WHY IS PAYCOM IMPORTANT TO YOU?

Whether you are a Ministry Representative or retired/current staff, Paycom ([www.Paycom.com)](www.Paycom.com) is necessary so that you may access ISI's Directory, review and/or print paycheck and W2 information, and soon—to also submit your reimbursements. **It is important that all Ministry Representatives as well as staff register in Paycom.**

Login to Paycom: (Either login or register on the website)
- Go to www.Paycom.com
- Click the LOGIN button near the right side of the navigation list
- Select the EMPLOYEE option:
  - Sign in (with the username and password you created when you signed in previously)
  - OR Register to use the site (Remember, you will have the option to reset your password later.)
  - Paycom might ask also require you to set up or answer security questions before allowing you into the site.
- Once in the Paycom Home page, you will see the employee self-service screen with numerous options (e.g. Payroll, Information, Checklists, etc.).

Your New ISI Directory on Paycom:
- Click on "Company Information" and then "Employee Directory" to view the contact details for current/retired staff and Ministry Representatives.
- Wait a moment for names to load into the system (prompt will indicate "Building Employee Directory.")
  - Once the directory list opens, you can search for ISI staff by using the "Search by Name" box.
  - You may also search using other fields (e.g. nickname, area, position, etc.) by clicking on the three dots at the far right of the search box.
  - Further details may be viewed by clicking on the down arrow at the far right of each individual listing.
  - Note: Names are listed as legal names. At this time, we are unable to change your legal name to your preferred name; however, your preferred name may be reviewed in the directory by clicking on the down arrow the down arrow at the far right.

To UPDATE or Change your information:
- When you are on www.Paycom.com, please be sure to verify your contact information, benefits, and other information so everything is up to date for the directory.
- On the Home page, go to the "Information" box and click on the down arrow to expand it to view other actions.
- Click on the action you would like to do (e.g. "Address and Contact Information" or "Change password and username").
- If you have recently married, adopted, had a baby (or other happy event), please contact People Services within 30 days of the event for further information relating to benefits. We celebrate with you in your joyous occasions, but we may need **legal** documentation before we can change your name in Paycom.

If you have further questions, please email peopleservies@isionline.org.