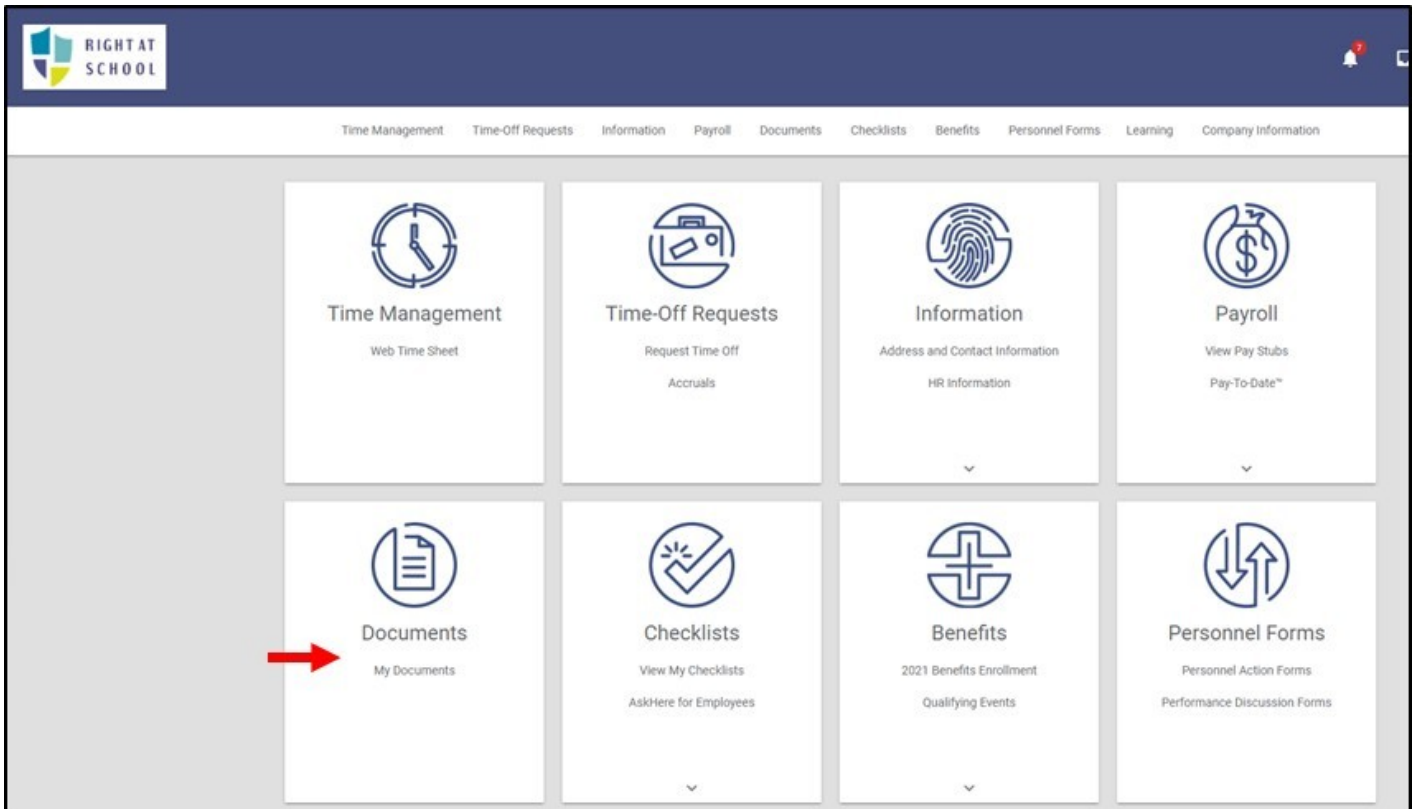


# Employee Handbook & Policies



Our Employee Handbook serves as a guideline for Right At School team members. We encourage you to read through it. Please know that the handbook is not intended to cover all possible situations. If you have any specific questions, you can reach out to your direct manager, Ask Here in Paycom Employee Self Service (ESS), or the Human Resources team.

You can find the latest version of our handbook in Paycom ESS under the Documents section. Click on My Documents to find the handbook and other documents.



Some states have local laws that apply. Where applicable, you will find a State Handbook Addendum (in Paycom ESS) that serves as an additional resource with our Employee Handbook.

If you have specific questions about our Before and After School program operations, please reach out to your Area Manager or go to our Operations Wiki page about [program setup](#).

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