



# INTRODUCING OUR NEW PAYROLL SYSTEM MANAGEMENT TRAINING

We're excited to announce that Jay Peak is transitioning from ADP to Paycom. Paycom is our new payroll and HR management system. To help you get started, Paycom will be hosting live webinars to introduce you to the system and walk you through the key features you'll use as a manager.

## JOIN A LIVE WEBINAR - TWO OPTIONS

Choose the session that works best for you. Both are the same.



WEDNESDAY  
JUNE 3  
1:00P



THURSDAY  
JUNE 4  
1:00P

Attend from your computer. A link to the live meeting will be sent to you separately.



## LOGIN INFORMATION

Your Paycom login credentials and the webinar link will be sent to you separately prior to your session. Please watch for that email and save the information.



## IN THIS WEBINAR, YOU'LL LEARN:

- » Overview of Paycom and its key features for managers
- » Time Management - review timecards, approve hours, and edit time
- » Time Off Requests - review and approve employee time off
- » Applicant Tracking - review applicants, candidate progress, and communication
- » Scheduling
- » Personnel Action Forms

We look forward to using Paycom to streamline payroll, time management, HR tasks and communication and help us all save time and support our teams more effectively with a modern, user-friendly experience.

## QUESTIONS?

Please reach out to HR at [hr@jaypeakresort.com](mailto:hr@jaypeakresort.com)

