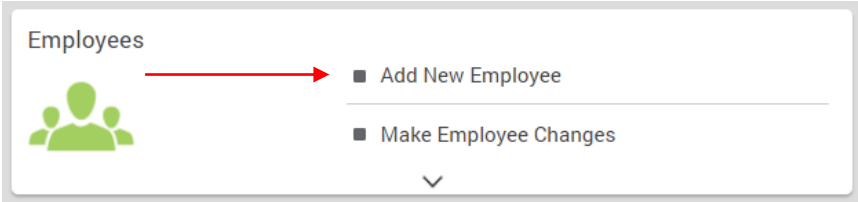
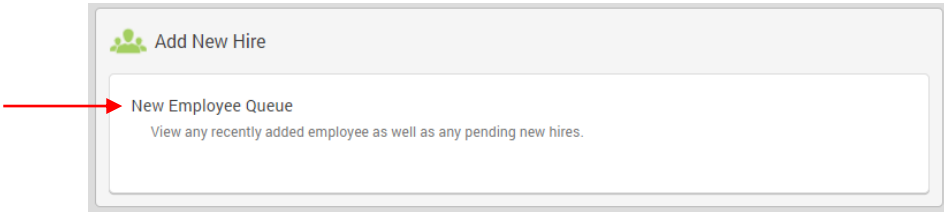


Self-Onboarding: Check Status

- 1. Log into Paycom Manager
- 2. Under **Employees**, select **Add New Employee**



- 3. Select **New Employee Queue**



- 4. Select **Details** that correspond with your New Hire

A screenshot of the Paycom Manager interface. The top navigation bar is green and contains the Paycom logo and various menu items. Below the navigation bar, there is a breadcrumb trail: 'Add New Employee > New Employee Queue'. The main content area is titled 'New Hire Queue' and features a 'Create New Hire' button. Below the button are three tabs: 'Pending New Hires', 'New Employees', and 'Archived New Hires'. The 'Pending New Hires' tab is active. A search bar is located above a table. The table has columns for 'Select', 'Name', 'Status', 'Hire Date', 'Home Allocation', 'Template', 'Details', 'Edit', and 'Archive'. The first row of the table is highlighted with a red box and contains the name 'JENKINS, BOBBY (2165)'. A red arrow points to the 'Details' column of this row. The table shows one entry, and the footer indicates 'Showing 1 to 1 of 1 entries'.

Self-Onboarding: Check Status

- 1. Here is where you will find the New Hire's Completion Status for each step of the Self-Onboarding
- 2. Click **Onboarding Settings**

Details for JENKINS, BOBBY (2165)

New Hire Process | Audit Details | Change History

Onboarding Settings **2**

New Hire Progress

The new hire has completed the self-onboarding process.

Search Previous **1** Next 25

Step	Status	Last Action	IP Address	Device
Language Selection (English)	Complete	01/12/2024 10:36 AM	131.93.49.230	Chrome 0.0 Win10 (Desktop)
Welcome Messages	Complete	01/12/2024 10:36 AM		Chrome 0.0 Win10 (Desktop)
ESS Credentials	Complete	01/12/2024 10:39 AM	131.93.49.230	Chrome 0.0 Win10 (Desktop)
Personal Information	Complete	01/12/2024 10:52 AM	131.93.49.230	Chrome 0.0 Win10 (Desktop)
Direct Deposit Setup	Complete	01/12/2024 10:55 AM	131.93.49.230	Chrome 0.0 Win10 (Desktop)
Tax Setup	Complete	01/12/2024 10:49 AM	131.93.49.230	Chrome 0.0 Win10 (Desktop)
Documents	Complete	01/12/2024 12:08 PM	131.93.49.230	Chrome 0.0 Win10 (Desktop)

Showing 1 to 7 of 7 entries Previous **1** Next Go to Page

Self-Onboarding: Resend Invitation

1. Resend Self-Onboarding Invitation
2. Copy and Paste the link of the Self-Onboarding Invitation to send to New Hire
2. View the New Hire's Self-Onboarding Portal to see
 - Check Completion Percentage%
 - Check if they clicked Submit Button (Upper Right-Hand Corner)

Details for JENKINS, BOBBY (2165)

New Hire Process | Audit Details | Change History

Onboarding Settings

Access [?](#) Active [Disable Access](#)

Cancel Process [?](#) [Cancel](#)

Personal Email [?](#) bailey.masters89@gmail.com [Change Email](#)

Primary Phone Number [?](#) +1 (360) 768-2090 [Change Number](#)

1 [Send Invitation](#)

Invitation URL	Sent On	Expires In	Cancel	View
https://www.paycomonline.net/v4/ee/web.php/onboard/verify?token=YzMzZWQyYjBiYmNhZWmwODY4MzI3NTAxMjFmZDQyMTI= 2	01/12/2024 10:35 AM	24 Days		3

New Hire Progress

The new hire has completed the self-onboarding process.

Search Previous **1** Next 25

Step	Status	Last Action	IP Address	Device
Language Selection (English)	Complete	01/12/2024 10:36 AM	131.93.49.230	Chrome 0.0 Win10 (Desktop)