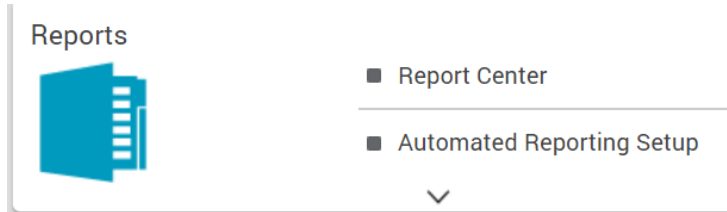


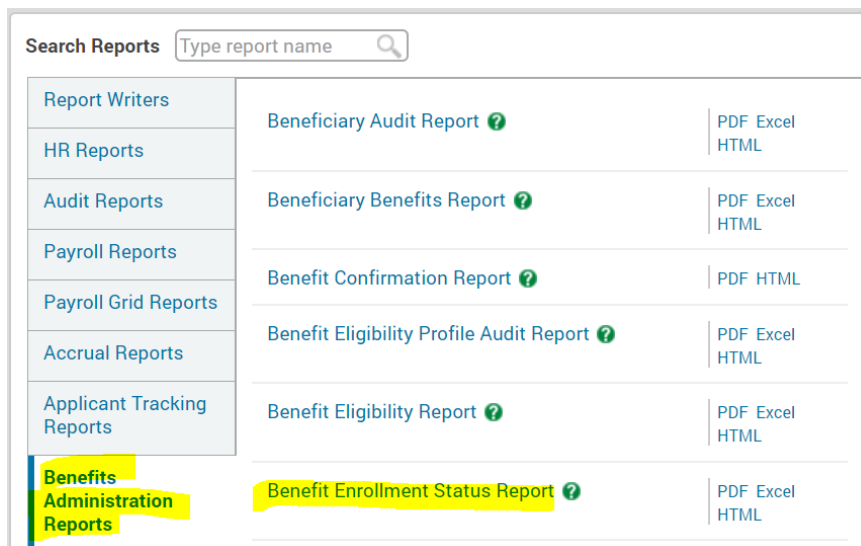
How to Pull Benefits Reports to Check Who has Enrolled

You will have access in Paycom to pull a report to help you track which of your employees have and have not yet enrolled in Paycom.

To do this, go to the Report Center:



You would choose Benefits Administration Reports. Then select the report called Benefit Enrollment Status Report.



Then just choose the date as a date during open enrollment, select excel, and click on Generate Report.

