

Paycom Quick Tips Communications Schedule

Purpose: This communications schedule aims to lay out follow up communications for LifeLong to reinforce skills and consistent use of Paycom's capabilities.

Topic	Tip Sheet	Spanish?	Video	Spanish?	Date
Managers					
Approve Punch Change Requests	Yes	Yes	Yes	No	8/10
Approve Time Off Requests with Manager on the Go	Yes	No	No	No	7/27
Review and Approve Timecards	Yes	Yes	Yes	No	7/17, 19, 22
Submit a PAF	Yes	Yes	Yes	No	8/10
Toggle between client and employee accounts	Yes	No	Yes	No	8/24
Employees					
Change My Language Preference	Yes	Yes (not in English)	No	No	7/24
Change my Username or Password	Yes	Yes	No	No	9/11
Complete Assigned Learning Course	Yes	Yes	No	No	7/8
How to Approve my Check	Yes	Yes	Yes		7/24
How to Approve my Timecard	Yes	Yes	Yes	No	8/14
How to Request Time Off	Yes	Yes	Yes	No	7/24
How to Submit a Punch Change Request	Yes	Yes	Yes	No	8/14
How to Submit an Ask Here Conversation	Yes	Yes	No	No	7/31
How to use the Kiosk	Yes	No	Yes	No	7/31
How to use the Web Time Clock	Yes	No	Yes	No	7/31
Update my Contact Info	Yes	Yes			9/11
Update my Direct Deposit	Yes	Yes	Yes	No	8/28
Update my Tax Info	Yes	Yes	Yes	No	8/28
How to Download the App	No	No	Yes	No	6/10, 24

Update My Information and Emergency Contacts	No	No	Yes	No	9/11
---	----	----	---------------------	----	------