



Employee Self-Service Login Management

HELP MENU MANUAL

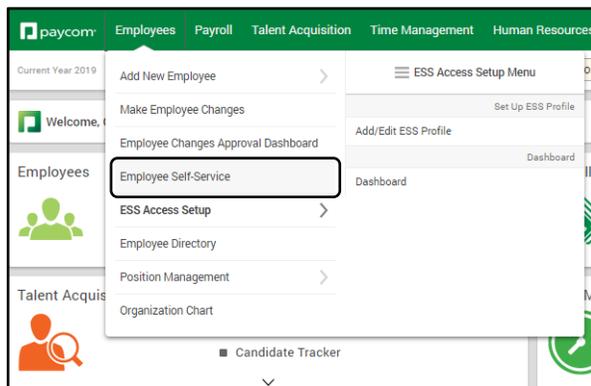
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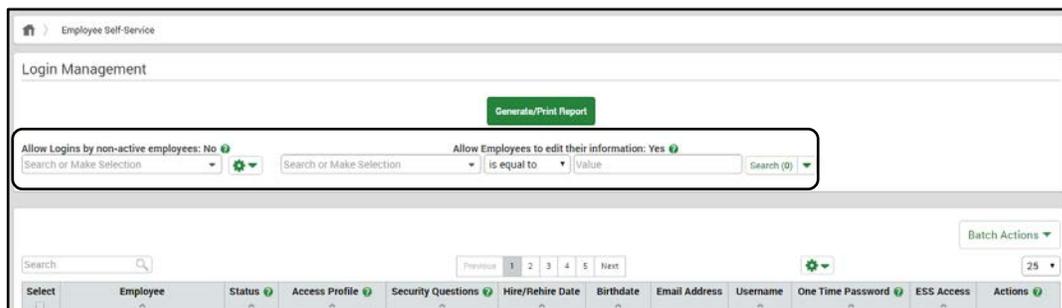
Whether you need to send your employee's their login information or reset their security questions, the Employee Self-Service Login Management screen can help you with both tasks! After reviewing this guide, you will know how to reset employee's passwords and security questions, send employees their Employee Self-Service login instructions and how to enter in missing information. Let's get started!

Employee Self-Service Login Management

The Employee Self-Service Login Management dashboard provides a lot of helpful information. To access, go to the Employees tab and select "Employee Self-Service."



From here, you have a few options available. First, you can filter which employees appear by using the advanced filter options at the top of the screen. You can also reset your employee's passwords, print login information and update an employee's birthday. Keep reading to learn how!



Reset an Employee's Password

It's easy to reset one or multiple passwords. To reset an employee's password, find the employee who needs their password reset and from the Actions drop-down next to their name, click "Reset Password."

Login Management

[Generate/Print Report](#)

Allow Logins by non-active employees: Yes

Active Employees Search or Make Selection is equal to Value Search (0)

Batch Actions 25

Select	Employee	Status	Access Profile	Security Questions	Hire/Rehire Date	Birthdate	Email Address	Username	One Time Password	ESS Access	Actions
<input type="checkbox"/>	WHITE, SANDRA (A002)	A	Active Employees	No	2001-05-31	05/08/1977		00527A002	3c86611a	Enabled	Actions
<input type="checkbox"/>	SMITH, GREG (A003)	A	Active Employees	No	2014-01-01	09/03/1975		00527A003	3c866527	Enabled	Actions
<input type="checkbox"/>	ROBERTSON, ROBERT (A004)	A	Active Employees	No	2003-05-23	09/03/1975		00527A004	3c8668e1	Enabled	Actions
<input type="checkbox"/>	COOPER, KAYLA (A006)	A	Active Employees	Yes (Clear)	2005-06-11	10/20/1981	Work noreply@paycomonline.com	00527A006	Paycom123	Enabled	Actions
<input type="checkbox"/>	SMITH, KATIE (A007)	A	Active Employees	No	2007-02-06	09/19/1977		00527A007	3c86755f	Enabled	Reset Password Disable Email Login to Work Email Add/Edit Email Address
<input type="checkbox"/>	DAVIS, CASSIE (A008)	A	Active Employees	No	2001-08-22	08/01/1964		00527A008	3c867974	Enabled	

Then, type in a temporary password and click "Save Password." Now, email the employee to let them know what their temporary password is so they can login and change their password to something familiar to them.

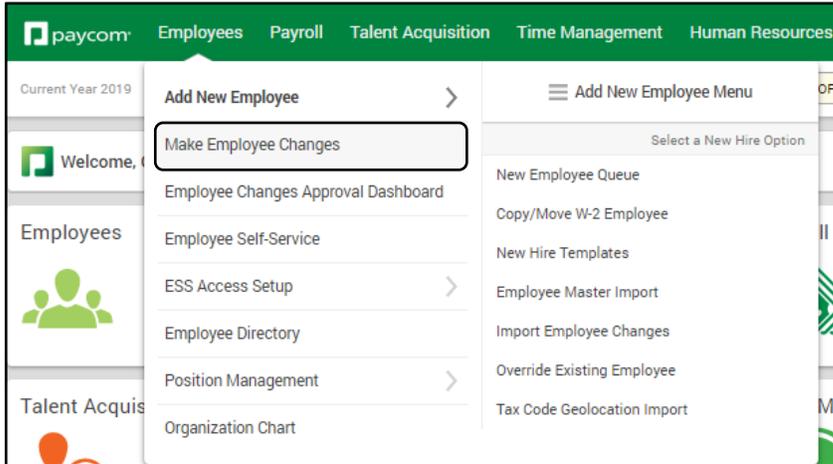
Reset Password

(Last Change on 12/27/2018)

Username 00527A006

New Password

You can also update an employee's password from Make Employee Changes. To do it from this menu, navigate to the Employees tab and select "Make Employee Changes."



Then, select the employee who you need to reset their password.

Make Employee Changes

Filters

Active Employees [Settings] Search or Make Selection is equal to Value Search (0)

Employee Listing

Found (98) employee matches

Search [] Previous 1 2 3 4 Next Actions [Settings] 25

Batch Edit	Employee	Status	Hire/Rehire Date	Primary Supervisor	Position Title	Home Department	Locations	Jobs	Pay Type	Pay Class	Terminal	Schedule Group	Badge Number	Employee Self-Service Login
<input type="checkbox"/>	ABRAHAM, JESSICA (1022)	A	04/11/2018			900	Corporate [100]	Marketing Specialist [900]	Salary					051061022
<input type="checkbox"/>	ADAMS, DYLAN (A016)	A	07/06/2015	QUINCY, JONAS	Customer Service Representative (CSR)	900	Corporate [100]	General [600]	Hourly	PC0	TG0	8005 - Operations	1234	05106A016
<input type="checkbox"/>	ADAMS, FRANK (L099)	A	07/06/2015	QUINCY, JONAS	HR Manager (HRM)	600	Corporate [100]	General [600]	Hourly	PC0	WTR	8005 - Operations	1111	05106L099
<input type="checkbox"/>	ALLEN, KARA (A036)	A	05/31/2017	QUINCY, JONAS	Senior Accountant (SA)	900	Corporate [100]	General [600]	Hourly	PC0	TG0	8005 - Operations		05106A036

Now, select their *Form 9: Employee Self-Service*.

The screenshot shows the 'Employee Menu' for ADAMS, DYLAN (A016). The menu items are:

1	Demographics, Pay Rates and Taxes	10	Time and Attendance
2	Scheduled Earnings and Deductions	12	Year-to-Date Totals
3	Dates and HR	13	Employee Benefits
4	Percentage Labor Distribution	14	Dependents and Beneficiaries
5	3rd Party Payees	15	Documents
6	Accrual Information	16	Checklists
7	Employee Photo	17	Year-End Tax Forms
8	Custom Fields	20	Compensation and Performance History
9	Employee Self-Service	21	Learning

Type a temporary password and click "Update." Now, email the employee to let them know their temporary password. They will need to use this to login and change their password to something familiar to them.

The screenshot shows the 'Form 9 - Employee Self-Service' configuration page. The 'Password' field is highlighted with a red box. The page includes sections for 'Employee Self-Service Login Parameters', 'Expense Management', 'Program Enrollment', and 'Employee Self-Service Access Profile'. The 'Update' button is highlighted with a red box.

Employee Self-Service Login Parameters

Employee Self-Service Login Enabled: Enabled

Username: 00527A016

Password: Paycom123

Employee Devices: Manage Employee Devices

Expense Management

Expense Management Class: All Employees

Allow Employees to Receive Expense Notifications: Set Work Email

Program Enrollment

Employee is not yet enrolled in program. Enrollments will show here once enrolled from the Participant Setup page.

Employee Self-Service Access Profile

Profile: Use Default Profile

View ESS as Employee: Enter ESS View

(Note: Changes will not be applied unless you click 'UPDATE')

Buttons: Cancel, Update

Reset an Employee's Security Questions

If you want to reset an employee's security questions. Click on the "Clear" hyperlink from the Security Questions tab of the Employee Login Management Dashboard.

Employee Self-Service

Login Management

Generate/Print Report

Allow Logins by non-active employees: Yes
 Active Employees Search or Make Selection is equal to Value Search (0)

Batch Actions

Search

Previous 1 2 3 Next 25

Select	Employee	Status	Access Profile	Security Questions	Hire/Rehire Date	Birthdate	Email Address	Username	One Time Password	ESS Access	Actions
<input type="checkbox"/>	WHITE, SANDRA (A002)	A	Active Employees	No	2001-05-31	05/08/1977		00527A002	3c86611a	Enabled	Actions
<input type="checkbox"/>	SMITH, GREG (A003)	A	Active Employees	No	2014-01-01	09/03/1975		00527A003	3c866527	Enabled	Actions
<input type="checkbox"/>	ROBERTSON, ROBERT (A004)	A	Active Employees	No	2003-05-23	09/03/1975		00527A004	3c8668e1	Enabled	Actions
<input type="checkbox"/>	COOPER, KAYLA (A006)	A	Active Employees	Yes (Clear)	2005-06-11	10/20/1981	Worknoreply@paycomonline.com	00527A006	Paycom123	Enabled	Actions

You'll see a pop-up menu to confirm you want to clear the employee's security questions. To confirm, click "OK."

www.paycomonline.net says

Clear Security Questions/Answers for: (KARA)(ALLEN) (A036)?

Send Employee's Login Information

To send an employee their login details for Employee Self-Service, find the employee who needs login credentials. Then, select the Actions drop-down and click "Email Login to Work Email."

Employee Self-Service

Login Management

Generate/Print Report

Allow Logins by non-active employees: Yes Allow Employees to edit their information: Yes

Search or Make Selection Search or Make Selection is equal to Value Search (0)

Search

Previous 1 2 3 Next

Batch Actions

Select	Employee	Status	Access Profile	Security Questions	Hire/Rehire Date	Birthdate	Email Address	Username	One Time Password	ESS Access	Actions
<input type="checkbox"/>	ADAMS, FRANK (0233)	P	Full Time	No	2019-02-01	02/03/1981	Work: cecelia.wary@paycomonline.com	050820233	*****	Enabled	Actions
<input type="checkbox"/>	SMITH, JOHN E (023A)	A	Full Time	Yes (Clear)	2018-11-05	12/04/1978		05082023A	*****		Disable Email Login to Work Email Add/Edit Email Address
<input type="checkbox"/>	BAKER, SUZIE (02JK)	A	Full Time	No	2015-12-01	05/02/1993	Work: cecelia.wary@paycomonline.com Personal: cecelia.wary@paycomonline.com	0508202JK	*****		Created

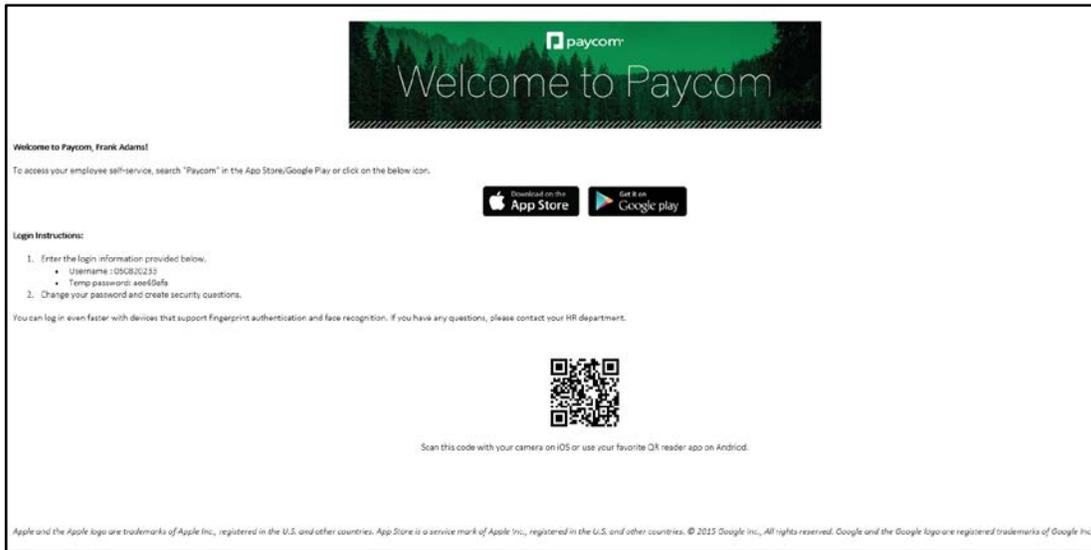
A pop-up appears asking you to confirm you want to send login information to this employee. Click "OK" to confirm.

Confirm

This option will email Employee Self-Service login information for FRANK ADAMS (0233).

Cancel OK

Below is an example of the email employees will receive when they get their Employee Self-Service email for the first time.



Also from the Login Management screen, you can easily see who has logged into Employee Self-Service. The column for Security Questions will display as either "Yes" or "No." If Security Questions says "No," the employee has not logged in.

Employee Self-Service

Login Management

Generate/Print Report

Allow Logins by non-active employees: Yes

Active Employees Search or Make Selection is equal to Value Search (0)

Batch Actions

Select	Employee	Status	Access Profile	Security Questions	Hire/Rehire Date	Birthdate	Email Address	Username	One Time Password	ESS Access	Actions
<input type="checkbox"/>	WHITE, SANDRA (A002)	A	Active Employees	No	2001-05-31	05/08/1977		00527A002	3c86611a	Enabled	Actions
<input type="checkbox"/>	SMITH, GREG (A003)	A	Active Employees	No	2014-01-01	09/03/1975		00527A003	3c866527	Enabled	Actions
<input type="checkbox"/>	ROBERTSON, ROBERT (A004)	A	Active Employees	No	2003-05-23	09/03/1975		00527A004	3c8668e1	Enabled	Actions
<input type="checkbox"/>	COOPER, KAYLA (A006)	A	Active Employees	Yes (Clear)	2005-06-11	10/20/1981	Work: noreply@paycomonline.com	00527A006	Paycom123	Enabled	Actions
<input type="checkbox"/>	SMITH, KATIE (A007)	A	Active Employees	No	2007-02-06	09/19/1977		00527A007	3c86755f	Enabled	Actions
<input type="checkbox"/>	DAVIS, CASSIE (A008)	A	Active Employees	No	2001-08-22	08/01/1964		00527A008	3c867974	Enabled	Actions

Also, if the “One Time Password” is a random alphanumeric combination, chances are the employee has not logged in.

Employee Self-Service

Login Management

Generate/Print Report

Allow Logins by non-active employees: Yes
Active Employees

Allow Employees to edit their information: Yes

Search or Make Selection is equal to Value Search (0)

Batch Actions

Select	Employee	Status	Access Profile	Security Questions	Hire/Rehire Date	Birthdate	Email Address	Username	One Time Password	ESS Access	Actions
<input type="checkbox"/>	WHITE, SANDRA (A002)	A	Active Employees	No	2001-05-31	05/08/1977		00527A002	3c86611a	Enabled	Actions
<input type="checkbox"/>	SMITH, GREG (A003)	A	Active Employees	No	2014-01-01	09/03/1975		00527A003	3c866527	Enabled	Actions
<input type="checkbox"/>	ROBERTSON, ROBERT (A004)	A	Active Employees	No	2003-05-23	09/03/1975		00527A004	3c8668e1	Enabled	Actions
<input type="checkbox"/>	COOPER, KAYLA (A006)	A	Active Employees	Yes (Clear)	2005-06-11	10/20/1981	Work: noreply@paycomonline.com	00527A006	Paycom123	Enabled	Actions
<input type="checkbox"/>	SMITH, KATIE (A007)	A	Active Employees	No	2007-02-06	09/19/1977		00527A007	3c86755f	Enabled	Actions
<input type="checkbox"/>	DAVIS, CASSIE (A008)	A	Active Employees	No	2001-08-22	08/01/1964		00527A008	3c867974	Enabled	Actions

Enter Missing Information

To enter missing information, simply click the blue hyperlink of the employee’s name to be taken to their employee menu.

Employee Self-Service

Login Management

Generate/Print Report

Allow Logins by non-active employees: No

Allow Employees to edit their information: Yes

Search or Make Selection is equal to Value Search (0)

Batch Actions

Select	Employee	Status	Access Profile	Security Questions	Hire/Rehire Date	Birthdate	Email Address	Username	One Time Password	ESS Access	Actions
<input type="checkbox"/>	ABRAHAM, JESSICA (1022)	A	Full-Time Employees	No	2018-04-11	04/07/1987		051061022	*****	Enabled	Actions
<input type="checkbox"/>	ADAMS, DYLAN (A016)	A	Full-Time Employees	Yes (Clear)	2015-07-06	07/14/1979	Work: dylan.adams@paycomonline.com Personal: dylan.adams@paycomonline.com	05106A016	*****	Enabled	Actions
<input type="checkbox"/>	ADAMS, FRANK (L099)	A	Full-Time Employees	Yes (Clear)	2015-07-06	11/30/2018	Work: frank.adams@paycomonline.com Personal: frank.adams@paycomonline.com	05106L099	*****	Enabled	Actions

You can select which form you need to update by using the blue hyperlinks below. You can enter their hire date, add position details and even upload an employee photo.

The screenshot displays the 'Employee Menu' for ADAMS, DYLAN (A016). The header includes 'Make Employee Changes' and 'Employee Menu'. The profile card shows a photo, name, status (ACTIVE W-2), department (Marketing (900)), hire date (07/06/2015), and a 'View Full Profile' link. A 'Select Form' dropdown is present. The menu items are as follows:

Employee Menu	
1	Demographics, Pay Rates and Taxes
2	Scheduled Earnings and Deductions
3	Dates and HR
4	Percentage Labor Distribution
5	3rd Party Payees
6	Accrual Information
7	Employee Photo
8	Custom Fields
9	Employee Self Service
10	Time and Attendance
11	View Timecard
12	Year-to-Date Totals
13	Employee Benefits
14	Dependents and Beneficiaries
15	Documents
16	Checklists
17	Year-End Tax Forms
20	Compensation and Performance History
21	Learning

Now you know how to use the Employee Self-Service Login Dashboard. For more information on Employee Self-Service, check out our other manuals on the Help Menu.