



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PAYROLL PAYCOM INFORMATION

- Payroll is on a bi-weekly schedule.
- The pay period starts Sunday and runs for a 2-week period ending on Saturday.
- Pay day is every other Friday (see payroll calendar).
- Direct deposit is the only way to receive compensation. Please ensure your banking routing and account number are always up to date.
- If clocking in and out via the Paycom app, you must be logged into YMCA Wi-Fi.
- If clocking in and out via Kiosk, use badge number provided by supervisor.
- We pay on the quarter of the hour: 00, 15, 30, 45. Your timecard will round to the nearest quarter hour within 7 minutes.

**Helpful Paycom videos titles are listed below (accessible via Paycom app > Learning Tab > My Learning > search courses by video title below):**

- Welcome to Paycom 101 for Employees
- Time and Attendance 101 for Employees w/ Web Time Clock
- Time and Attendance 101 for Employees w/ Kiosk Clocks
- Employee Self Service: Approve My Timecard
- Employee Self Service: Submit a Punch Change Request
- Employee Self Service: Update My Tax Information
- Employee Self Service: Update Direct Deposit
- Employee Self Service: Request Time Off
- Employee Self Service: Reset My Password