

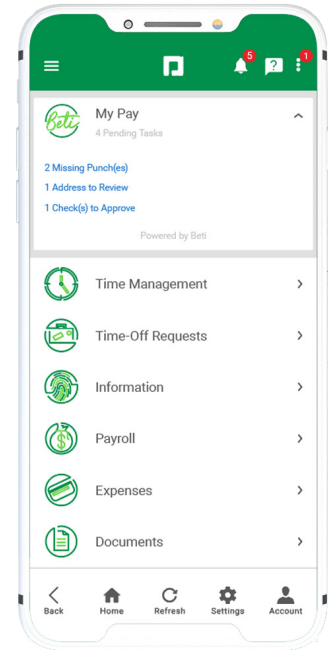
Show Me How

to Approve My Check[®]

BETI[®]

STEP 1

Log in to the Paycom app and expand the My Pay tile. Tap “1 Check(s) to Approve.”

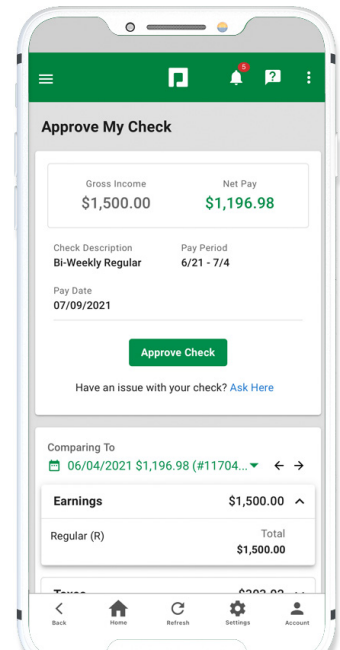


STEP 2

Review the details of your net pay. For specific check details, click the arrow next to the section you want to review.

For any questions or issues with your check, use the “Ask Here” hyperlink to submit an Ask Here conversation or contact your HR department.

Your first paycheck will not show any “Comparing To” data since this is your first time to use Approve My Check[®]. Future paychecks will include this data.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

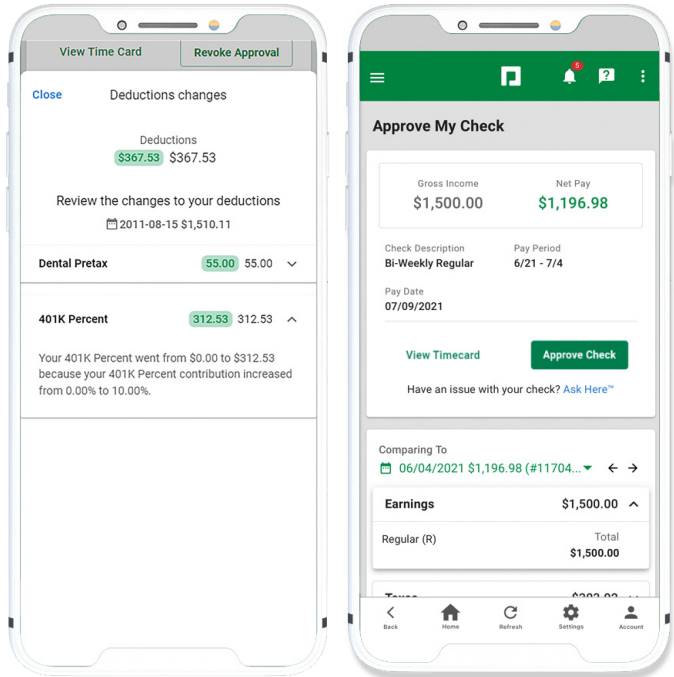
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STEP 3

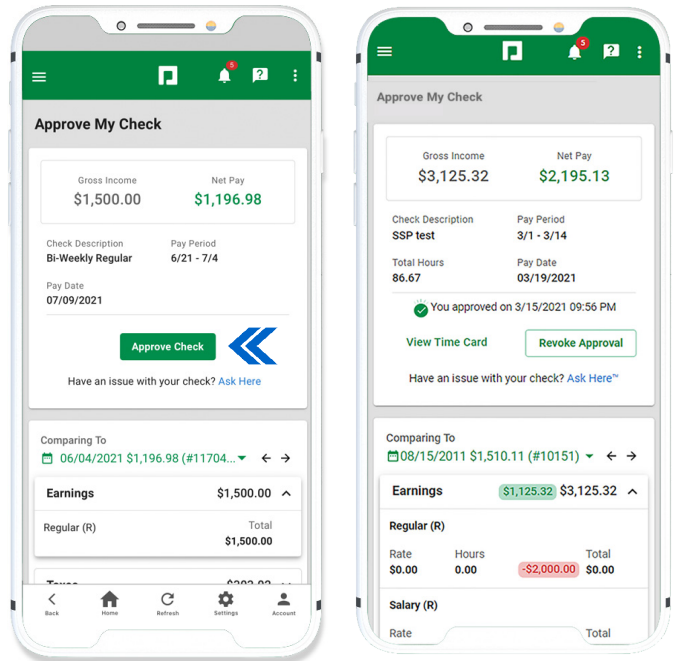
Review the Earnings, Taxes and Deductions totals and specific details regarding any changes. If you need to review your hours, tap “View Timecard” or contact your HR department.



STEP 4

When you're ready to approve, click “Approve Check.”

A message confirms the check approval.



EMPLOYEES

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