

My Payroll





My Payroll
Table of Contents:

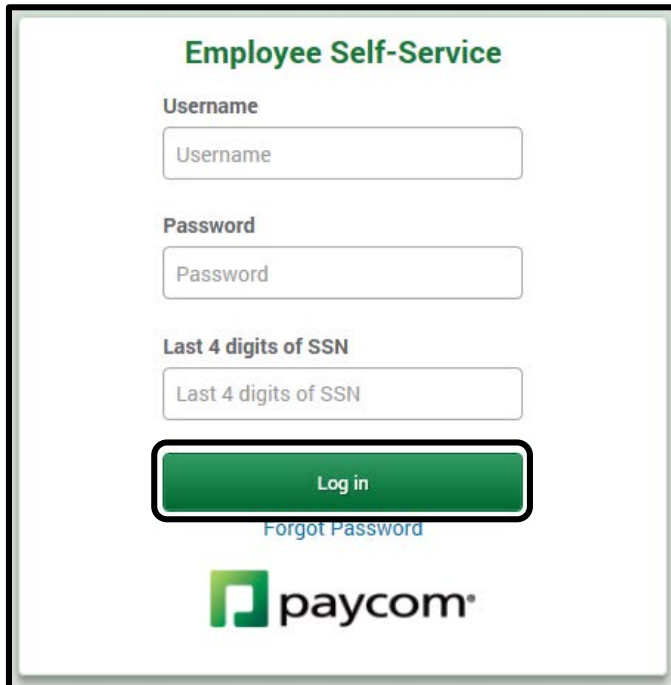
My Payroll **3**
View Pay Stubs 4
Pay Rates..... 7
Tax Setup..... 8
Scheduled Earnings and Deductions 10
Test Sample Paycheck..... 11
Direct Deposit..... 13
Year-End Tax Forms 15

My Payroll

The My Payroll section within Employee Self-Service allows you to easily view your pay stubs, pay rates, tax information and more. To view your pay information, log into Employee Self-Service. To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select “Employee.”



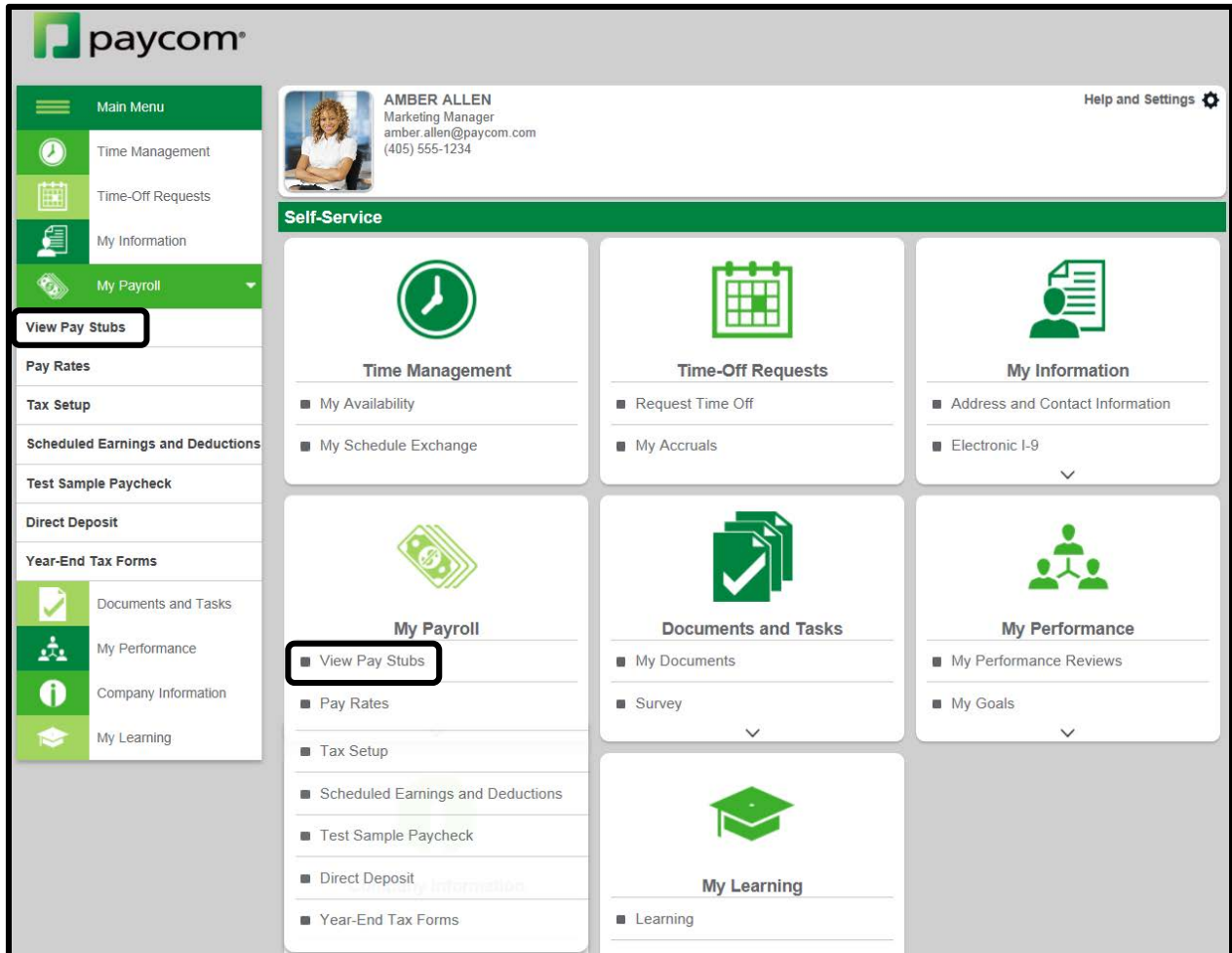
Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”



The screenshot shows the "Employee Self-Service" login form. It has a white background with a green header. The form contains three input fields: "Username", "Password", and "Last 4 digits of SSN". Below the input fields is a large green "Log in" button. Underneath the button is a link that says "Forgot Password". At the bottom of the form is the Paycom logo.

View Pay Stubs

The View Pay Stubs section allows you to view your pay stubs. Select “View Pay Stubs” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The screenshot displays the Paycom Self-Service interface. At the top left is the Paycom logo. The top right shows the user profile for Amber Allen, Marketing Manager, with contact information and a 'Help and Settings' gear icon. A green 'Main Menu' sidebar on the left lists various navigation options, with 'View Pay Stubs' highlighted in a black box. The main content area is titled 'Self-Service' and contains several tiles: 'Time Management' (with sub-options: My Availability, My Schedule Exchange), 'Time-Off Requests' (with sub-options: Request Time Off, My Accruals), 'My Information' (with sub-options: Address and Contact Information, Electronic I-9), 'My Payroll' (with sub-options: View Pay Stubs, Pay Rates, Tax Setup, Scheduled Earnings and Deductions, Test Sample Paycheck, Direct Deposit, Year-End Tax Forms), 'Documents and Tasks' (with sub-options: My Documents, Survey), 'My Performance' (with sub-options: My Performance Reviews, My Goals), and 'My Learning' (with sub-option: Learning). The 'View Pay Stubs' option in the 'My Payroll' tile is also highlighted with a black box.

Below the “Check Listing” header, click the year for the pay statements/earnings you would like to view. The most recent pay stub will display first and default to be open. You have the option to “Hide Check Detail.” For other checks you can select to “Show Check Detail.”

When viewing your earnings, it will pull all checks received for that calendar year. To view a more detailed description of a specific check, click the “View Earnings Statement” link for that check date.

Pay Stubs

Check Listing

2014 | 2013 | 2012

Check Date 02/14/2014 Net Pay 2815.24 Check Number 10522 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
[Hide Check Detail](#)

Earnings				Taxes		Deductions		Net Pay	
Regular	30.00	80.00	2400.00	Federal W/H (M/2)	244.27	Cafe	10.00	Payroll Net Check	2815.24
Auto Allowance			65.00	Medicare	38.11	Dental Pretax	25.00	NET PAY	2815.24
Cell Phone Allowance			50.00	Social Security	154.38	Expense Reimbursement	-900.00		
GROSS			2515.00	Oklahoma State W/H (S/D)	110.00	Tool Deduction	10.00		
						United Way	10.00		
						ACA EE Only Amount *	30.00		

Check Date 01/31/2014 Net Pay 1997.1 Check Number 10515 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
[Show Check Detail](#)

Check Date 01/24/2014 Net Pay 377.84 Check Number 1005 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
[Show Check Detail](#)

Check Date 01/15/2014 Net Pay 1682.25 Check Number 10507 Tax Profile 1 - OK/OK/OK

[View Earnings Statement](#)
[Show Check Detail](#)

Employee Totals

From: 01/01/14 To: 12/31/14

Earnings				Taxes		Deductions		Net Pay	
Regular		240.00	7200.00	Federal W/H	1284.32	Cafe	30.00	4 Check(s)	6872.43
Auto Allowance			130.00	Medicare	120.79	Dental Pretax	100.00	NET PAY	6872.43
Cell Phone Allowance			150.00	Social Security	516.46	Expense Reimbursement	-900.00		
Overtime		10.00	450.00	Oklahoma State W/H	356.00	Tool Deduction	40.00		
Bonus			500.00			United Way	30.00		
GROSS		250.00	8430.00			ACA EE Only Amount *	120.00		

5

Updated: March 1, 2016

The Earnings Statement shows earnings for the current pay period along with any year-to-date earnings. It also shows taxes and deductions withheld from your check and any employee benefits such as vacation time, sick time, etc.

You can export the Earnings Statement to PDF by selecting the “Export to PDF” link on the top left side of the screen.

Export To PDF >
Earnings Statement ADAM A.LEVINE

Period Ending: 02/13/2014
Pay Date: 02/14/2014 Emp#: LEVA Dept: 600

<u>Earnings</u>	<u>Rate</u>	<u>Hours</u>	<u>Current Period</u>	<u>Year to Date</u>
Regular	30.00	80.00	2400.00	7200.00
Overtime			0.00	450.00
Auto Allowance			85.00	130.00
Bonus			0.00	500.00
Cell Phone Allowance			50.00	150.00
Gross Pay			2515.00	8430.00

<u>W/H Taxes</u>				
Federal W/H (M/2)			244.27	1284.32
Medicare			36.11	120.79
Social Security			154.38	516.46
Oklahoma State W/H (S/0)			110.00	356.00

<u>Deductions</u>				
Cafe			10.00	30.00
Dental Pretax			25.00	100.00
Expense Reimbursement			-900.00	-900.00
Tool Deduction			10.00	40.00
United Way			10.00	30.00
Net Pay			2815.24	6872.43 <small>Check No.: 10522</small>

<u>Net Pay Distribution</u>				
Payroll Net Check			2815.24	6872.43

<u>Employee Benefits</u>	<u>Current Period</u>	<u>Year To Date</u>	<u>YTD Taken</u>	<u>Available</u>
ACA EE Only Amount	30.00	120.00	<small>*Memo Only</small>	
PTO Hours	1.54	7.70	0.00	7.70
Sick Hours	3.08	55.40	0.00	55.40
Vacation Hours	1.54	52.32	0.00	52.32

--> "Have a great January!"

ABC TRAINING DEMO 3
123 DAVID RD
OKC, OK 11111111

Check No.: 10522

DATE: 02/14/2014

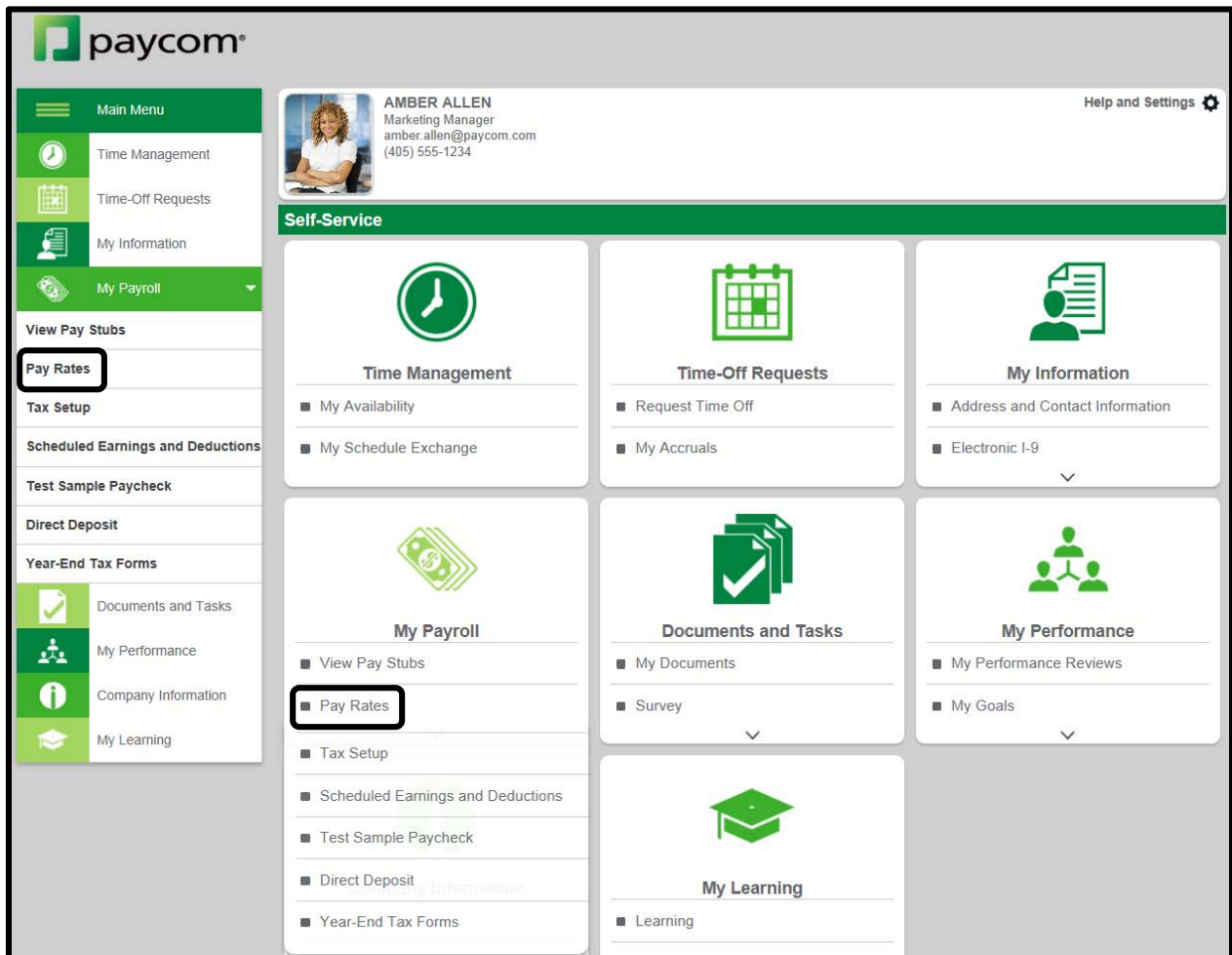
Net Pay:	\$ 2815.24
Two Thousand Eight Hundred Fifteen And 24/100 Dollars	

ADAM A.LEVINE
123 ROCK STAR ROAD
OKLAHOMA CITY, OK 73112

For Record Purposes Only
****NON-NEGOTIABLE****

Pay Rates

Based on access provided by your employer, the Pay Rates sections displays information about your pay rate. To view this section, select “Pay Rates” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



The My Pay Rate Information section provides a quick glance of the information your employer has on file for you.

My Pay Rate Information	
Employee Type	W-2
Pay Frequency	Bi-Weekly
Pay Type	Salary
Pay-Period Salary	1500.00
Last Pay Change	03/17/2014 (Previous Rate:\$24.00)

Tax Setup

To view your tax setup information, select “Tax Setup” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.

The screenshot displays the Paycom Self-Service dashboard for user AMBER ALLEN, Marketing Manager. The interface includes a main menu on the left, a user profile header, and a grid of self-service tiles. The 'My Payroll' tile is highlighted, and the 'Tax Setup' option is selected within it. The 'Main Menu' on the left also has 'Tax Setup' highlighted.

Main Menu

- Time Management
- Time-Off Requests
- My Information
- My Payroll
- View Pay Stubs
- Pay Rates
- Tax Setup**
- Scheduled Earnings and Deductions
- Test Sample Paycheck
- Direct Deposit
- Year-End Tax Forms
- Documents and Tasks
- My Performance
- Company Information
- My Learning

User Profile: AMBER ALLEN, Marketing Manager, amber.allen@paycom.com, (405) 555-1234

Self-Service Tiles:

- Time Management:** My Availability, My Schedule Exchange
- Time-Off Requests:** Request Time Off, My Accruals
- My Information:** Address and Contact Information, Electronic I-9
- My Payroll:** View Pay Stubs, Pay Rates, **Tax Setup**, Scheduled Earnings and Deductions, Test Sample Paycheck, Direct Deposit, Year-End Tax Forms
- Documents and Tasks:** My Documents, Survey
- My Performance:** My Performance Reviews, My Goals
- My Learning:** Learning

You may be allowed to make changed to your Tax Setup. If you make any changes, check the box to agree with the terms to electronically sign, and select “Update Tax Setup Information.”

Tax Setup

Federal Tax Setup

Fed Blocked/Estimated No

Federal Filing Status

Number of Federal Allowances

Select the appropriate option to withhold an additional amount or percentage.

Withhold Additional Amount \$

Withhold Additional Percent % Decimal Format (ex: 5% is 0.05)

State and Local Tax Setup

Primary Live-in State

Primary Work-in State

Oklahoma Tax Setup

Blocked/Estimated No

Filing Status

Number of Exemptions / Allowances

Select the appropriate option to withhold an additional amount or percentage.

Withhold Additional Amount \$

Withhold Additional Percent % Decimal Format (ex: 5% is 0.05)

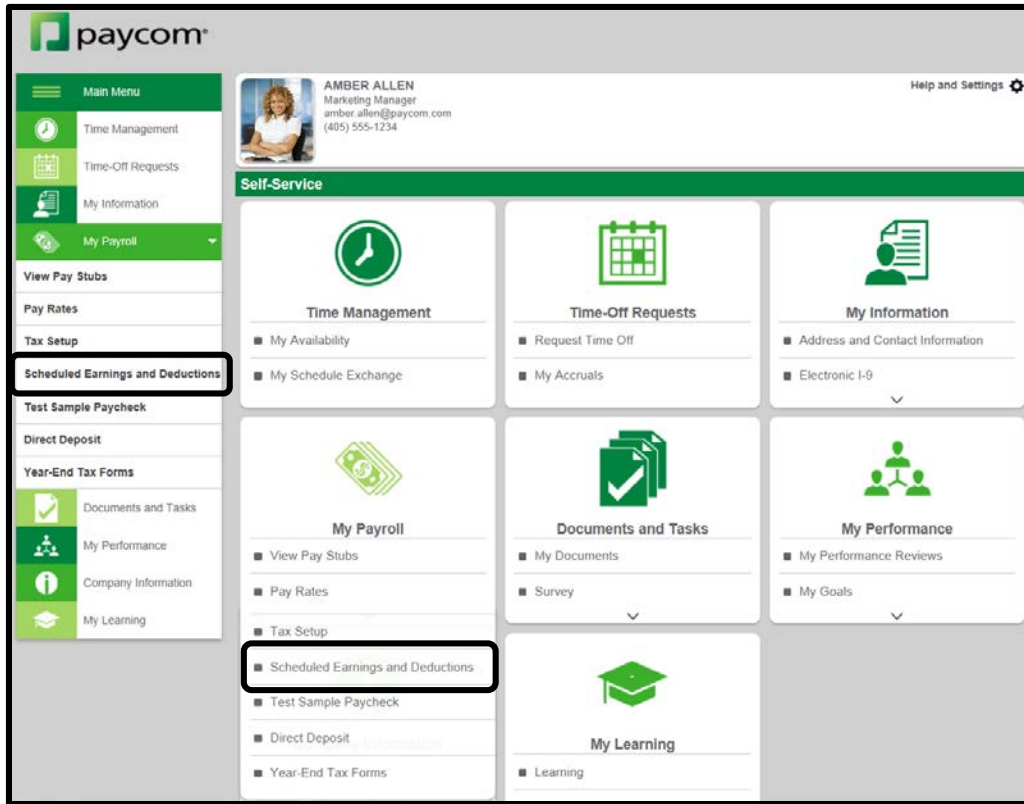
By checking this box you agree with the terms in the W4 and are electronically signing a W4.

Signature: _____

(Please Note: Changes will not be applied unless you click Update.)

Scheduled Earnings and Deductions

To view your scheduled earnings and deductions, select “Scheduled Earnings and Deductions” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



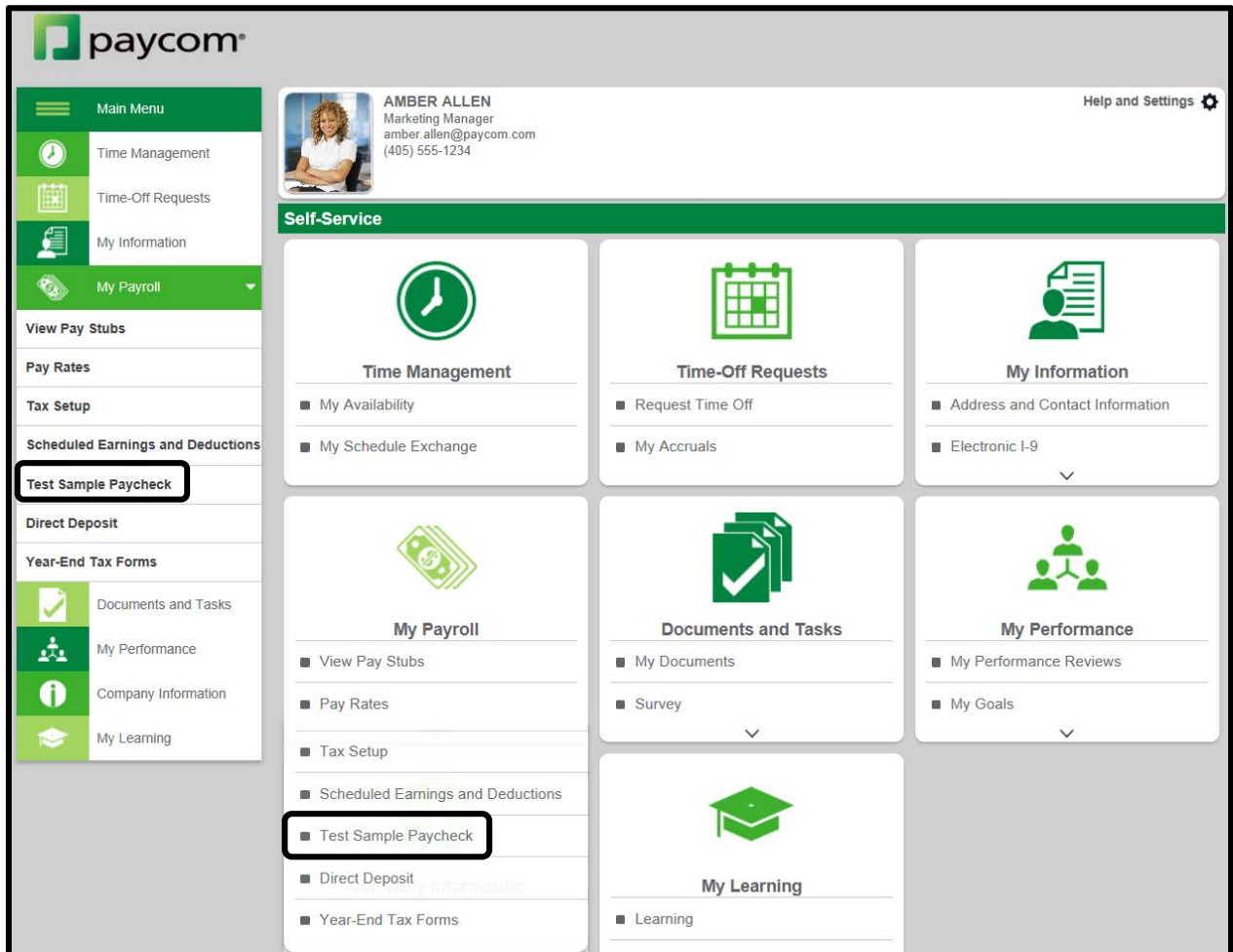
Your scheduled earnings will display on top, and scheduled deductions will display on the bottom. Once an earning or deduction has passed its respective stop date, it will be moved from the “My Current Earnings/Deductions” tab to the “My Historical Earnings/Deductions” tab.

My Scheduled Earnings and Deductions						
My Current Earnings/Deductions		My Historical Earnings/Deductions				
Current Earnings						
Earning Name	Scheduled Amount	Scheduled Frequency				
No Records Found						
Current Deductions						
Deduction Name	Scheduled Amount	Scheduled Percent	Scheduled Frequency	Goal Amount	Goal Accumulated	Remaining Balance
401K %		6.00%	Every Payroll	\$18,000.00	\$0.00	\$18,000.00

Test Sample Paycheck

You can test withholding changes on a sample pay stub. This is beneficial if you want to see a particular changes in filing status or withholding exemptions reflected on a hypothetical paycheck before actually making the change.

To view a sample paycheck, select “Test Sample Paycheck” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



Select to add eligible benefits or to edit the tax information. To clear the information, select "Reset."

Sample Paycheck

[+ Add Eligible Benefit](#)
[Edit Tax Information](#)

Earnings			
Earning	Hours	Rate	Amount
Regular	80.00	37.50	\$3,000.00
Bonus			\$0.00
GROSS	80.00		\$3,000.00

Employee Taxes	
W/H Tax	Amount
Federal W/H	\$566.11
Medicare	\$43.50
Social Security	\$186.00
Oklahoma State W/H	\$137.00
TOTAL TAXES	\$932.61

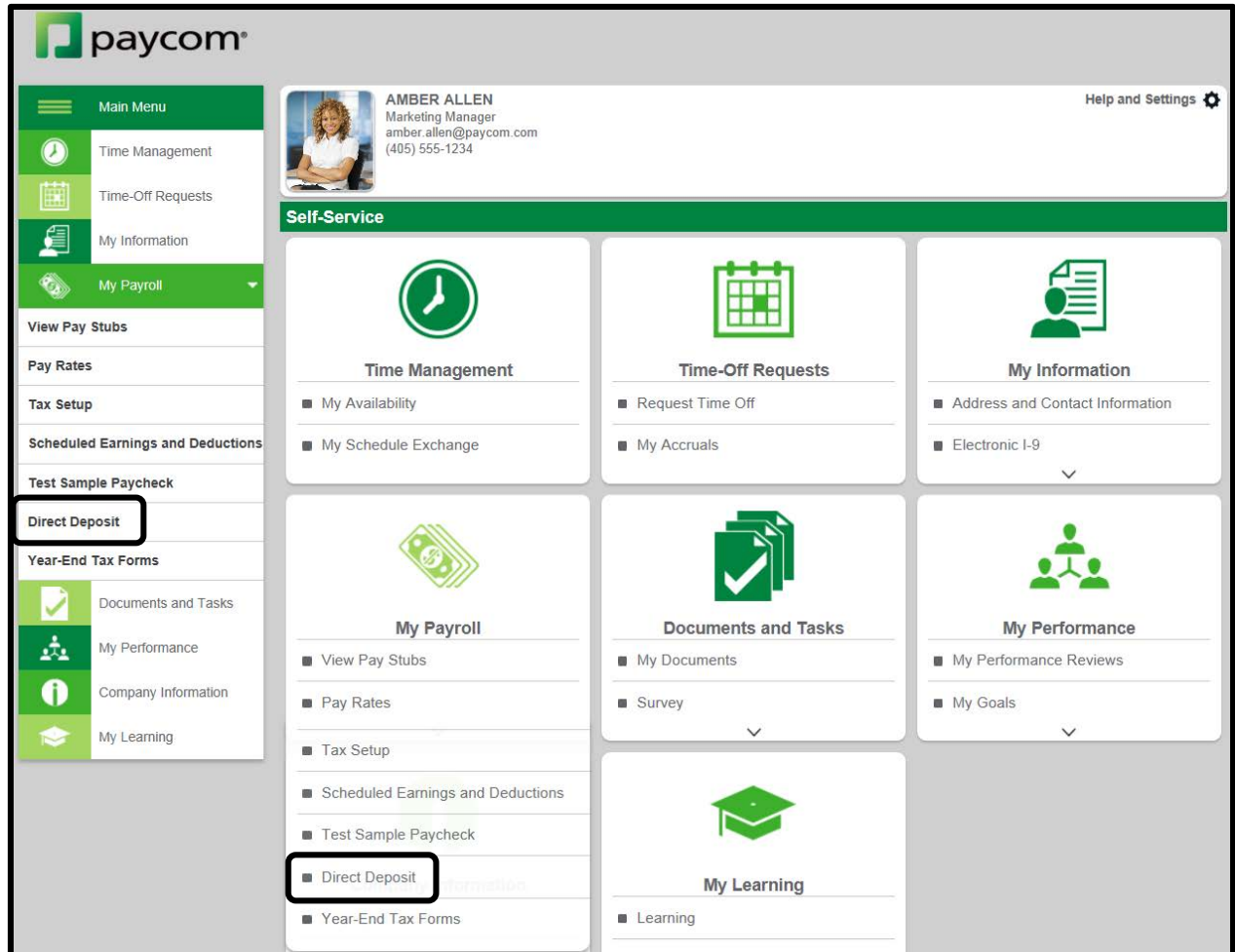
Deductions		
Deduction	Details/Tax Treatment	Amount
NET DEDUCTIONS		\$0.00

NET CHECK
\$2,067.39

Back
Reset

Direct Deposit

To view set up direct deposit information, select “Direct Deposit” from the My Payroll tile in the center of the screen or from the Main Menu navigation on the left side of the page.



Enter the appropriate information for your Main Account and Direct Deposit Distributions and select “Update Direct Deposit Information” when finished.

Direct Deposit

Main Account - Net pay ?

*** Indicates Required Field**

Account Type Checking Savings

Bank Name

* Routing Number ?

* Account Number

Direct Deposit Distributions

1st Distribution

Account Type Checking Savings

Bank Name

* Routing Number ?

* Account Number

* Amount \$ OR %

2nd Distribution +

3rd Distribution +

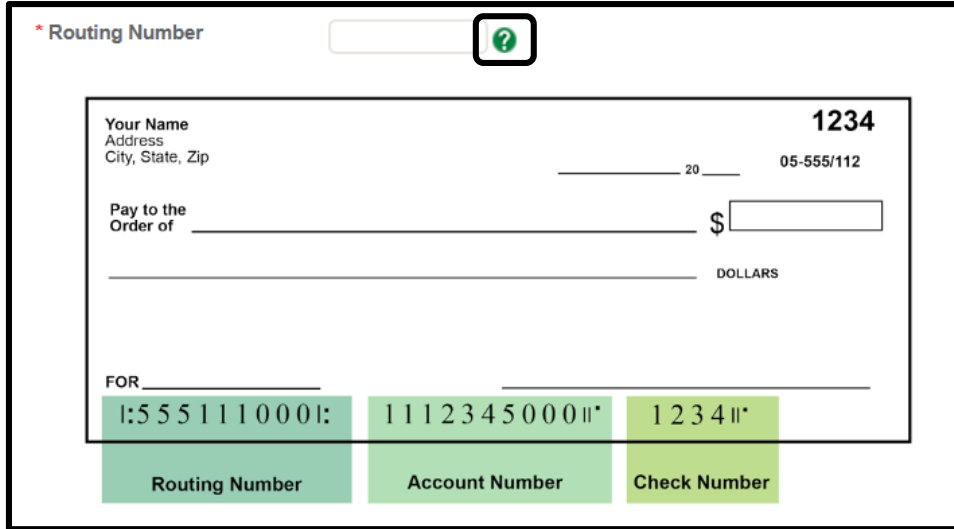
4th Distribution +


By selecting this check box and clicking Update, I have agreed to the terms within the [Direct Deposit Authorization Agreement](#).

Signature: _____

(Please Note: Changes will not be applied unless you click Update.)

To view check information display which is the routing number and which is the account number, hover over the green question mark (tool tip) to view an image of an example check.



* Routing Number 

Your Name	1234	
Address		
City, State, Zip	_____ 20 _____ 05-555/112	
Pay to the Order of	\$ <input type="text"/>	
	_____ DOLLARS	
FOR	_____	
!555111000!	1112345000!!*	1234!!*
Routing Number	Account Number	Check Number

Year-End Tax Forms

The Year-End Tax Forms section allows you to see all of your year-end tax forms such as Forms W-2, 1099 and 1095-C in an easily reviewable format and in one convenient location.

The screenshot displays the Paycom Self-Service dashboard for Amber Allen, Marketing Manager. The interface includes a left-hand navigation menu, a top header with user information, and a main content area with various self-service options.

Left-Hand Navigation Menu:

- Main Menu
- Time Management
- Time-Off Requests
- My Information
- My Payroll
- View Pay Stubs
- Pay Rates
- Tax Setup
- Scheduled Earnings and Deductions
- Test Sample Paycheck
- Direct Deposit
- Year-End Tax Forms** (highlighted)
- Documents and Tasks
- My Performance
- Company Information
- My Learning

Top Header:

- AMBER ALLEN, Marketing Manager, amber.allen@paycom.com, (405) 555-1234
- Help and Settings

Self-Service Dashboard:

- Time Management:** My Availability, My Schedule Exchange
- Time-Off Requests:** Request Time Off, My Accruals
- My Information:** Address and Contact Information, Electronic I-9
- My Payroll:** View Pay Stubs, Pay Rates, Tax Setup, Scheduled Earnings and Deductions, Test Sample Paycheck, Direct Deposit, **Year-End Tax Forms** (highlighted)
- Documents and Tasks:** My Documents, Survey
- My Performance:** My Performance Reviews, My Goals
- My Learning:** Learning

To view a document in this section, select its icon in the "View" column.

Year-End Tax Forms				
W-2				
Quick Search				
Reporting Year	Employer FEIN	Employer Legal Name	Date Posted	View
2014	999999999	TRAINING DEPARTMENT	04/09/2015	

Form W-2:

Copy B--To Be Filed With Employee's FEDERAL Tax Return 38-2099803 OMB No. 1545-0048			Copy 2--To Be Filed With Employee's State, City, or Local Income Tax Return 38-2099803 OMB No. 1545-0048		
a. Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Fed. income tax withheld	a. Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Fed. income tax withheld
1111-11-11111	15236.56	1523.00	1111-11-11111	15236.56	1523.00
b. Employer ID number (EIN)	3 Social security wages	4 Soc. sec. tax withheld	b. Employer ID number (EIN)	3 Social security wages	4 Soc. sec. tax withheld
	15236.56	527.00		15236.56	527.00
	5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips	6 Medicare tax withheld
	15236.56	195.00		15236.56	195.00
c. Employer's name, address, and ZIP code			c. Employer's name, address, and ZIP code		
OKLAHOMA CITY OK 73112			OKLAHOMA CITY OK 73112		
f. Control number			f. Control number		
91LA00005			91LA00005		
g. Employer's name, address, and ZIP code			g. Employer's name, address, and ZIP code		
AMBER ALLEN 1254 W ELM ST OKLAHOMA CITY OK 73154			AMBER ALLEN 1254 W ELM ST OKLAHOMA CITY OK 73154		
7 Social security tips	8 Allocated tips	9	7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	10 Dependent care benefits	11 Nonqualified plans	12a Code
DD	1235.62		DD	1235.62	
13 Statutory employee	14 Other	12b Code	13 Statutory employee	14 Other	12b Code
Retirement plan		12c Code	Retirement plan		12c Code
X			X		
Third-party sick pay		12d Code	Third-party sick pay		12d Code
OK	15236.56	795.26	OK	15236.56	795.26
15 State Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	15 State Employer's state ID no.	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Form W-2 Wage and Tax Statement 2014 Dept. of the Treasury -- IRS This information is being furnished to the Internal Revenue Service.			Form W-2 Wage and Tax Statement 2014 Dept. of the Treasury -- IRS Copyright 2014 Greatland/Neico		
4 BW24UP NTF2578818					
This information is being furnished to IRS. If you are required to file a tax return, a negligence penalty (other sanction) may be imposed on you if this income is taxable & you fail to report it.					
Copy C--For EMPLOYEE'S RECORDS (See Notice to Employee) 38-2099803 OMB No. 1545-0048			Copy 2--To Be Filed With Employee's State, City, or Local Income Tax Return 38-2099803 OMB No. 1545-0048		
a. Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Fed. income tax withheld	a. Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Fed. income tax withheld
1111-11-11111	15236.56	1523.00	1111-11-11111	15236.56	1523.00
b. Employer ID number (EIN)	3 Social security wages	4 Soc. sec. tax withheld	b. Employer ID number (EIN)	3 Social security wages	4 Soc. sec. tax withheld
	15236.56	527.00		15236.56	527.00
	5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips	6 Medicare tax withheld
	15236.56	195.00		15236.56	195.00
c. Employer's name, address, and ZIP code			c. Employer's name, address, and ZIP code		
OKLAHOMA CITY OK 73112			OKLAHOMA CITY OK 73112		
f. Control number			f. Control number		
91LA00005			91LA00005		
g. Employer's name, address, and ZIP code			g. Employer's name, address, and ZIP code		
AMBER ALLEN 1254 W ELM ST OKLAHOMA CITY OK 73154			AMBER ALLEN 1254 W ELM ST OKLAHOMA CITY OK 73154		
7 Social security tips	8 Allocated tips	9	7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	10 Dependent care benefits	11 Nonqualified plans	12a Code
DD	1235.62		DD	1235.62	
13 Statutory employee	14 Other	12b Code	13 Statutory employee	14 Other	12b Code
Retirement plan		12c Code	Retirement plan		12c Code
X			X		
Third-party sick pay		12d Code	Third-party sick pay		12d Code
OK	15236.56	795.26	OK	15236.56	795.26
15 State Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	15 State Employer's state ID no.	16 State wages, tips, etc.	17 State income tax
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Form W-2 Wage and Tax Statement 2014 Dept. of the Treasury -- IRS			Form W-2 Wage and Tax Statement 2014 Dept. of the Treasury -- IRS		