



# INTRODUCING PAYCOM

Jay Peak is transitioning from ADP to Paycom, our new payroll and HR management system.

Paycom brings payroll, timekeeping, scheduling, time-off requests, onboarding, employee records, and other HR functions together in one place, giving employees and managers easier access to information and self-service tools.

## WATCH FOR YOUR LOGIN

Next week, you'll receive an email with your Paycom username and temporary password.

### Once you receive your login information:

- Log in and familiarize yourself with the system
- Review your personal and payroll information for accuracy

### Please verify:

- Contact information
- Emergency contacts
- Direct deposit information
- Tax withholding elections
- Pay rates
- Benefit and payroll deductions (will be uploaded in the coming weeks)

If you do not receive your login credentials by **Thursday, June 11<sup>th</sup>**, please contact HR.

## IMPORTANT PAYROLL CHANGES

**Pay dates are not changing.** Employees will continue to be paid every other Thursday.

### The payroll work week is changing.

- *Current schedule: Sunday through Saturday*
- **New Paycom schedule: Friday through Thursday**

Beginning **Friday, June 12<sup>th</sup>**, employees will clock in and out using Paycom.

## FIRST PAYCOM PAY PERIOD

**Pay Period:** June 12th - June 25th, 2026 | **Pay Date:** July 2nd, 2026

We will continue to provide additional information, instructions, and helpful tips as we get closer to the transition. We look forward to sharing more with you soon.

Please contact HR at [hr@jaypeakresort.com](mailto:hr@jaypeakresort.com) with any questions in the meantime.

