



My Benefits: Standard Enrollment

HELP MENU MANUAL

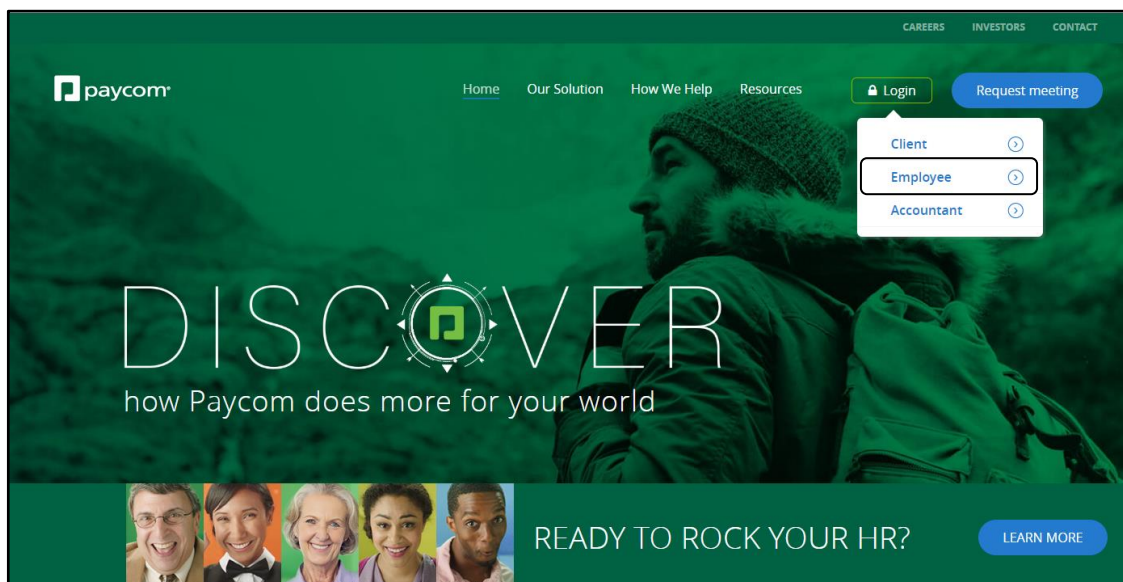
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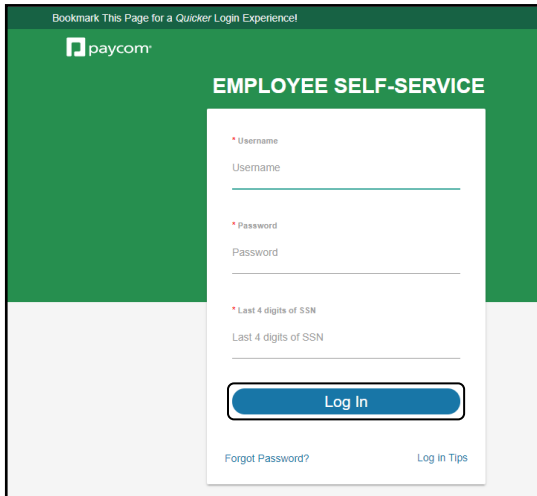
Have you recently welcomed a new son or daughter into your family and need to adjust your benefit information accordingly? With Paycom's Employee Self-Service, you can do this with just a few clicks. We'll cover everything from enrolling to adding dependents and viewing plans from previous years.

Access Employee Self-Service

To view your benefits, first log into Employee Self-Service. First, go to www.Paycom.com to access the Paycom Employee Self-Service website. Then select "Employee."



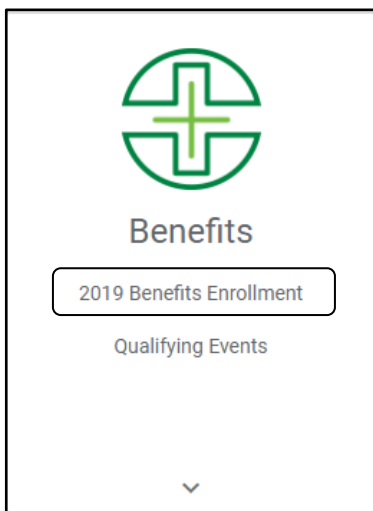
Enter your Username, password and the last four digits of your Social Security number. Then select "Log In."



The screenshot shows the Paycom Employee Self-Service login page. At the top, there is a green header with the Paycom logo and the text "Bookmark This Page for a Quicker Login Experience!". Below the header, the page title "EMPLOYEE SELF-SERVICE" is displayed. The login form contains three input fields: "Username", "Password", and "Last 4 digits of SSN". Each field has a red asterisk indicating it is required. Below the input fields is a blue "Log In" button. At the bottom of the form, there are two links: "Forgot Password?" and "Log In Tips".

Enroll in Benefits

If you are eligible, you can enroll using the "Benefits" tile on the second row. Select "2019 Benefit Enrollment." For your convenience, you can also access this using the navigation bar at the top of the page.



When first starting, you will see a few tips for the process. To begin, select "Start Enrollment."

Here are tips for enrollment.

- 1 Make sure you have all dependent and beneficiary information necessary. If you have not entered dependents before, you will need their social security number and date of birth.
- 2 To get started, click Start Enrollment.
- 3 You also can choose an enrollment section in the progress bar to jump to that particular section.

[START ENROLLMENT](#)

First, you will be directed to enter your personal contact information. After this, you will choose to enroll in or decline your company's benefit plans.

Contact Information

| | |
|--|---------------------------------|
| Employee Name ADAMS, FRANK | Birthdate 30 November, -0001 |
| Tobacco User <input type="radio"/> Yes <input checked="" type="radio"/> No | Primary Phone 0000000000 |
| Street Address 123 S. MAIN ST. | City OKLAHOMA CITY |
| State Oklahoma | Zip 74018 |

[PREVIOUS](#) [NEXT](#)

Some of the plans you choose to enroll in, such as life insurance or 401(k), may require beneficiaries. Enroll in the plan just as you would any other plan. Then, enter the percentage or dollar amount you would like to contribute in the Per Period Deduction Amount field. The "Percentage of Check" and "Employer Match" (if applicable) amounts will automatically pre-populate based on the number you enter.

Dependents who have already been added will appear as an option to include as beneficiaries. Once beneficiaries have been added, you have a couple options.

- Primary Beneficiary- Person who will receive the benefits if you pass away.
- Secondary Beneficiary- Person who will receive the benefits if the Primary beneficiary has died at the time the benefit is to be paid.

Please Note: Beneficiaries can either be Primary or Secondary, but not both.


Dependents who have already been added will appear as an option to include as beneficiaries.

Dependents and Beneficiaries








Pre-Enrollment Questions

Do you want to re-enroll in the same benefits you did last year? *

No
 Yes

 You may add, edit or delete dependents and beneficiaries at any time.

[ADD](#)

| Name | Relationship | Dependent | Beneficiary | Documents | |
|---------------|-----------------|-----------|-------------|-----------|---|
| LIAM ADAMS | Son or Daughter | ✓ | ✓ | 0 |   |
| JILLIAN ADAMS | Son or Daughter | ✓ | ✓ | 0 |   |
| SOPHIE ADAMS | Son or Daughter | ✓ | ✓ | 0 |    |

[PREVIOUS](#) [SAVE AND NEXT](#)

When finished, click "Save and Next."

As you progress through the enrollment process, you can keep track of which benefits you have elected or declined from the Progress Bar on the right side of the screen. Green check marks mean you have enrolled, and the cost will be in the column to the right of the plan name. A red "X" means you selected to decline the plan. You can make edits to a plan by clicking the plan name.

2019 Benefit Enrollment

\$40.15
Total Cost
Per Pay Period

✓ Contact Information

✓ Dependents and Beneficiaries

| | |
|-----------------------------|---------|
| ✓ Medical | \$1.00 |
| ✓ Dental | \$13.50 |
| ✓ Vision | \$3.00 |
| ✓ Vol Life - Employee | \$19.62 |
| ✓ Short Term Disability | \$3.03 |
| ✗ Flexible Spending Account | \$0.00 |

Finally, you can click "Review" to see all the benefits you've chosen to enroll in at a glance. This will give you the following important information all on one screen.

- Benefit Plan: Displays the type of coverage involved.
- Pre-Tax: Indicate if insurance premiums will be deducted from your gross pay before or after Medicare, Federal and State taxes are calculated, affecting your tax liability.

- Effective Date: Date your benefit coverage will actually begin.
- Status: Reflect whether the benefit is "In Progress" or "Approved."
- Coverage: Indicates who will be covered such as "Employee Only" or if dependents will be included.
- Cost: In the bottom, right-hand side of the box, you will see the cost per month for each insurance coverage.

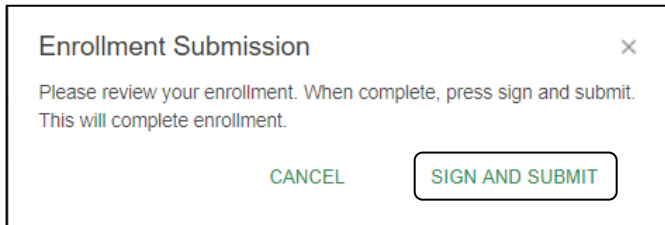
Click the eye icon to review in-depth details of the benefit plan. To edit your coverage, click the pencil icon. Both of these icons will be located in the upper right-hand corner of each box, if applicable.

| Current 2019 Benefits | | | | | | | | | | | | | | | | | | | | | |
|--|-----------------------|--|--------------------------|----------------|------------------------------|-----------------------|------------------------------------|--|--------|--|---|---------------------|--|--------------------------|----------------|------------------------------|-----------------------|---------------------------|--|---------|--|
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| Coverage \$87.50 Weekly Benefit | | | | | | | | | | | | | | | | | | | | | |
| \$3.03 | | | | | | | | | | | | | | | | | | | | | |

Once you are satisfied with your selections, click "Finalize." A pop-up window will ask you to confirm if you want to complete enrollment.

Please Note: All plans not enrolled in will be declined.

Click "Sign and Submit" to continue to the Benefit Confirmation screen. From here, you can print your selections in case you want to review them at a later date.

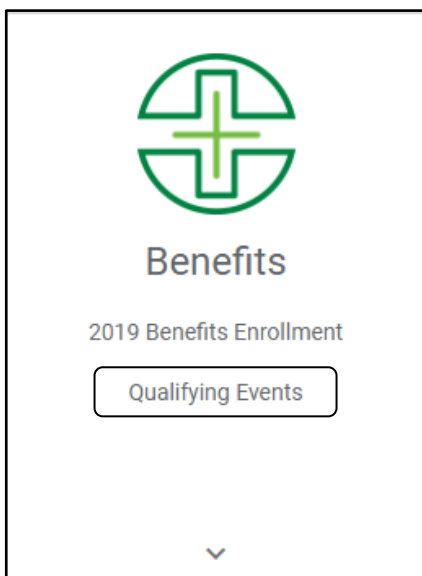


Additional Information

You can also use the Benefits tab to view or edit important information for your insurance needs. We'll discuss how to add qualifying events as well as dependents and beneficiaries and view current and historical plans in this section.

Add Qualifying Event

Have you recently been married, had a baby or lost health coverage? This may make you eligible for a Special Enrollment Period, allowing you to enroll in health insurance outside the yearly Open Enrollment Period. Select "Qualifying Events" to get started.



Then, click "Add Qualifying Event."

| Qualifying Events | | | | |
|-----------------------|------------|------------|----------------------|--------|
| Qualifying Event Type | Created By | Event Date | Last Day for Changes | Status |
| No Records Found | | | | |

A pop-up window will appear for you to enter specific details about the event, including the date, type, notes and even upload documents to support your event claim.

Add Qualifying Event

Event Date *
01/15/2019

Event Note

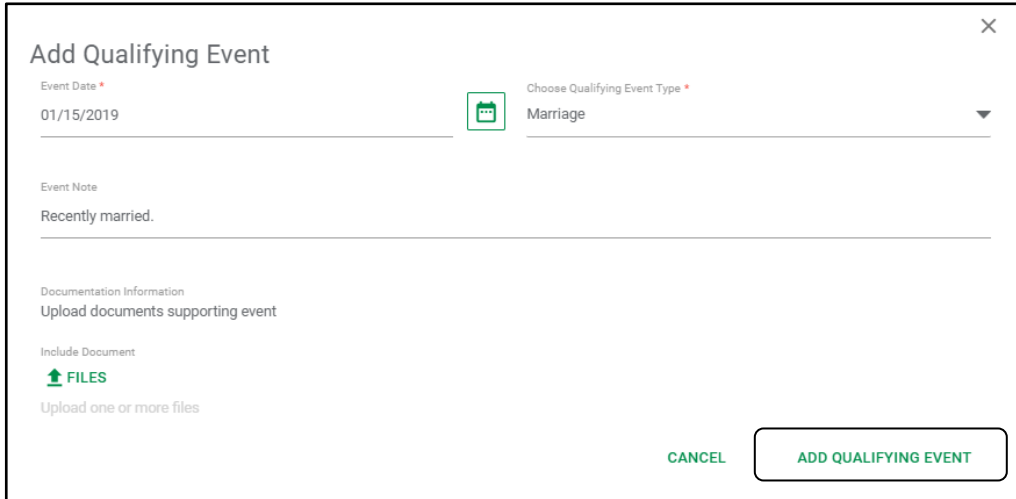
Documentation Information

Include Document
FILES
Upload one or more files

Choose Qualifying Event Type *
Adoption

- Adoption
- Birth
- COBRA
- Death
- Declined Coverage
- Disability
- Divorce
- Eligible for Medicaid
- Eligible for Medicare
- Eligible for Other Agency Benefits
- Foster Care
- Leave of Absence with Benefits
- Leave of Absence without Benefits
- Legal Separation
- Loss of Child Dependent Status
- Loss of Medicaid
- Loss of Medicare
- Loss of Other Agency Benefits
- Marriage
- Other

Select "Add Qualifying Event" when finished.

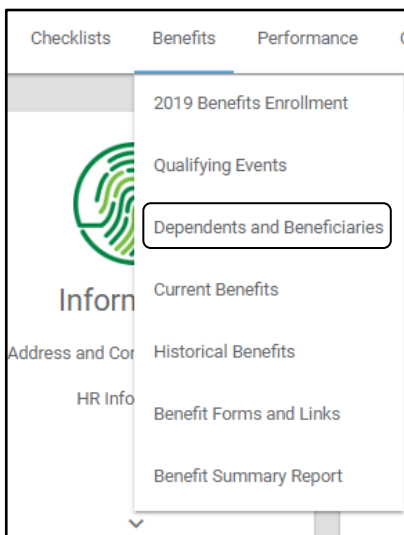


The screenshot shows a web form titled "Add Qualifying Event" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Event Date ***: A date input field containing "01/15/2019".
- Choose Qualifying Event Type ***: A dropdown menu with "Marriage" selected.
- Event Note**: A text area containing "Recently married."
- Documentation Information**: A section with the text "Upload documents supporting event".
- Include Document**: A section with a green "FILES" button and the text "Upload one or more files".
- Buttons**: "CANCEL" and "ADD QUALIFYING EVENT" buttons at the bottom right.

Add Dependents and Beneficiaries

A dependent is a person who will also receive your insurance coverage, while a beneficiary is a person who will receive the benefits when you pass away. Both dependents and beneficiaries can be added at any time. To begin, select "Dependents and Beneficiaries."



Then, click "Add."

Dependents and Beneficiaries

Please verify your family members and beneficiaries on file.
To add a family member or beneficiary, simply click the 'Add Dependent' or 'Add Beneficiary' button.
You may also add them later once you have learned more about a particular benefit plan and enrolled.

ADD

| Name | Relationship | Dependent | Beneficiary | Social Security Number | Birth Date | Gender | Documents |
|---------------|-----------------|-----------|-------------|------------------------|------------|--------|-----------|
| LIAM ADAMS | Son or Daughter | ✓ | ✓ | 7878 | 12/03/2002 | Male | 0 |
| JILLIAN ADAMS | Son or Daughter | ✓ | ✓ | 8989 | 08/07/1996 | Female | 0 |

You will then be prompted to enter personal information for the dependent and/or beneficiary.

Add Dependent

Add As: *

Beneficiary

Dependent And Beneficiary

Relationship: Son or Daughter

First Name: Sophie

Middle Name: Ann

Last Name: Adams

SSN Not Available

Social Security Number: 100 00 0001

Birth Date: 10/28/2018

Sex: Female

Full-Time Student

Tobacco User

Disabled

Address

Same Address as Employee

Street: 123 S Main ST.

City: OKLAHOMA CITY

A document can be uploaded here as well, if needed. Then click "Save Recipient."



INCLUDE DOCUMENT

↑ FILES Upload one or more files

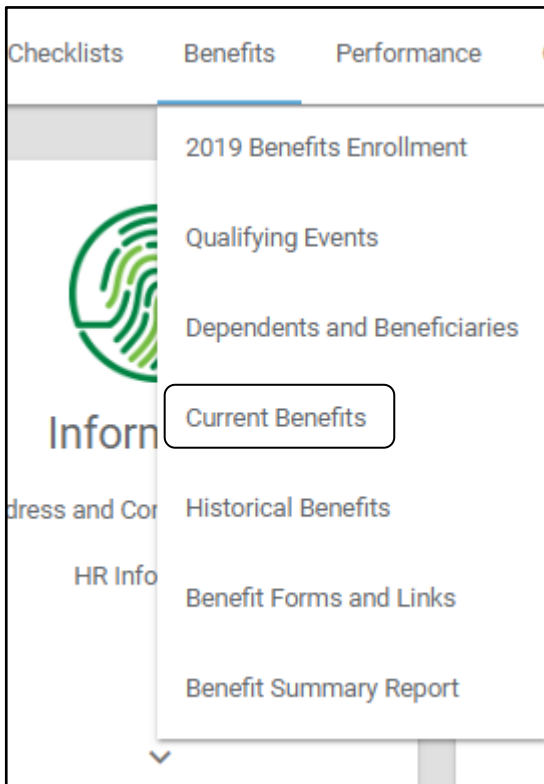
CANCEL

SAVE RECIPIENT

The newly added dependent and/or beneficiary will now be listed on the Dependents and Beneficiary page.

View Current Benefits

To view your current benefits at any time, simply select "Current Benefits."



Checklists Benefits Performance

- 2019 Benefits Enrollment
- Qualifying Events
- Dependents and Beneficiaries
- Current Benefits
- Historical Benefits
- Benefit Forms and Links
- Benefit Summary Report

You will now see your current benefits listed in an easy-to-use format.

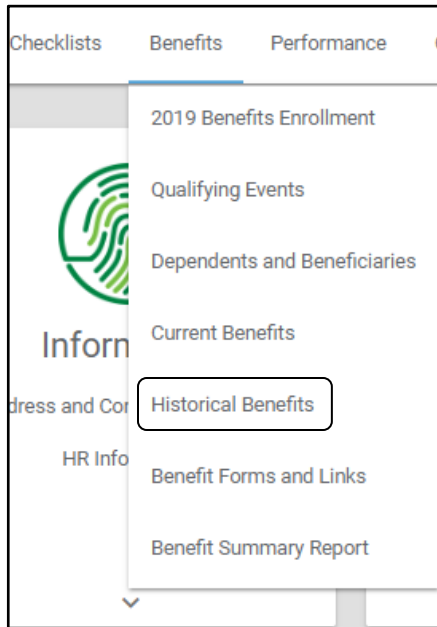
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| Employer Cost | Pre-Tax | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$32.65 | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Effective Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Employer Cost | Pre-Tax | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$1.31 | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Effective Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | \$3.03 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vision Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer Cost | Pre-Tax | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 01/01/2019 | Approved | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coverage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$50000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | \$19.62 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VIEW CONFIRMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Additionally, you can see details of your confirmation by clicking "View Confirmation." Details included in this confirmation are as follows:

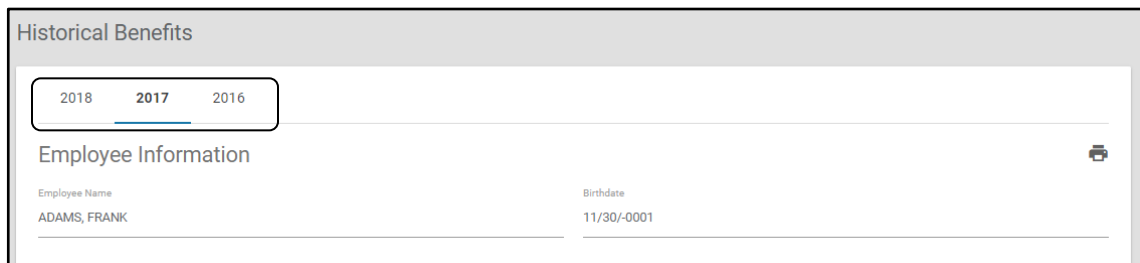
- Employee Information
- In Progress Benefits
- Requested Benefits
- Approved Benefits
- Declined/Denied Benefits
- Terminated Benefits
- Dependent Information
- Employee Signature and Totals

View Historical Benefits

To view your previous benefits at any time, simply select "Historical Benefits."



You will now see details for previously enrolled benefits listed. These will be organized by year used. Simply click on the year desired. For our example, we will view benefits from "2017." For a full list of details included, please refer to the Current Benefits section, as these details will be the same.



Now you know how to manage your personal benefit information. To learn more, check out our help manuals on the Help Menu.