



Employee Self-Service Instructions- Viewing Employee's Earning Statement

- Log into www.paycomonline.com
- Click on "Employee."

- Enter your user name, password and last 4 digits of your social security number
 - Please note fields are case sensitive


Employee Self-Service Login	
User Name:	<input type="text"/>
Password:	<input type="password"/>
Last 4 digits of SS#:	<input type="text"/>
	<input type="button" value="Log In >"/>

[<< Back to http://www.paycomonline.com](http://www.paycomonline.com)

For Security Reasons:

- Paycom will **never** ask you to submit or change your account information through email.
- Paycom will **never** ask you for your password.
- Paycom will **never** ask you to logon to our site through email.

- Once logged in you are able to view/change:
 - The address and contact information your employer has on file
 - Pay rates and taxes
 - Scheduled earnings and deductions
 - Check listings
 - Change your password


ALLISON ABBOTT

Clock In / Add Time

[Web TimeClock](#) (Web TimeClock)
[Web TimeSheet](#) (Web TimeSheet)
[Web TimeSheet Read-Only](#) (Web TimeSheet)

Request Time Off

[Request Time Off](#)

View Pay Stubs:	Payroll Information:
Check Listing: [2012] [2011] [2010]	Electronic I-9 My Address & Contact Info My Pay Rates Tax Setup My Scheduled Earnings & Deductions

To Do List(s):

My Documents:

[Employee Documents](#)

My Benefits

[Enroll in Benefits](#)
[My Benefits](#)
 [Dependents](#)
 [Beneficiaries](#)
[Test Eligible Benefits on Sample Paycheck](#)
[Employee Forms and Links](#)

User Options:

[Change Your Password](#)
[Change Your Email Address](#) *(not confirmed)*

- To view earnings or check stubs you will need to click on the year next to check listing.

View Pay Stubs:

Check Listing: [\[2012\]](#) [\[2011\]](#) [\[2010\]](#)

- When viewing your earnings it will pull up all checks received for that calendar year.

Employee	Earnings	Rate	Hours	Amount	Taxes	Deductions	Net Pay []
ABBOTT, ALLISON Code: ABBA Ck Date: 02/17/2012 Trns: (H) - 3FLOQQ3U6 Ck Num: 3 Tax Profile: 1 - OK/OK/OK Earnings Statement >>	Regular			1500.00	Federal W/H (S/1) 158.79	Dental Pretax 1.00	Direct Deposit Net Check 1098.16
	GROSS			1500.00	Medicare 20.29	Health Pretax 100.00	Direct Dep. Distribution 1 10.00
					Social Security 58.76	Employee Life-Memo * 20.00	NET PAY 1108.16
					Oklahoma State W/H (S/0) 53.00		
ABBOTT, ALLISON Code: ABBA Ck Date: 03/02/2012 Trns: (H) - 3FL0R13RS Ck Num: 8 Tax Profile: 1 - OK/OK/OK Earnings Statement >>	Regular			1500.00	Federal W/H (S/1) 158.79	Dental Pretax 1.00	Direct Deposit Net Check 1098.16
	GROSS			1500.00	Medicare 20.29	Health Pretax 100.00	Direct Dep. Distribution 1 10.00
					Social Security 58.76	Employee Life-Memo * 20.00	NET PAY 1108.16
					Oklahoma State W/H (S/0) 53.00		
ABBOTT, ALLISON Code: ABBA Ck Date: 03/16/2012 Trns: (H) - 3FLO573E5 Ck Num: 13 Tax Profile: 1 - OK/OK/OK Earnings Statement >>	Regular			1500.00	Federal W/H (S/1) 158.79	Dental Pretax 1.00	Direct Deposit Net Check 1098.16
	GROSS			1500.00	Medicare 20.29	Health Pretax 100.00	Direct Dep. Distribution 1 10.00
					Social Security 58.76	Employee Life-Memo * 20.00	NET PAY 1108.16
					Oklahoma State W/H (S/0) 53.00		
EMPLOYEE TOTALS:	Regular			4500.00	Federal W/H 476.37	Dental Pretax 3.00	6 Direct Deposit(s) 3324.48
	GROSS			4500.00	Medicare 60.87	Health Pretax 300.00	NET PAY 3324.48
					Social Security 178.28	Employee Life-Memo * 60.00	
					Oklahoma State W/H 159.00		

- If you would like to see a more detailed description of a specific check, click on “Earnings Statement” in blue for that check date.
- The “Earnings Statement” shows earnings for the current pay period along with any year to date earnings.
 - Shows taxes and deductions withheld from your check.
 - Employee benefits: vacation, sick, etc.

Earnings Statement		ALLISON ABBOTT			
Period Ending: 03/16/2012					
Pay Date: 03/16/2012		Emp#: ABBA Dept: 10			
<hr/>					
<u>Earnings</u>	<u>Rate</u>	<u>Hours</u>	<u>Current Period</u>	<u>Year to Date</u>	
Regular			1500.00	4500.00	
<hr/>					
Gross Pay			1500.00	4500.00	
<hr/>					
<u>W/H Taxes</u>					
Federal W/H (S/1)			158.79	476.37	
Medicare			20.29	60.87	
Social Security			58.76	176.28	
Oklahoma State W/H (S/0)			53.00	159.00	
<hr/>					
<u>Deductions</u>					
Dental Pretax			1.00	3.00	
Health Pretax			100.00	300.00	
<hr/>					
Net Pay			1108.16	3324.48	Voucher No.: 13
<hr/>					
<u>Net Pay Distribution</u>					
Direct Deposit Net Check			1098.16	3294.48	A/C:4877
Direct Dep. Distribution 1			10.00	30.00	A/C:4547
<hr/>					
<u>Employee Benefits</u>					
			<u>Current Period</u>	<u>Year To Date</u>	<u>YTD Taken</u> <u>Available</u>
Employee Life-Memo			20.00	60.00	*Memo Only
Non Paid Accrual Hours			0.06	40.18	0.00 40.18