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."
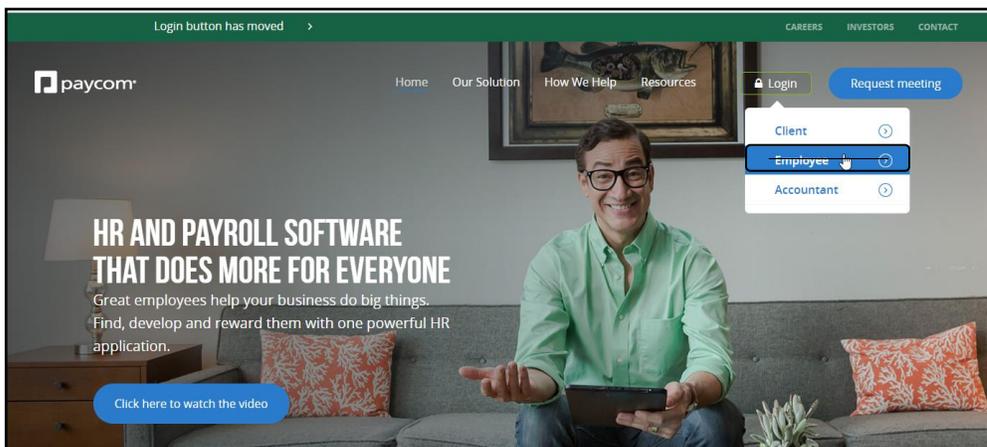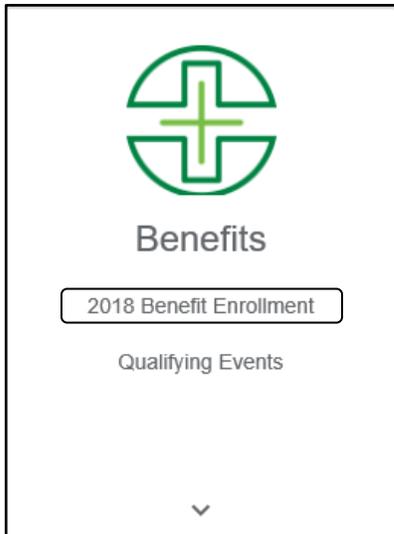

Enter your Username, password and the last four digits of your Social Security number. Then select "Log In."
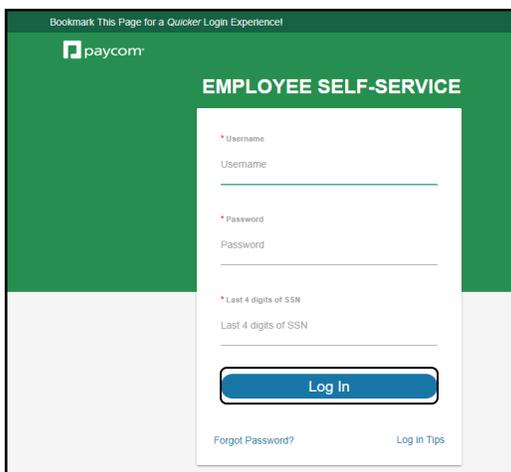
Enroll in Benefits

If you are eligible, you can enroll using the "Benefits" tile on the second row. Select "2018 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."

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
○ Yes
◉ 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.

2018 Benefit Enrollment	
$80.56 Total Cost	
✔ Contact Information	
✔ Dependents and Beneficiaries	
✔ Medical	$1.00
✔ Dental	$13.54
✔ Vision	$3.92
✔ Flexible Spending Account	$50.00
✗ FSA- Dependent Care Reimb	$0.00
✔ Short Term Disability	$5.86

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 "Requested" or "Enrolled."
- 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 2018 Benefits

Health Plan 1000	Pre-Tax: Yes · Effective Date: 04/01/2018 · Status: Requested · Coverage: Employee Only	👁 $1.00
Dental Buy Up	Pre-Tax: Yes · Effective Date: 04/01/2018 · Status: Requested · Coverage: Employee Only	👁 $13.54
Vision Plan	Pre-Tax: Yes · Effective Date: 04/01/2018 · Status: Requested · Coverage: Employee Only	👁 $3.92
Flexible Spending Account	Pre-Tax: Yes · Effective Date: 04/01/2018 · Status: Requested · Coverage: $1000.00 Annual Benefit	👁 $50.00
Short Term Disability - Reg	Pre-Tax: No · Effective Date: 04/01/2018 · Status: Requested · Coverage: $276.00 Weekly Benefit	👁 $5.86
Vol Life-Employee	Employer Cost: $0.00 · Pre-Tax: No · Effective Date: 04/01/2018 · Status: Requested · Coverage: $110000.00	✏ 👁 $4.72

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.
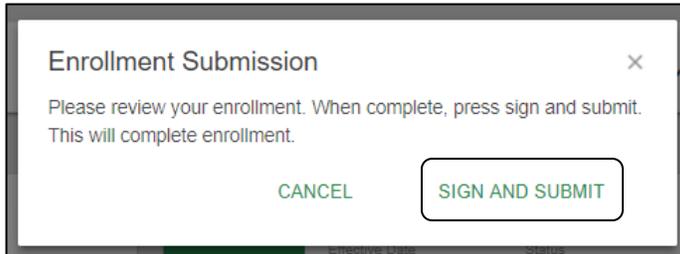

Additional Information

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.
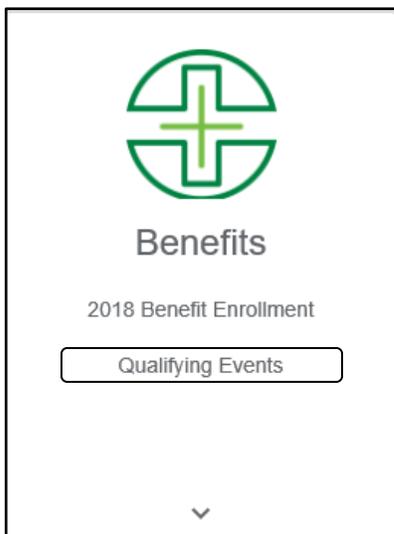
Then, click "Add Qualifying Event."

Qualifying Events

ADD QUALIFYING EVENT

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

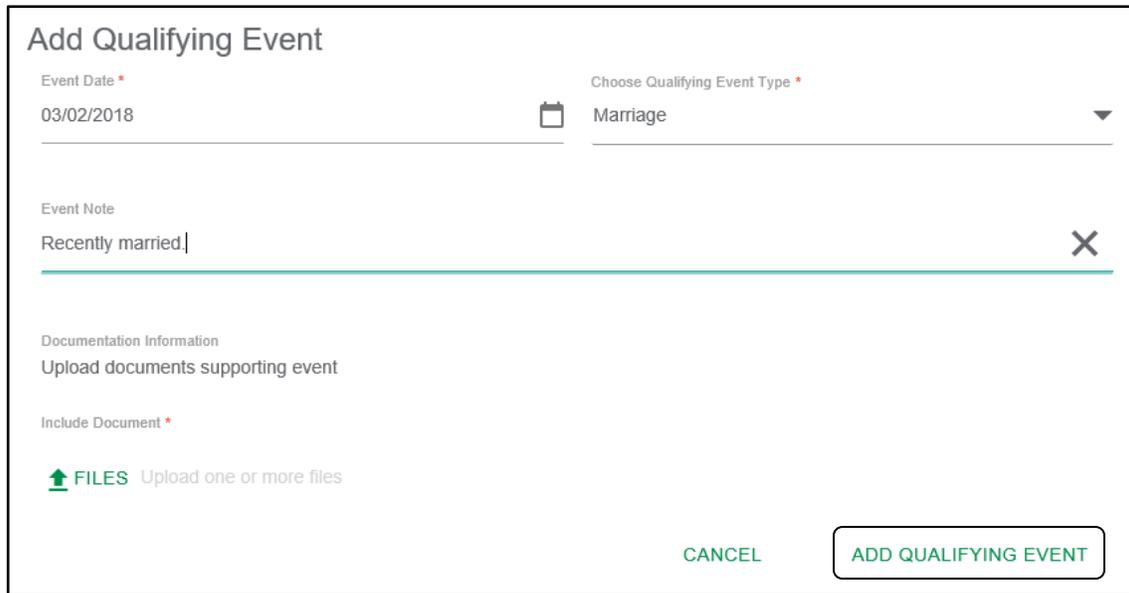Event Date *

03/02/2018

Event Note

Documentation Information

Include Document

⬆ FILES Upload one or more files

Choose Qualifying Event Type *

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
Placement for Adoption
Placement for Foster Care
Plan Change
Pre-Enrollment
Re-Enrollment
Retirement
Surviving Spouse
Termination Of Benefits
Termination Of Employment
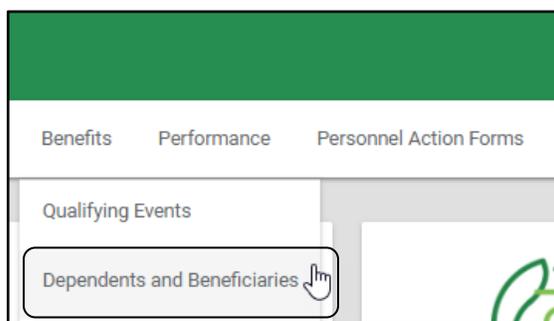Voluntary Withdrawal

Select "Add Qualifying Event" when finished.

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

First Name *
Sophie

Last Name *
Adams

Social Security Number *
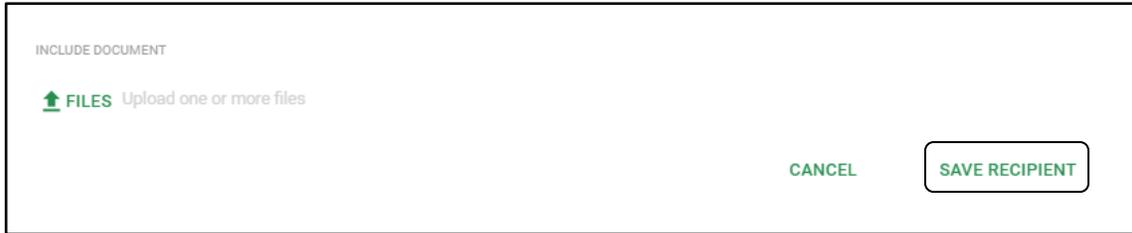100001404

Add As: *
○ Beneficiary
● Dependent And Beneficiary

Birth Date *
02/26/2018

Sex
Female

Relationship
Son or Daughter

☐ Full-Time Student   ☐ Tobacco User   ☐ Disable

Address

☑ Same as Employee

Street
123 S. MAIN ST.

City
OKLAHOMA CITY

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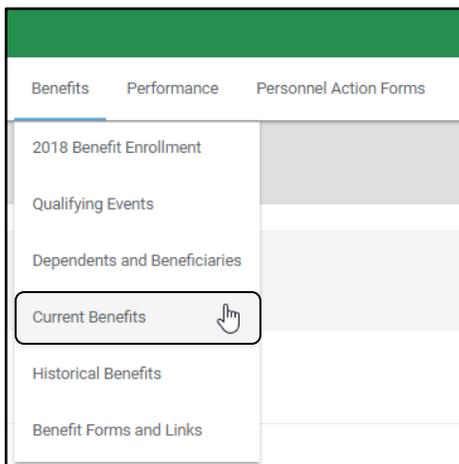
INCLUDE DOCUMENT

⬆ 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."

Benefits   Performance   Personnel Action Forms

2018 Benefit Enrollment

Qualifying Events

Dependents and Beneficiaries

Current Benefits

Historical Benefits

Benefit Forms and Links

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

Current 2018 Benefits		

401K Retirement	Employer Cost $0.00	Pre-Tax Yes
	Effective Date 01/01/2018	Status Approved
		$3.00

Dental Plan	Employer Cost $176.92	Pre-Tax Yes
	Effective Date 01/01/2018	Status Requested
	Coverage Employee and Children	
		$100.00

Medical Blue Cross Blue Shield	Employer Cost $64.82	Pre-Tax Yes
	Effective Date 01/01/2018	Status Requested
	Coverage Employee & Children/ EE + 2	
		$24.24

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."
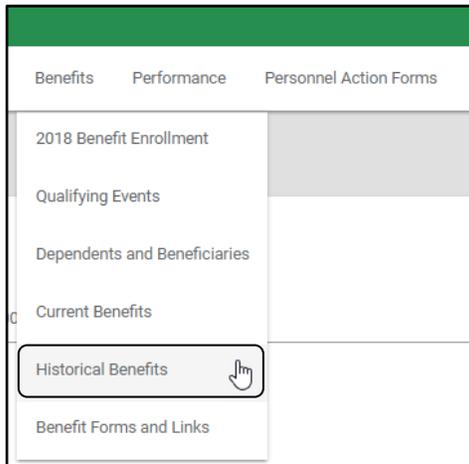
You will now see details for previously enrolled benefits listed. These will be organized by year used. Simply click on the year desired. For our example, we will view benefits from "2017." For a full list of details included, please refer to the Current Benefits section, as these details will be the same.
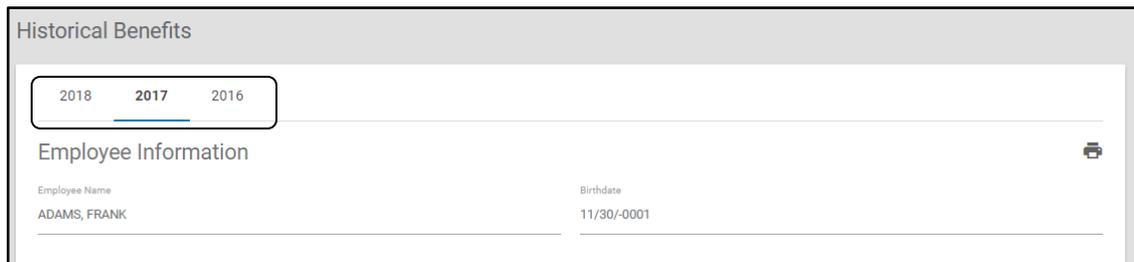
Now you know how to manage your personal benefit information. To learn more, check out our help manuals on the Help Menu.