

## Paycom Quick Tips

### Logging into the Paycom Employee Self-Service website

To access Paycom Self-Service, hover your cursor over "Site Logins" and click on "Paycom Employee."

The screenshot shows the MyMetrolibrary website interface. At the top, there is a dark header with the MyMetrolibrary logo on the left and a search bar on the right. Below the header is a navigation bar with links: ABOUT, STAFF, HUMAN RESOURCES, MEDIA, DEPARTMENTS, RESOURCES, HELP, and SITE LOGINS. The SITE LOGINS dropdown menu is open, displaying a list of links: MYMETROLIBRARY, EMAIL & CALENDAR, BASECAMP, COLLECTION HQ, HEALTHSMART, FLEX ACCOUNT, LIBRARYAWARE, MAINTENANCE CONNECT, MAXCARE, METROU, ORANGEBOY - SAVANNAH, PAYCOM - EMPLOYEE (highlighted with a yellow circle), PAYCOM - SUPERVISOR, PERFORMANCE APPRAISAL, SCHEDULE ANYWHERE, SIGNUP/SPACES, and WELLNESS WORKS. On the main content area, there is a 'Pinned' section with three items: 'OverDrive's response to the iOS app update problems', 'First Quarter Safety Training', and 'Books On Parade!'. Below this is a 'What's New' section featuring an article titled 'Chook! Chook! Chook! - Early Literacy Roundup' by JJORDAN, dated TUE, 03/01/2016. The article includes a small image of a squirrel and a paragraph of text. At the bottom of the article, there are tags: Readers Advisory, Parenting, literacy, Reading, and buttons for 'Read more', 'Add new comment', and 'Like'. A 'Site Feedback' button is located in the bottom right corner.

**MyMetrolibrary**

Search

ABOUT ▾ STAFF ▾ HUMAN RESOURCES ▾ MEDIA ▾ DEPARTMENTS ▾ RESOURCES ▾ HELP ▾ SITE LOGINS ▾


**Pinned**

- OverDrive's response to the iOS app update problems
- First Quarter Safety Training
- Books On Parade!

**What's New**

**Chook! Chook! Chook! - Early Literacy Roundup**

SUBMITTED BY JJORDAN ON TUE, 03/01/2016 - 07:58

 An early Spring seems to be here to stay in this neck of the woods. There is but one word that epitomizes the feeling I get when I begin to see (and sniff) the first signs of Spring rebirth: squirrels. Whether at the zoo, park, in your own backyard, or in one of the following books, I hope you get the chance to visit a non-nibbling squirrel in the near future. Keep reading together!

Tags: Readers Advisory, Parenting, literacy, Reading

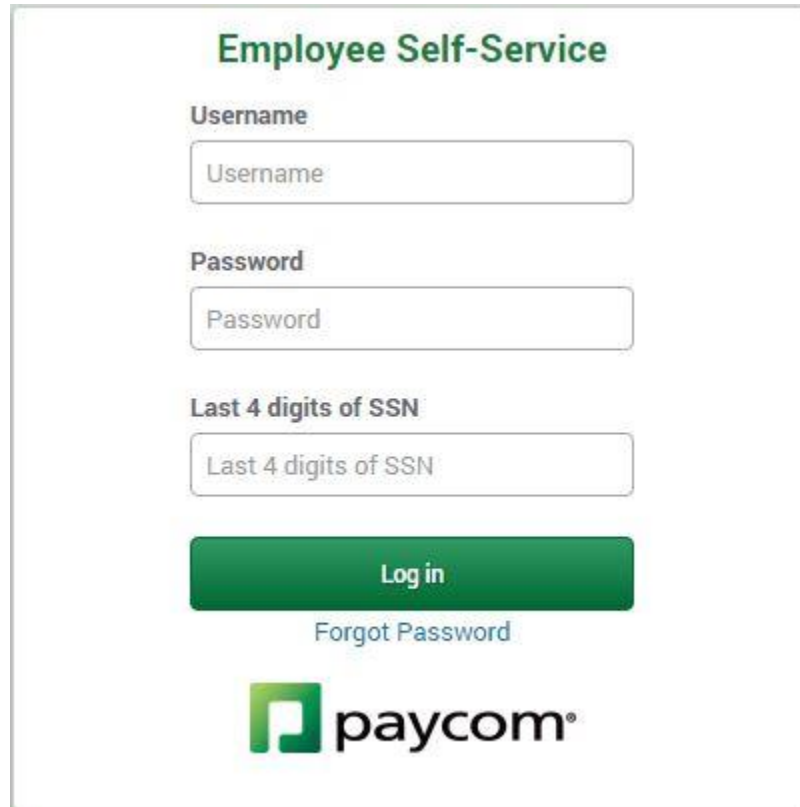
Read more Add new comment Like 9 reads

Site Feedback

## Paycom Quick Tips

### Logging into the Paycom Employee Self-Service website

Enter your username (your Metro email address), password, and the last four digits of your Social Security number then click on the “Log in” button.



The image shows a screenshot of the Paycom Employee Self-Service login interface. At the top, the title "Employee Self-Service" is displayed in green. Below the title, there are three input fields: "Username", "Password", and "Last 4 digits of SSN". Each field has a placeholder text matching its label. Below the input fields is a green "Log in" button. Underneath the button is a link that says "Forgot Password". At the bottom of the form is the Paycom logo, which consists of a green square icon followed by the word "paycom" in lowercase black font with a registered trademark symbol.

**Employee Self-Service**


**Username**

**Password**

**Last 4 digits of SSN**

**Log in**

[Forgot Password](#)

 **paycom®**

## Paycom Quick Tips

### Web Time Sheet –View and Approve

To view and/or approve your Web Time Sheet, click on “Web Time Sheet Read Only.”

The screenshot displays the Paycom Self-Service portal. At the top left is the Paycom logo. In the top right corner, there is a "Log Out" button. Below the logo is a "Main Menu" with a hamburger icon. The "Time Management" section is expanded, showing a list of options: "Web Time Sheet Read Only" (highlighted in yellow and circled in green), "My Availability", "My Schedule Exchange", "Time-Off Requests", "My Information", "My Payroll", "Documents and Tasks", "Company Information", and "My Learning".

Below the menu is a "Self-Service" section with six tiles:

- Time Management** (clock icon): Contains "Web Time Sheet Read Only" (highlighted in yellow and circled in green) and "My Availability".
- Time-Off Requests** (calendar icon): Contains "Request Time Off" and "My Accruals".
- My Information** (person icon): Contains "Address and Contact Information" and "Electronic I-9".
- My Payroll** (money icon): Contains "View Pay Stubs" and "Pay Rates".
- Documents and Tasks** (checklist icon): Contains "My Documents".
- Company Information** (info icon): Contains "Employee Directory" and "Job Opportunities".

On the right side of the portal, there are three buttons: "Notifications", "Company Messages", and "Job Opportunities", each with a plus icon.

## Paycom Quick Tips

### Web Time Sheet –View and Approve

This is an example of a web time sheet.

You will need to go in and approve your time on a regular basis.

The approval is your digital signature affirming your web time sheet reflects time worked and all punches made.

Look for the **Approve Date** button below the web time sheet. Click on this button to approve a date. You also have the option of approving through multiple dates.

After the approval is submitted, the date(s) approved are highlighted in **yellow**. The unapproved dates remain in **gray** or **white**.

**Time Sheet**

**Actions**

**\*\*Read Only Time Sheet\*\***

Add/Edit/Delete Comment

Prev

02/16/2015 - 03/01/2015 (Current Period)

View Schedule

Legend

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
MON (02/16)		07:58 AM	[18]-Do...	12:00 PM	01:00 PM	[18]-Do...	05:02 PM	8.00	8.00					
TUE (02/17)		07:43 AM	[18]-Do...	11:36 AM	12:45 PM	[18]-Do...	04:57 PM	8.00	8.00					
WED (02/18)		07:46 AM	[18]-Do...	12:32 PM	01:32 PM	[18]-Do...	04:51 PM	8.00	8.00					
THU (02/19)		07:44 AM	[18]-Do...	01:03 PM	02:02 PM	[18]-Do...	04:54 PM	8.25	8.25					
FRI (02/20)		07:45 AM	[18]-Do...	11:30 AM	12:36 PM	[18]-Do...	04:30 PM	7.75	7.75					
SAT (02/21)														
SUN (02/22)														
Weekly Totals								40.00		0.00				
MON (02/23)		07:46 AM	[18]-Do...	12:35 PM	01:34 PM	[18]-Do...	04:43 PM	8.00	8.00					
TUE (02/24)		09:53 AM	[18]-Do...	01:30 PM	02:30 PM	[18]-Do...	04:51 PM	5.75						
[INC] Inclement Weather I		-Downto...						2.25	8.00					
WED (02/25)		07:43 AM	[18]-Do...	12:48 PM	01:45 PM	[18]-Do...	??	5.00	5.00					
THU (02/26)														
FRI (02/27)														
SAT (02/28)														
SUN (03/01)														
Weekly Totals								21.00		0.00				

Approve Up to Date

02/23/2015

Approve Date

## Paycom Quick Tips

### Requesting Time Off

To request time off, click on "Request Time off."

The screenshot displays the Paycom Self-Service portal. At the top left is the Paycom logo. In the top right corner, there is a "Log Out" button. Below the logo is a "Main Menu" sidebar with the following items: Time Management, Time-Off Requests (highlighted with a green circle), My Information, My Payroll, Documents and Tasks, Company Information, and My Learning. The main content area is titled "Self-Service" and contains six widgets. The "Time-Off Requests" widget is highlighted with a green circle and contains a "Request Time Off" button (also highlighted with a green circle) and a "My Accruals" link. Other widgets include "Time Management" (with "Web Time Sheet Read Only" and "My Availability"), "My Information" (with "Address and Contact Information" and "Electronic I-9"), "My Payroll" (with "View Pay Stubs" and "Pay Rates"), "Documents and Tasks" (with "My Documents"), and "Company Information" (with "Employee Directory" and "Job Opportunities"). On the right side of the portal, there are three buttons: "Notifications", "Company Messages", and "Job Opportunities", each with a plus icon.

## Paycom Quick Tips

A table will show your AVL, Floating Holiday, and Sick Leave accruals. To request time off, click the + sign on the desired date on the calendar. A pop up window will appear.

Hours Available

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Annual Vacation Leave (FMA) (TPY) (V)	19.69	16.00	0.00	3.69
Floating Holiday (FMF) (H12)	24.00	13.00	0.00	11.00
Inclement Weather (INC)	-9.00	0.00	0.00	-9.00
Sick (FMS) (S)	101.19	0.00	0.00	101.19

Note: Hours Available are current as of the last period end date on 02/28/2016.

1

March 2016

Month

March

Year

2016

Go

Previous

Next

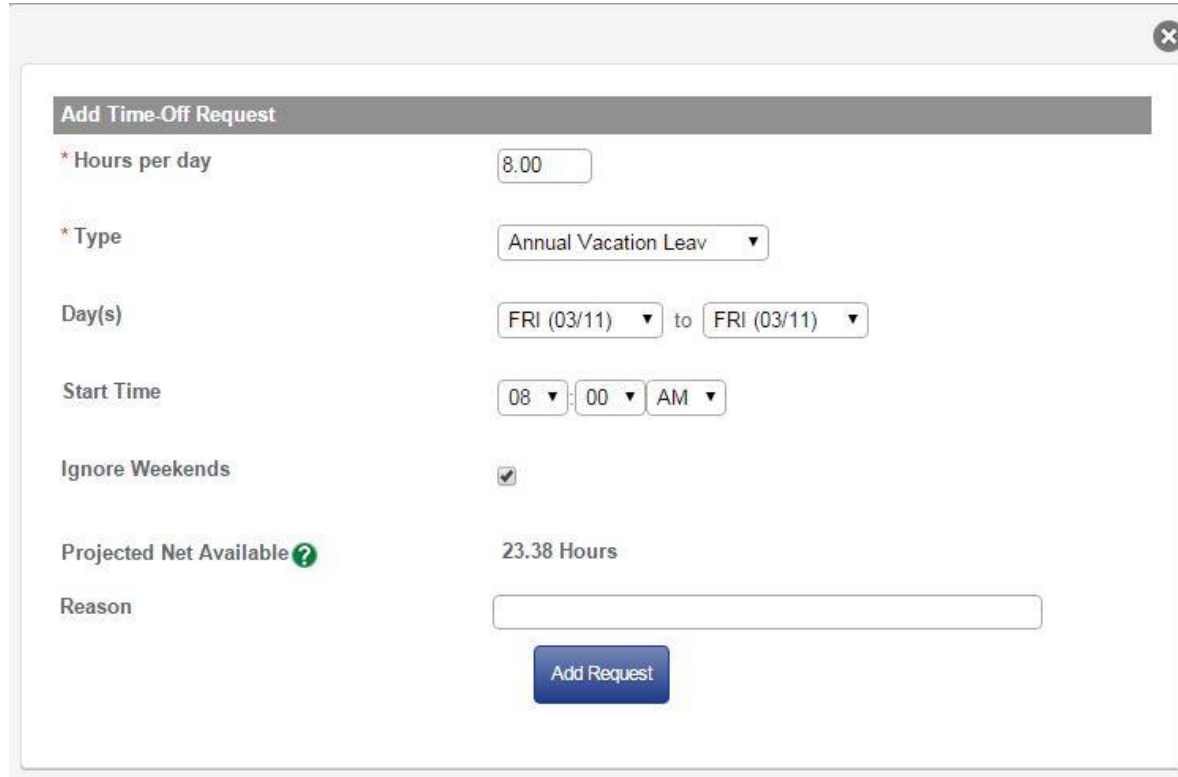
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
					+	
						Request Time Off
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					5.00 H12	
20	21	22	23	24	25	26
27	28	29	30	31		
8.00 *B*						

Time-Off Legend

Requested	Approved	Denied	Calendar-Only	Holiday	Blackout
-----------	----------	--------	---------------	---------	----------

## Paycom Quick Tips

Enter in the number of hours you are requesting off as well as the type of leave you will be using. Insert the date, start time, and reason (if desired). A projected amount of time will also appear to give you an idea of how much time you have already accrued by that date. Click on "Add Request."



The screenshot shows a web form titled "Add Time-Off Request" with a close button in the top right corner. The form contains the following fields and controls:

- \* Hours per day:** A text input field containing "8.00".
- \* Type:** A dropdown menu showing "Annual Vacation Leav" with a downward arrow.
- Day(s):** Two date dropdown menus, both showing "FRI (03/11)", separated by the word "to".
- Start Time:** Three dropdown menus for time selection, showing "08", "00", and "AM".
- Ignore Weekends:** A checkbox that is checked.
- Projected Net Available ?** A label followed by the text "23.38 Hours".
- Reason:** A text input field.
- Add Request:** A blue button at the bottom center.

After your leave request is submitted, your supervisor will approve or deny that request. You will receive an email notification either way.