How to Log Into Paycom

This guide walks you through how to access your Paycom employee account to view paystubs, update personal information, request time off, and more.

What You'll Need

- A smartphone, tablet, or computer
- Internet access
- Your Paycom login credentials (username and password)

If this is your **first time logging in**, you should have received a Paycom welcome email with instructions to set up your account.

Option 1: Log In on a Computer

1. Open an internet browser (Chrome, Edge, Safari, etc.).
2. Go to **www.paycom.com**.
3. Click **Employee Login** (top right corner).
4. Enter your **username** and **password**.
5. Click **Log In**.

Option 2: Log In Using the Paycom Mobile App

1. Download the **Paycom** app from the App Store (iPhone) or Google Play (Android) by using this QR Code:

2. Open the app.
3. Enter your **username** and **password**.
4. Tap **Log In**.

Tip: You may enable Face ID, Touch ID, or PIN after your first successful login.

First-Time Users

If this is your first time accessing Paycom: 1. Open the Paycom welcome email you received. 2. Click the link to set up your account. 3. Create a username, password, and security questions. 4. Log in using your new credentials.

If you did not receive the welcome email, contact HR at **HR@episcopalhomes.org** for assistance.

Forgot Your Username or Password?

1. Go to the Paycom login page or app.
2. Select **Forgot Username/Password**.
3. Follow the prompts to reset your information.

If you are unable to reset your login, contact HR at **HR@episcopalhomes.org**.

What You Can Do in Paycom

- View and download paystubs and W-2s
- Update personal information (address, phone number, emergency contact)
- Enroll in or view benefits (if applicable)
- Submit time-off requests
- Review schedules and timecards

Need Help?

If you are having trouble logging in or accessing your account, please reach out to HR at **HR@episcopalhomes.org** for support.

Keep your Paycom login information secure and do not share your password with anyone.