

Paycom - Employee Self-Service Training Overview

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Paycom Website (Online Portal)

Paycom has built-in training for how to use their tools in Employee Self-Service.

- To start, log into your Employee Self-Service through your phone app or by going to the Paycom website (link above).
 - You will find the Paycom University under **My Learning**.
 - Here you will find any training courses that have been assigned to you in the onboarding process.
 - You will also be able to find additional trainings under the **Available** tab. These trainings will walk you through most or all functions that you will use in Paycom. Many of these trainings also include documents that you can download for quick reference. These documents are also available under **Company Information – Help**.
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