

## Paycom Resource Doc - Field

This document outlines who to contact if you have a question in Paycom. Your Manager's name, email, and phone number are listed at the bottom of the form.

### Onboarding & New Hire Questions – General

- Your Manager
- HR via the AskHere portal

### New Hire Paperwork

- Your Manager
- HR via the AskHere portal

### Tax Questions

- Your Manager
- A CPA or tax accountant
- The IRS
- Payroll via the AskHere portal (can only answer generally)

### PTO/Sick/Time off/Leave of Absence

- Your Manager
- HR via the AskHere portal

### Benefits/Reasonable Accommodations

- HR via the AskHere portal
- The Help Center in Paycom

### Training Courses or Paths

- Your Manager
- The Training Team via Ask a Trainer

### Payroll/Paycheck Issues

- Your Manager
- Payroll via the AskHere portal

### Timesheets: Requesting Time Off, Missed Punches

- The Help Center in Paycom
- Your Manager
- Payroll via the AskHere portal

### Pay Stubs

- Your Manager
- The Help Center in Paycom
- Payroll via the AskHere portal

### Paycom Login or Clock-in Issues

- Your Manager
- Your Regional Director

### Pay Rate/Merit Information

- Your Manager
- HR via the AskHere portal

### AskHere Help Categories:

- Payroll
- Benefits
- Employee Information
- New Hire Questions
- Company Policy
- Feedback & Suggestions
- Report a Concern

### RAS Employee Help & FAQ Website:

<https://wiki.rightatschool.com/books/payroll-help-for-employees>

**MANAGER FOR THIS SITE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Paycom's Help Center button links to a bunch of helpful, step by step system guides

