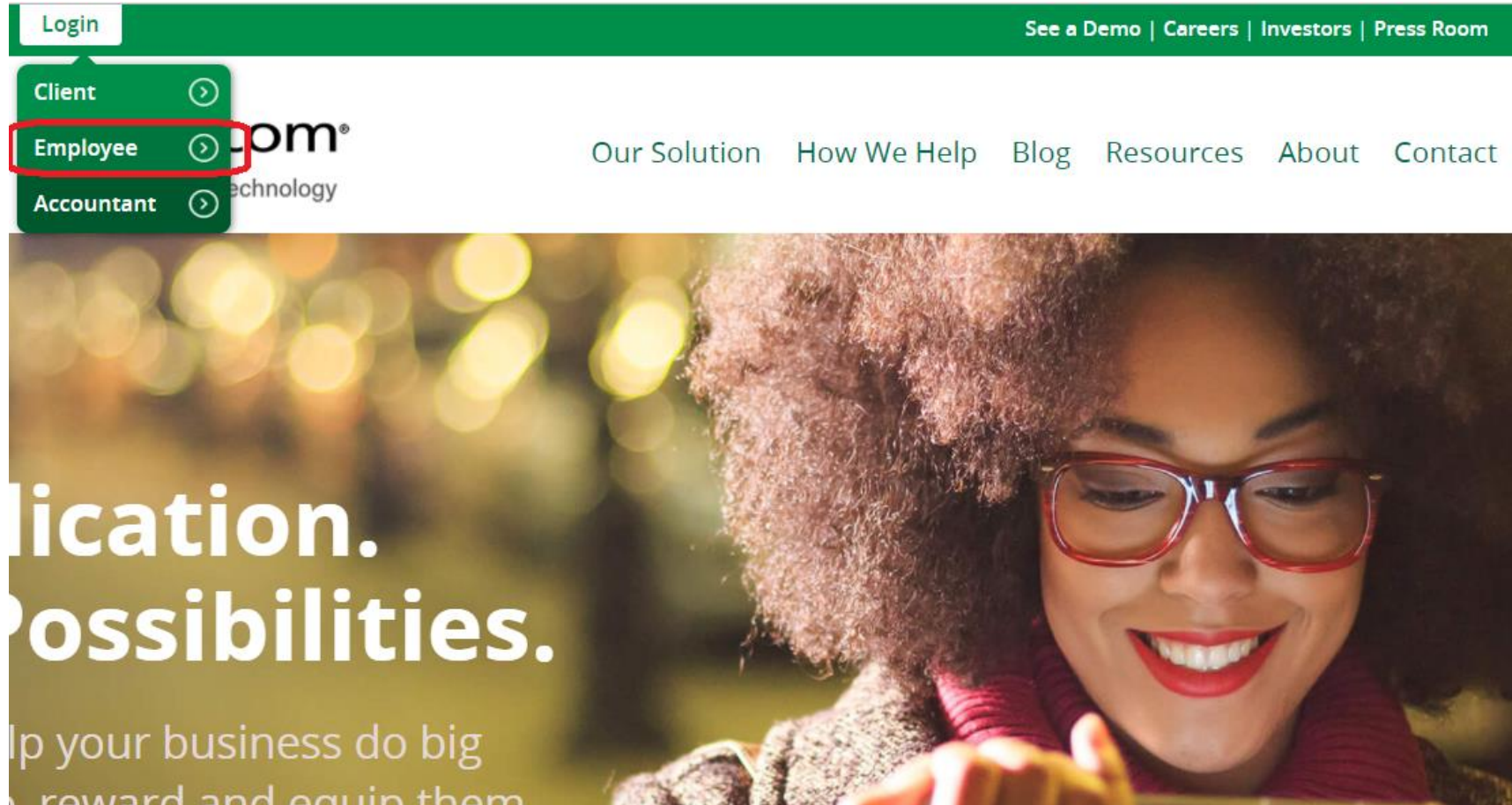




Paycom Employee Self Service

Accessing Paycom: Go to www.paycom.com and click on “Employee” from the login drop-down



Welcome to Sun Com Mobile! Once receiving your login to Paycom via email, follow these instructions to gain access to all of your Payroll, HR & Benefit.

If you have questions that have not been covered in this material or the manuals on the portal, please ask your Human Resource Generalist for assistance.

Your Paycom Home Page

The screenshot shows the Paycom home page for user JAYKUMAR PATEL. The interface includes a main menu on the left with options like Time-Off Requests, My Information, My Payroll, Documents and Tasks, My Benefits, Company Information, and My Learning. The user profile header shows the name JAYKUMAR PATEL and a 'Help and Settings' link. The 'Self-Service' section contains six tiles: Time-Off Requests (with 'My Accruals'), My Information (highlighted with a red border, containing 'Address and Contact Information' and 'HR Information'), My Payroll (with 'View Pay Stubs' and 'Pay Rates'), Documents and Tasks (with 'My Documents'), My Benefits (with 'Qualifying Events'), and Company Information (with 'Employee Directory'). A notifications panel on the right lists 'Notifications', 'Company Messages', and 'Job Opportunities'.

When you login for the first time, you will be prompted to change your password and to answer a few security questions to verify your identity.

You will also have the ability to change your Username to a valid email address by clicking on the link under “My Information”.

Please see the next slide for instructions on how to change or update that information.

If you have any questions on setting up Paycom contact by email at HR@suncommobile.com

Onboarding Checklist

Once you login into Paycom you must complete a New Hire Onboarding Checklist.

The screenshot displays the Paycom user interface. At the top left is the Paycom logo. Below it is a 'Main Menu' with options: Time-Off Requests, My Information, My Payroll, Documents and Tasks, My Benefits, Company Information, and My Learning. The user profile section shows 'tpriddy74@gm as TOBY PRIDDY', 'Unassigned', 'tpriddy@suncommobile.com', and '(832) 602-7643'. A 'Self-Service' section is highlighted in green, containing three main areas: 'Time-Off Requests' (with 'My Accruals'), 'My Information' (with 'Address and Contact Information' and 'HR Information'), and 'My Payroll' (with 'View Pay Stubs' and 'Pay Rates'). On the right side, there are buttons for 'Client Login' and 'Log Out', and a 'Notifications' section with 'Notifications 2', 'Company Messages', and 'Job Opportunities'.

This close-up shows the 'Notifications' section on the homepage. It features three green buttons with white text and a plus sign: 'Notifications 2', 'Company Messages', and 'Job Opportunities'.

This close-up shows the 'Notifications' section with a minus sign. It displays a notification for 'Password Expiring Soon' (Password Expires In (4) days) and a notification for 'RSC/Lead Onboarding Checklist New EE' (0 of 21 Tasks Complete (0% Complete)). Below these are two more green buttons with white text and a plus sign: 'Company Messages' and 'Job Opportunities'.

This checklist can be found in the Notifications section of the homepage.

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Complete The Onboarding Checklist

The screenshot displays the Paycom user interface for a new employee onboarding checklist. The user is identified as Toby Priddy. The main menu on the left includes options like Time-Off Requests, My Information, My Payroll, Documents and Tasks, My Documents, My Benefits, Company Information, and My Learning. The central area shows a table of tasks with columns for Task Number, Task, Completed by, Completed Time, and Start Task. The first task is '2017 Electronic Signature Agreement Read only' with a 'START' button. The table lists 21 tasks, and the progress bar at the bottom shows 0% completion.

| Task Number | Task | Completed by | Completed Time | Start Task |
|-------------|--|--------------|----------------|------------|
| 1 | 2017 Electronic Signature Agreement Read only | | | START |
| 2 | 2017 Mutual Agreement To Arbitrate Claims | | | |
| 3 | Sun Com Handbook 2017 | | | |
| 4 | Background Check Form | | | |
| 5 | 2017 RSC/ Lead JD | | | |
| 6 | 2017 RSC / LEAD Job Offer Sun Com | | | |
| 7 | 2017 RSC Commission Plan | | | |
| 8 | Tax Set Up | | | |
| 9 | Direct Deposit | | | |
| 10 | 2017 Uniform Deduction | | | |
| 11 | Voluntary EEO1 | | | |
| 12 | I-9 | | | |
| 13 | Upload ID | | | |
| 14 | WOTC Information | | | |
| 15 | Survey Reference Number | | | |
| 16 | Emergency Contacts | | | |
| 17 | 2017 Wage and Hour Policy Read Only | | | |
| 18 | 2017 Trade Secrets & Confidentiality Read Only | | | |
| 19 | 2017 Email Usage Policy Read Only | | | |
| 20 | Enroll in Benefits | | | |
| 21 | Benefits Document Upload | | | |

Percentage Completed 0%

Items that can be found in this checklist are:

- Policy and Procedures
- Commission
- HR forms
- Benefits.

Once you select the checklist that has been assigned to you under the Notifications Tab you will see this screen pop up.

You will then click the start button and begin completing all tasks assigned under this section until you reach 100% complete.

Each task must be completed in order so you can move on to the next task.

If you have any questions on setting up Paycom contact by email at HR@suncommobile.com

I-9 Document Upload Task

| | | | | |
|----|-----------|--|--|--|
| 12 | I-9 | | | |
| 13 | Upload ID | | | |

****important note you must upload a picture of your I-9 Documents on task 13. This means a Photo ID, Passport, SSC, or birth certificate. (i.e. 1 item out of list A or 1 item out of list B & 1 item out of list C.)**

You can upload these documents by taking a picture with your phone sending it to you email then adding them to Paycom through your computer.

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Benefits

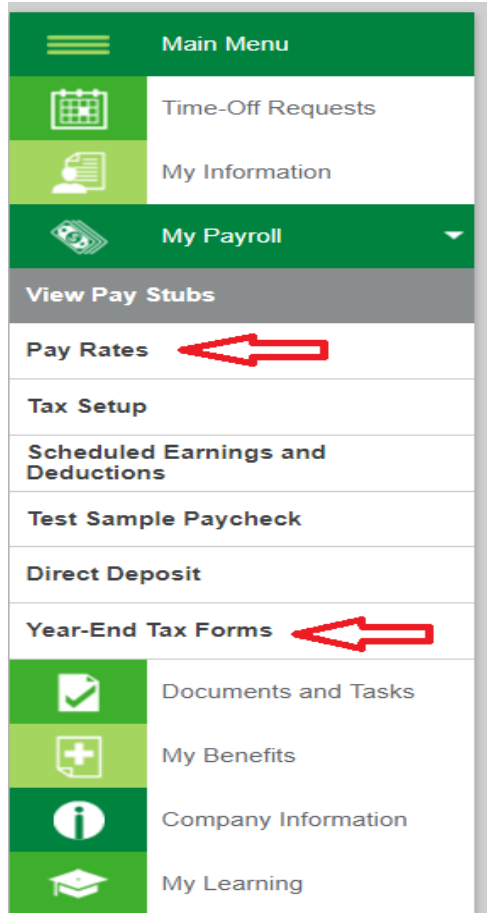
| | | | | |
|----|--------------------------|--|--|--|
| 20 | Enroll in Benefits | | | |
| 21 | Benefits Document Upload | | | |

**important note if you are adding anyone besides yourself onto your benefits you will need to provide proof of relationship to this person. (i.e. Husband/Wife will need a copy of your marriage license, if adding children will need a copy of their birth certificates.)

You can upload these documents by taking a picture with your phone sending it to you email then adding them to Paycom through your computer.

If you have any questions on setting up Paycom contact by email at HR@suncommobile.com

How Do I: Print Check Stubs and/or W-2's



Under “My Payroll” you will see options for Pay Rates and Year-End Tax Forms

If you have any questions on setting up Paycom contact by email at HR@suncommobile.com

How Do I: Change or Update My Username and/or Password

paycom®

Main Menu

- Time-Off Requests
- My Information
- Address and Contact Information
- HR Information
- Change Password or Username**
- Change Security Questions
- My EEO Information
- Additional Information
- My Account Settings
- Requested Change Dashboard
- My Payroll
- Documents and Tasks
- My Benefits
- Company Information
- My Learning

JAYKUMAR PATEL Help and Settings

Notifications

Company Messages

Job Opportunities

Change Your Password

Notice! Your password will expire in (12) days. You will be required to change it at that time.

(last change 06/16/2017)

Username **Change Username**

Current Password

New Password ?

Confirm Password ?

Valid Passwords

1. Passwords must be 8 to 20 characters in length contain at least 1 number or special character.
2. Passwords cannot contain quotes or apostrophes(" or ')
3. Passwords are case-sensitive. Please check the status of your Caps-Lock key before updating.

Change Password

Note: If you change your username, you must use a valid email address!

If you have any questions on setting up Paycom contact by email at HR@suncommobile.com