



WellHaven

Pet Health

First Day – Paycom ESS
Training

First Day – Paycom ESS Training

Now that you've completed the New Hire Activation and your employee is in the Paycom system, you will sit down with your new hire on their first day and help them login and navigate ESS.

There are a few steps that you as the PM/PD will need to show your new hire to set them up for success!



Adding the employee
into Paycom



Activating the employee on
First Day



Paycom ESS Training on
First Day and Checklist
Completion

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If you have not completed Section 2 of your New Hire's I-9, you will need to do this within the employee's 1-3 days of employment. Please ensure you have your employee's identification physically in front of you when completing.

You can find the I-9 under Form 16 - Checklists

The screenshot shows the Paycom ESS interface. The top navigation bar includes 'paycom', 'Employees', 'Payroll', 'Talent Acquisition', 'Time Management', 'Human Resources', 'Talent Management', 'Reports', and 'User Options'. Below this, there are links for '[UDS1] WELLHAVEN PETHALTH LLC', 'ALLDEPTS', 'Main Menu', 'Account Security', 'Secure Uploader (2)', 'Help', 'ESS Login', 'Updates', and 'Log Out'. The main content area is titled 'Make Employee Changes / 16. Checklists'. On the left, a sidebar contains a search bar and a list of menu items: '7. Employee Photo', '8. Custom Fields', '9. Employee Self-Service®', '10. Time and Attendance', '11. Direct Deposit', '12. Check Listings and Totals', '13. Employee Benefits', '14. Dependents and Beneficiaries', and '15. Documents'. The '16. Checklists' item is highlighted with a red box and a red arrow. The main content area displays a table of checklists:

Checklists									
Search		Sort	Filter					2 Results	
<input type="checkbox"/>	Select All							Send Reminder	Batch Delete
<input type="checkbox"/>	50% I-9 (System) Type: SYSTEM	EE List ID: 440262	Number of Items: 1/2	Date Assigned: 01/15/2024	Completed: N/A	Reminder	Delete	Last Reminder: N/A	
<input type="checkbox"/>	12% New Hire's First Day - WA Type: On Boarding	EE List ID: 440261	Number of Items: 1/8	Date Assigned: 01/15/2024	Completed: N/A	Reminder	Delete	Last Reminder: N/A	

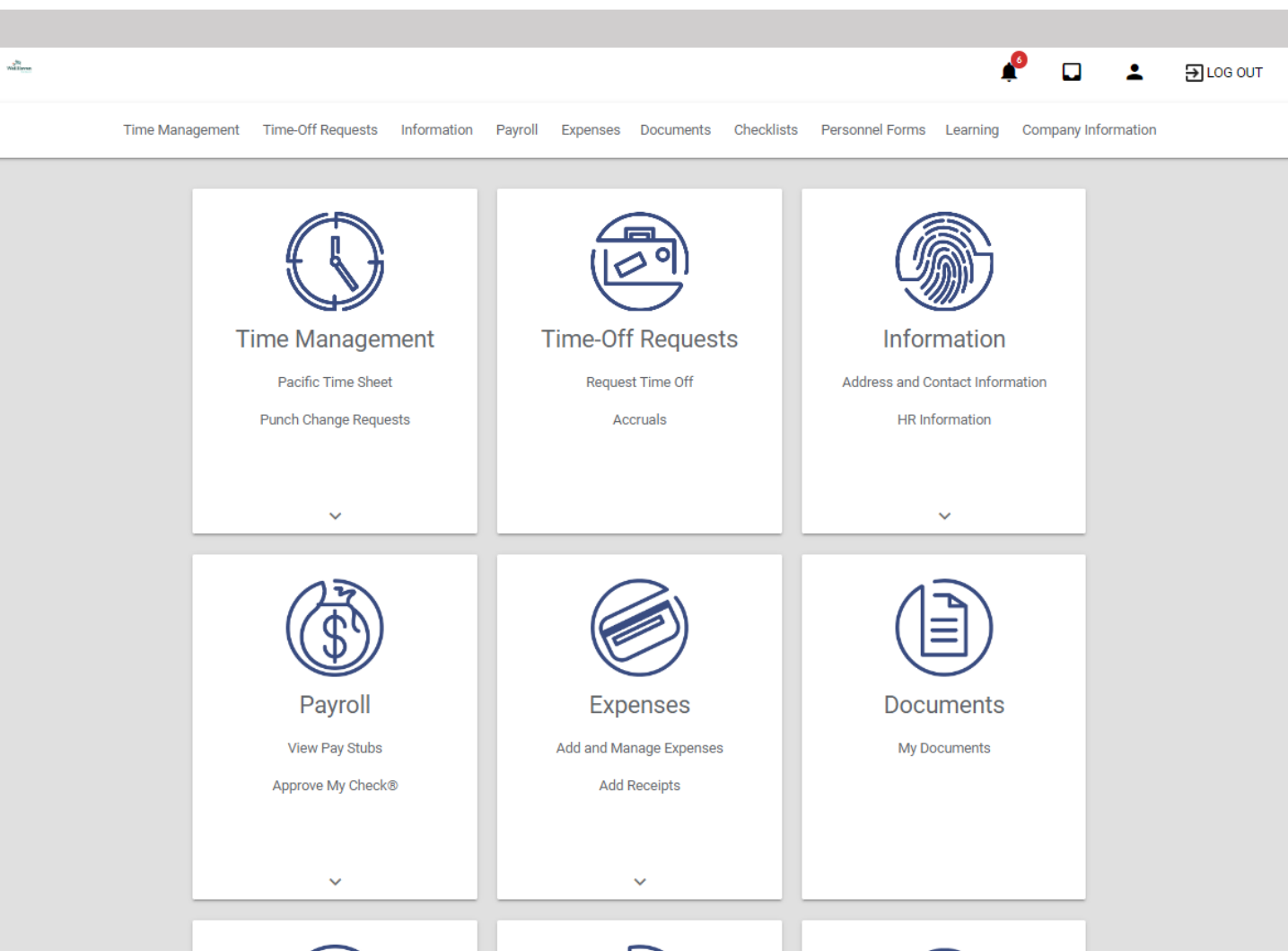
At the bottom right of the table, it says '2 Results'.

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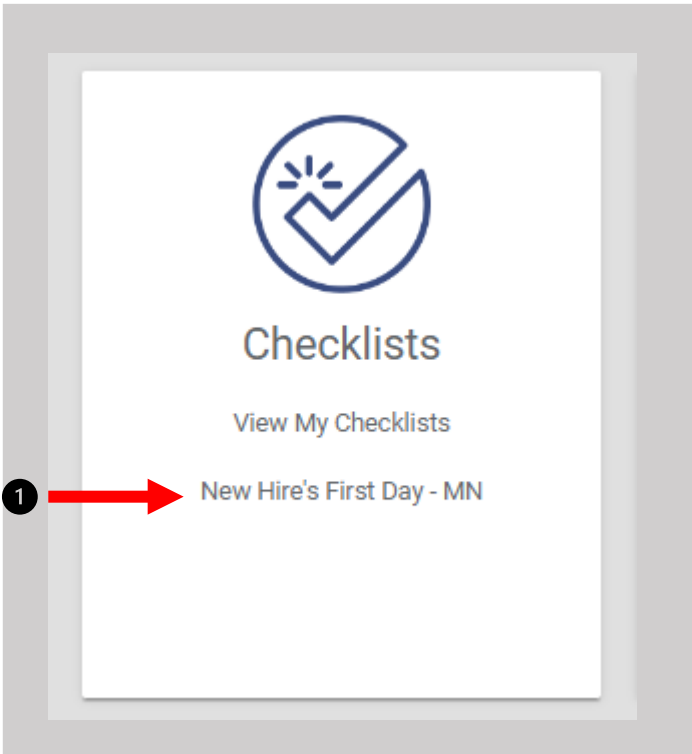
1. Assist Employee with logging into ESS – Scroll to page 6 for steps to reset password.

<https://www.paycomonline.net/v4/ee/web.php/app/login>

2. Paycom's ESS home page is shown below for reference.



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Navigate to Checklists

1. Click on **New Hire's First Day Checklist**
2. Assist Employee if they need help with task completion
3. Once complete, click **Return to my Checklists**

Time Management Time-Off Requests Information Payroll Expenses Documents Checklists Personnel Forms Learning Company Information

New Hire's First Day - MN

Task	Status
Welcome to Paycom!	START
2023 - Employee Handbook - Minnesota	START
State LOA Informational Packets	START
Complete Voluntary EE01	START
Learn How to Update Your Tax Setup	START
Learn How to Update Direct Deposit	START
Percent Complete: 0%	3 RETURN TO MY CHECKLISTS

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Time Management

Pacific Time Sheet

Punch Change Requests

Availability

Schedule Calendar

Schedule Exchange

Navigate to Time Management

Review each category with the employee:

- Time Sheet
- Punch Change Requests
- Availability
- Schedule Calendar
- Schedule Exchange



Time-Off Requests

Request Time Off

Accruals

Navigate to Time-Off Requests

Review each category with the employee:

- Request Time Off
- Accruals

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Information

Address and Contact Information

HR Information

Job Description

Change Password or Username

Change Security Questions

EEO Information

Preferences

Navigate to Information

Review each category with the employee:

- Address and Contact Information
- HR Information
- Change Password or Username
- Change Security Questions
- EEO Information



Documents

My Documents

Navigate to Documents

Review each category with the employee:

- My Documents

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Payroll

View Pay Stubs

Approve My Check®

Pay Rates

Tax Setup

Scheduled Earnings and Deductions

Test Sample Paycheck

Direct Deposit

My Vault Card

Year-End Tax Forms

Navigate to Payroll

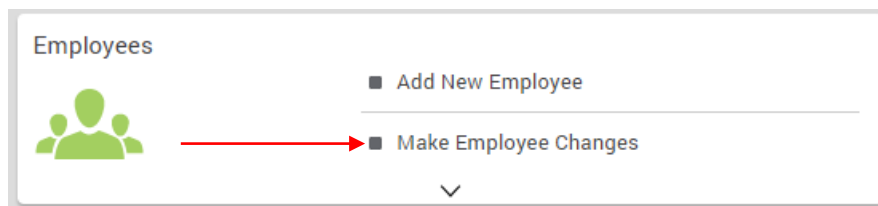
Review each category with the employee:

- View Pay Stubs
- Pay Rates
- Tax Setup
- Scheduled Earnings & Deductions
- Test Sample Paycheck
- Direct Deposit
- My Vault Card – If applicable
- Year-End Tax Form

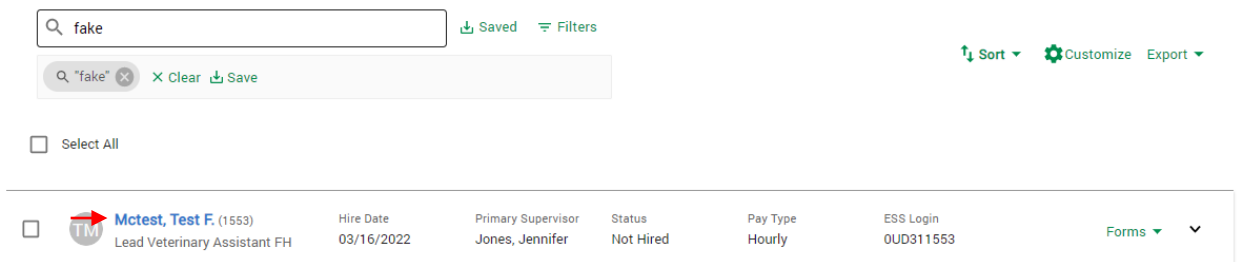
Paycom Temporary Password

When you add an employee into Paycom, Paycom will try to send the employee a 'temporary log in information' email. Most employees do not receive this email. You will need to create a temporary password to guarantee that the employee is able to log in and complete their On-Boarding Checklist.

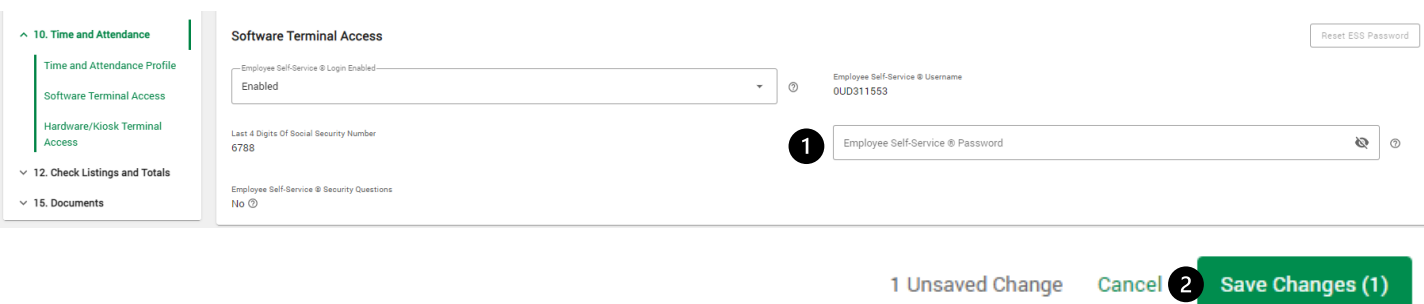
1. Select **Make Employee Changes**



2. Select the employee. (Note – if the employee is not showing up on your list, make sure you don't have a filter set that doesn't include PreHire employees.)



3. On the left-hand bar, select **10. Time and Attendance** → **Software Terminal Access**. In the 'Employee Self-Service Password (1)' box type **Password1!** then select **Save Changes** (2).



Additional First Day Reminders

Outside of Paycom, there are additional items you need to complete.

- Purchase scrubs from the WellHaven Store
- Show them how to clock in/out
- Add them in as an employee in eVet
- Add them on your contact list (if you have one)
- Provide them with their schedule
- Add them to your Cubex (if applicable)
- Provide them with link to the Benefits Guide

HR Document Retention and Security

- Create a folder for employee in a locked filing cabinet or utilize **Form 15 – Documents** in Employee's Profile in Paycom. This folder will hold their paper forms including their signed offer letter, application, copy of their two forms of IDs, etc. You need to keep employee documents for at least 3 years past their termination date.