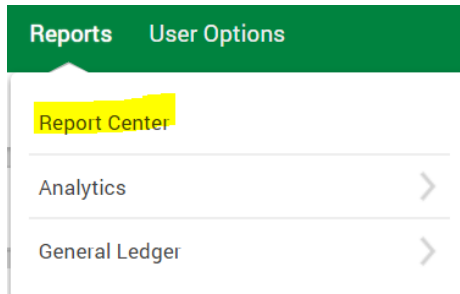


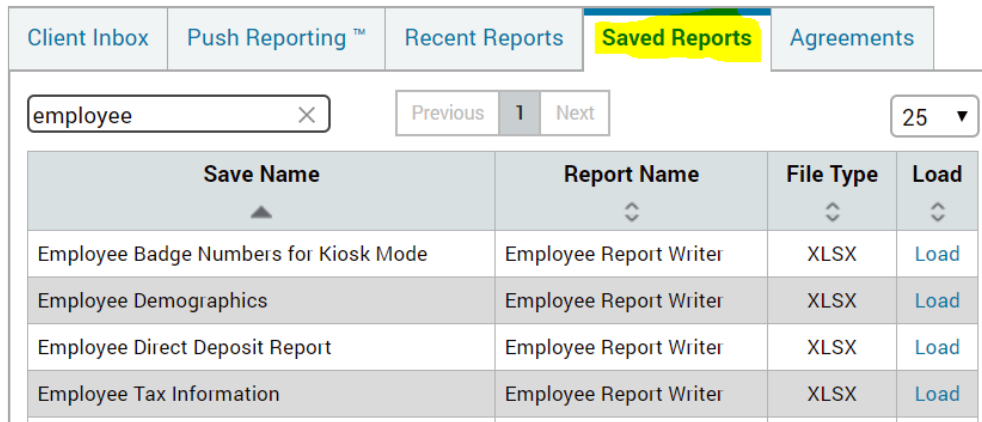
How to Pull Verification Reports in Paycom

- These reports can be used to verify your employee's information that has been downloaded from your current system into Paycom.
- These reports will cover all payroll specific items that are needed to ensure your employees are paid accurately.

Navigate to the report center:

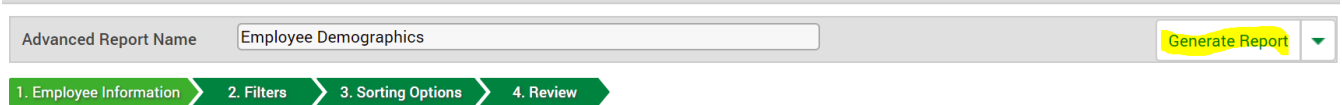


Click on the Saved Reports Tab. You will see four different saved reports you can use to verify and review your employee's information in Paycom. To run the report, click on load.



Save Name	Report Name	File Type	Load
Employee Badge Numbers for Kiosk Mode	Employee Report Writer	XLSX	Load
Employee Demographics	Employee Report Writer	XLSX	Load
Employee Direct Deposit Report	Employee Report Writer	XLSX	Load
Employee Tax Information	Employee Report Writer	XLSX	Load

Once you have loaded the report, you will click on Generate Report near the top right side of the screen.



Once you generate the report, you can click Download to open the excel spreadsheet and view the information from the report.

