Onboarding - Paycom

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How To Add Employee in Paycom

- View Guide - Adding Employee into Paycom 📎

How To Resend Self-Onboarding Invitation & Check Status

- View Guide - Self-Onboarding: Check Status & Resend Invitation 📎

How To Activate Employee in Paycom

- This step should <u>NOT</u> be completed until your New Hire's First Day
- View Guide - Activate Employee in Paycom 📎

How To Complete New Hire's First Day

- View Guide - New Hire's First Day Guide 📎
  - I-9 Section 2 Completion
    - List of Acceptable Acceptable Documents
  - Employee Self Service (ESS) Training
  - New Hire Checklist Completion

Recorded Training Session - Onboarding in Paycom

Use the video player controls to view full screen.

(18:17 mins)

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