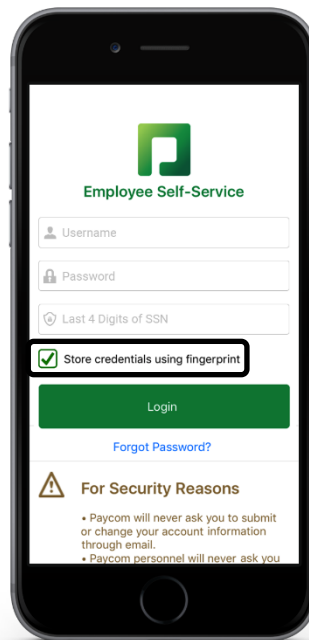
iPhone



If you want to use your fingerprint to login, make sure this feature is enabled on your device. Not all devices are equipped with fingerprint security. Then, you'll select the checkbox next to "Store credentials using fingerprint."



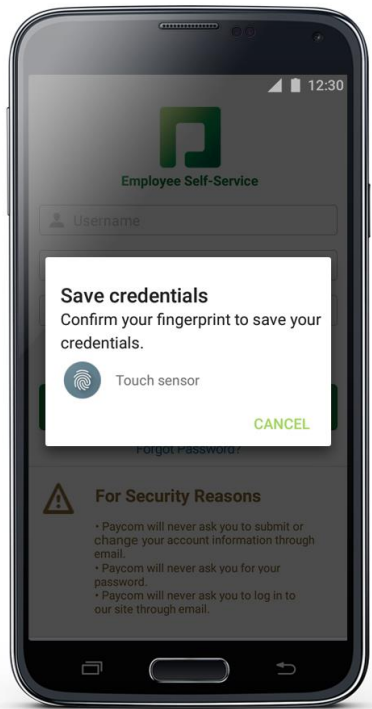
*Android*



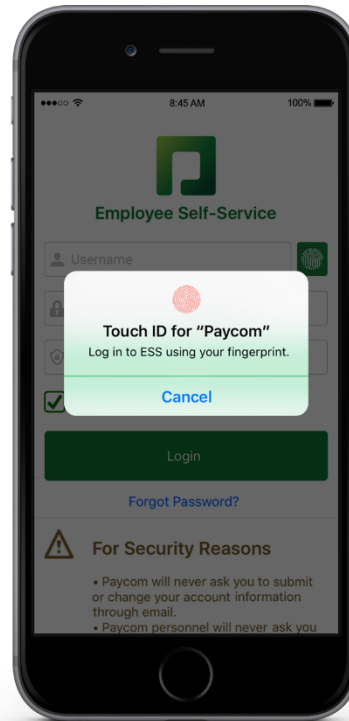
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After this feature is set up, the next time you log onto the Paycom App you'll see a unique confirmation letting you know you're logging in with your fingerprint.



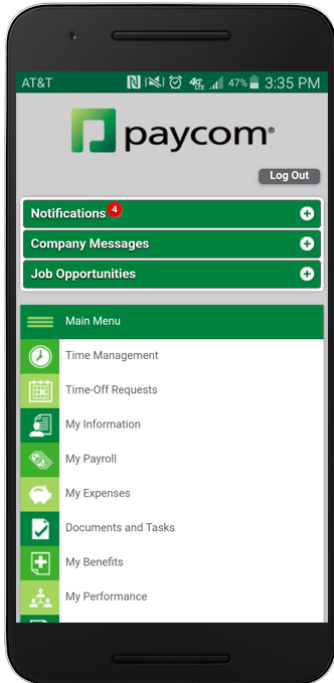
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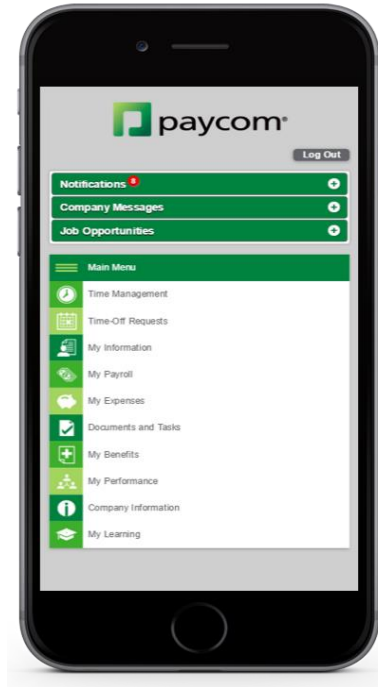
*iPhone*



After you select this option, you'll press your finger on your device. When you're finished, hit "Login.". Then, you'll see the Paycom menu like you would on your desktop or tablet device.



*Android*

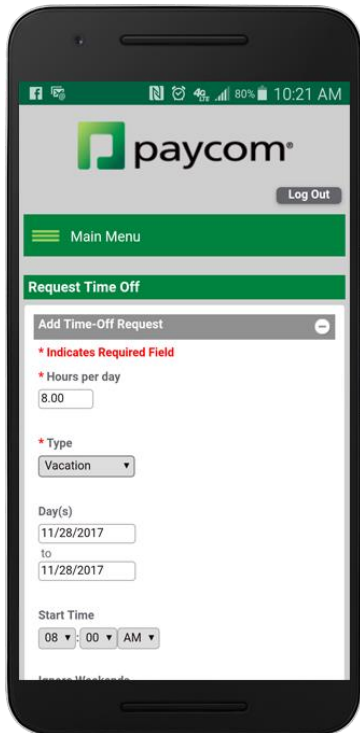


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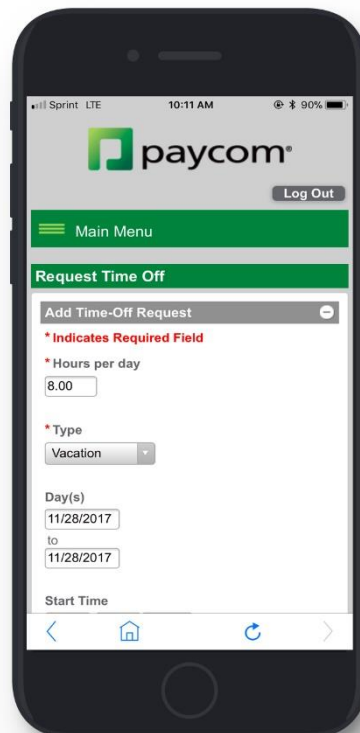


## Use the Application

Once you've downloaded and logged into the app, you can begin using it for your daily needs. See how many hours you have available and submit a time-off request by clicking "Request Time Off." Then select, "Add Time-Off Request." You can select the type, such as Sick or Vacation, enter the day(s) you'll be gone as well as how many hours per day.



Android

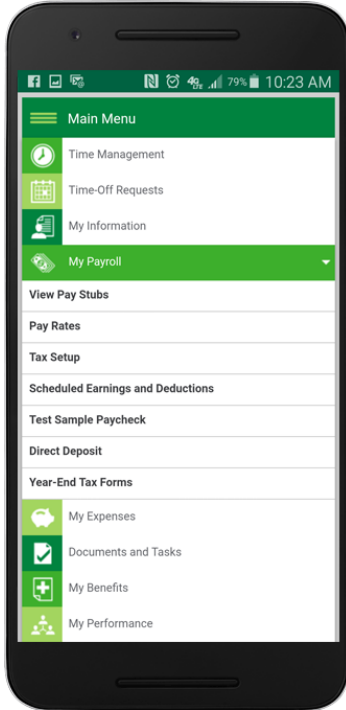


iPhone

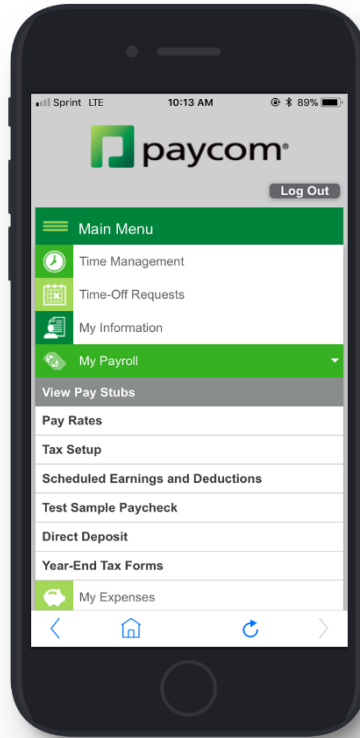




To check your latest pay stub, click "View Pay Stubs."



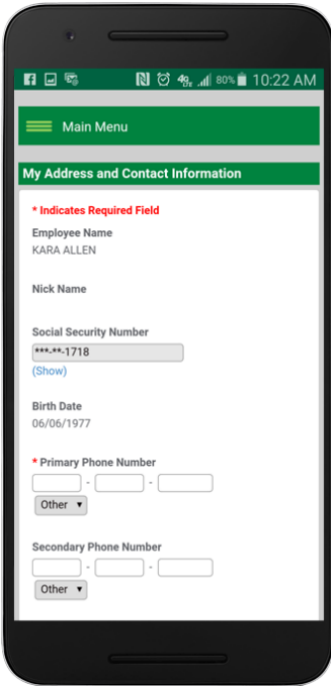
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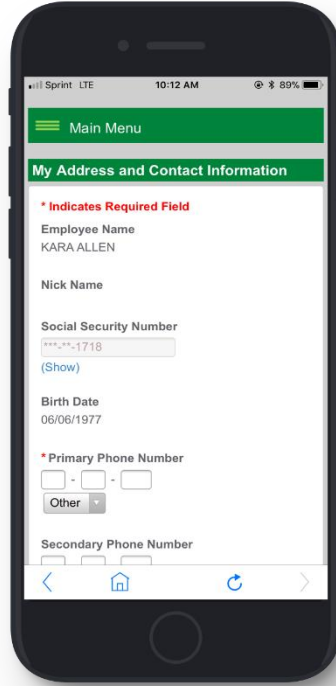
*iPhone*



To update your contact information, click "My Address and Contact Information." From here, you can edit your phone number, home address and email.



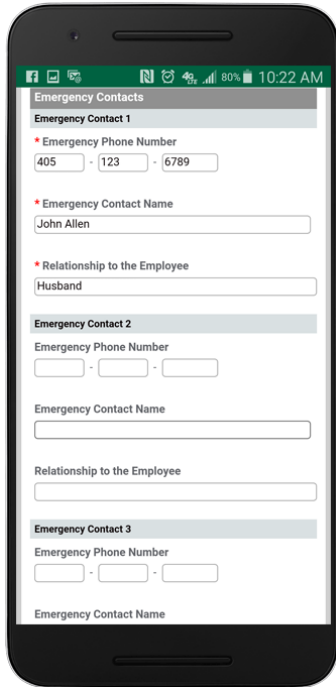
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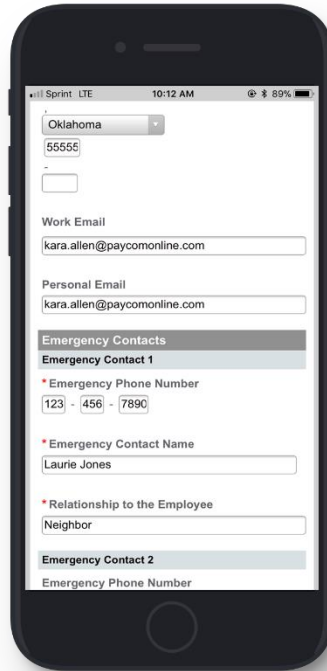
*iPhone*



You can even add emergency contacts and their information as well.



*Android*



*iPhone*

## ***In Conclusion***

This concludes our guide on downloading and using the Paycom Application. If you're in need of additional assistance, please refer to the My Employee Self-Service course in Paycom University or check out the Help Menu.