Payroll/Paycom Resource Links for Managers

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Note: Resources below that are direct links to Paycom require you to be logged in before it will take you to the content.

- Calendar
    - HR & Payroll Dates Calendar
- General/Login
    - You can assist your team with Employee Self-Service (ESS®) login issues through Login Management (paycomonline.net) (Paycom)
    - Paycom Help Menu (Paycom)
- Managing Time-Off Requests
    - Managing Employee Time-Off Requests (Guide)
    - Batch-Approve Time-Off Requests (Paycom)
    - Time-Off Calendar (Paycom)
    - Timecard Search (Paycom)
    - Paycom - PTO Reports for Managers (Guide)
    - PTO Overview (Benefits Guide)
- Managing Punch Change Requests
    - Punch Change Requests (Paycom)
    - Missing Punch Report (Paycom)
- Managing Expenses (Paycom)
    - How to Approve or Deny Expenses (Job aid)
- Creating Schedules in Paycom
    - Paycom Scheduler for Managers (Guide & Job aids)
- Onboarding Employees in Paycom
    - Onboarding - Paycom (Guide)