

Paycom Employee Accepting/Acknowledge a Personnel Action Form (PAF) Employee Accepting/Acknowledge Guide

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EMPLOYEE SELF-SERVICE ®

Username *

Password *

Last 4 digits of SSN *

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- Paycom will **never** ask you to log in to our site through email.

1. Choose Personnel Action Forms



Time Management

Time-Off Requests

Information

Payroll

Documents

C



Time Management

Time Clock

Time Sheet



Time-Off Requests

Accruals

A



Documents

My Documents



Checklists

View My Checklists

Return To In Person Covid-19
Protocols

1



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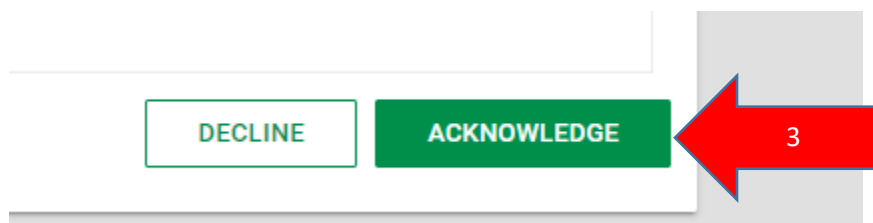


2. Click on Review

Personnel Action Forms

| Type | Supervisor | Effective Date | ↓ |
|-----------------|-------------------|----------------|---|
| Work Assignment | DEBELLIS, JEFFREY | 03/22/2021 | |

- Once you have reviewed your PAF scroll to the bottom of the PAF Form. On the bottom right corner you will choose Decline or Acknowledge. If you decline, please reach out to your Project Manager (PM) immediately. If you agree click Acknowledge. Your PM will be notified.



- Click box to acknowledge and PAF will go to First Level Approver (your PM)

Acknowledge

I acknowledge that I have reviewed and agree to the information presented in the F

