



Jay Peak is now utilizing Paycom for Payroll and HR Management.

IT'S IMPORTANT TO NOTE THAT ALL EMPLOYEE INFORMATION AND PAYROLL CHANGES MUST BE MADE BY YOU, INCLUDING MISSED PUNCHES, TIME OFF REQUESTS, AND DIRECT DEPOSIT CHANGES.

Below is a list of some features you can access with Paycom.



MOBILE APP OR WEBSITE

You can download the [Paycom app](#) on Android and iOS through your app store OR access the web portal at www.paycom.com.



INFORMATION

Go here to update your address, email, phone, emergency contacts, and more. You can also see your job title, hire date, and other HR-related info.



TIMECARDS | Time Management > Web Time Sheet Read Only

Here you can:

- » View hours you've punched and time off hours you have requested.
- » Add a missing punch or shift, by clicking 'Request New Punch'.
NOTE: The missing time will be shown in your timecard once your manager receives the request and approves it.
- » Delete a punch, by clicking on the punch time, and then 'Request Delete'.

At the end of a pay period, select 'Approve Pay Period' beneath your timecard so that your manager can review.



DIRECT DEPOSIT | Payroll > Direct Deposit

Here you can update or add to your direct deposit details.



TIME OFF BALANCES | Go to Time Off Requests > Time Off Balances

To request time off, click 'Add Time Off Request'. All requests go to your manager for approval/denial. Employees are notified once reviewed and your timecard will update to reflect approved time off.



PAYSTUBS & W-2S | Payroll Tab

Here you can view paystubs, pay rates, year end tax documents, adjust your tax withholdings, and more.

QUESTIONS?

Contact HR at hr@jaypeakresort.com