

Paycom Learning Fact Sheets

All training for JNCS staff will be completed through Paycom Learning. You can register for an instructor-led training or complete a self-study course by logging in to your Paycom portal. Paycom Learning makes it easier for you to register for trainings, access training materials, and keep track of your certifications.

Please review these instructional fact sheets to start using Paycom Learning.

How to Use Paycom Learning

1. How to Log In to Paycom
2. How to Clock-In Hours for Training
3. Introduction to the Paycom Learning Dashboard
4. How to Register for Instructor-Led Trainings
5. Logging in to an Instructor-Led Training
6. How to Take Self-Study Courses
7. How to Take Self-Study Courses with External Links - Workplace Violence Prevention Policy
8. How to Take Self-Study Courses with External Links - Sexual Harassment & Discrimination Prevention Training

Additional Help

9. How to Upload a Certification
10. How to Complete a Course
11. How to use HD Meeting for Instructor-Led Online Trainings
12. How to Take Tests for Training Courses
13. How to Change Language Preferences in Paycom





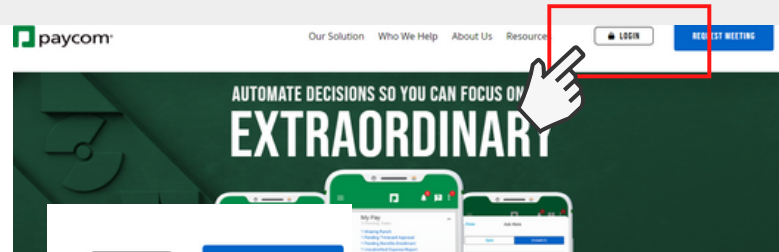
How to Log In to Paycom

Paycom is a necessary tool that it is used throughout the entire organization. Please take the time to get to know the site. It can also be downloaded on your phone.

1

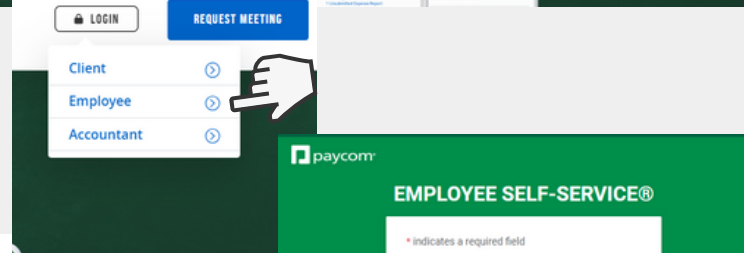
Go to **Paycom.com**

Click **“Login”**



2

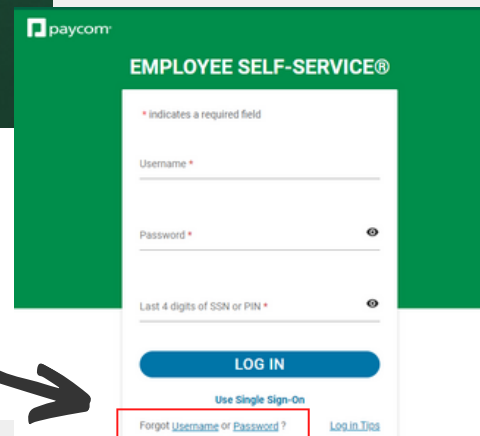
Choose **“Employee”**



3

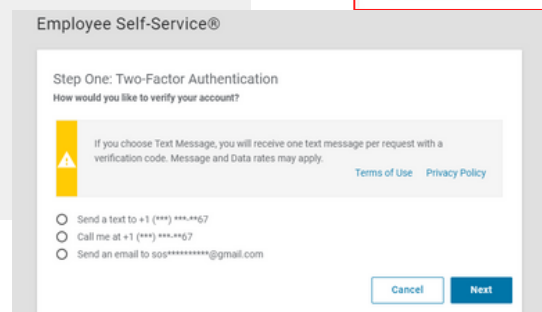
Input your **username**, **password**, and the **last 4 digits of your SSN**

Note: If you forgot your credentials, please click **Forgot Username or Password** link.



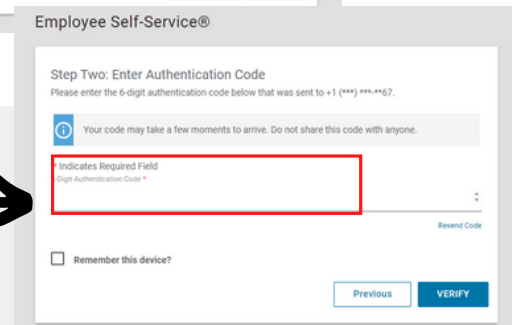
4

Choose an option to **verify** your account, a text message or email notification.



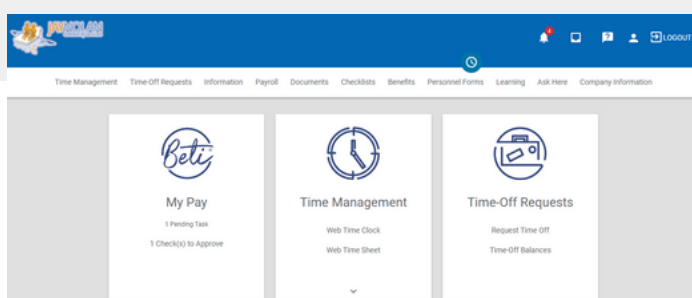
5

Once the 6-digit authentication **code** has been received, enter the numbers in the designated area.



6

All done! Welcome to Your Homepage.

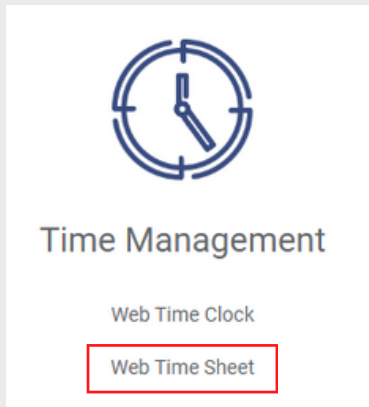




How to Clock-In Hours for Training

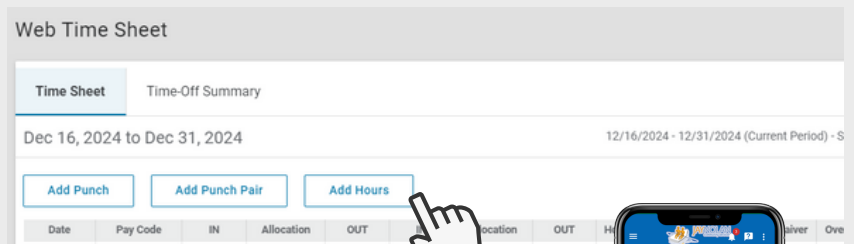
1

Log in to Paycom.
Under the Time Management tab, click **"Web Timesheet"**

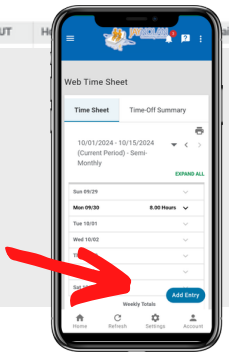


2

Select the tab **"Add Hours"**



Note: If using mobile device click on **Add Entry**, then click Add Hours.



3

Input the **date** of the training - You can always click on the calendar to the side of the date to change the date.

Add Hours

Day(s) to Exclude Weekends

Pay Code Hours

Click on **Pay Code** and select Training (TRG).

Allocation

Department Sub-Department

Division Training - [TRN]

Supervisors

Add Comment

Hours will vary depending on training, please confirm with trainer or supervisor for correct hour input.

Note: Allocation information is different for each person, if you do not know your department, sub-department or division please leave empty.

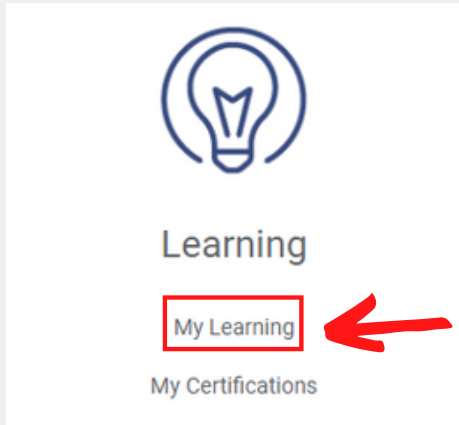
Comment will vary depending on training, please input the correct training name or self-study.

Click on **shift** and select Training (TRN).



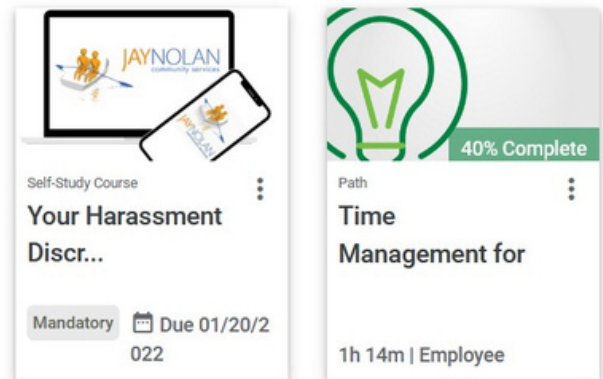
Introduction to the Paycom Learning Dashboard

- Log in to Paycom.
- Search for Learning.
- Then click **My Learning**.



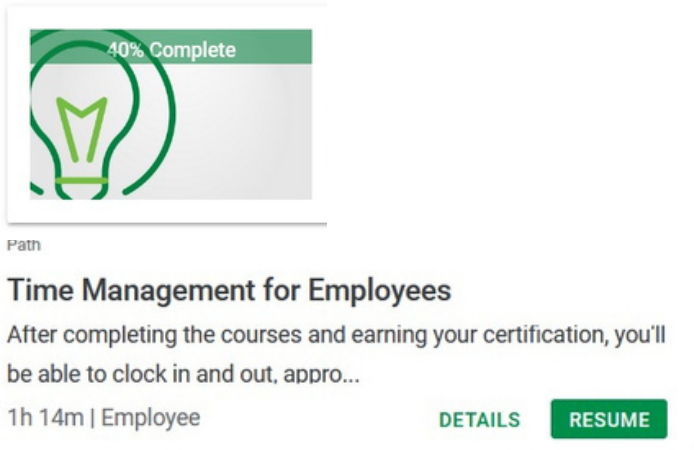
Assigned Learning: Courses you are registered for or have been assigned to you.

Assigned Learning



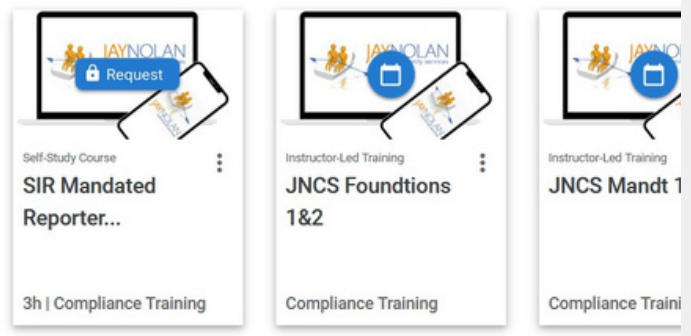
Resume Learning: Courses that you started but not yet completed.

Resume Learning



Browse Available Learning: Live required training classes you can register for, or self-study classes you can take on demand through Paycom.

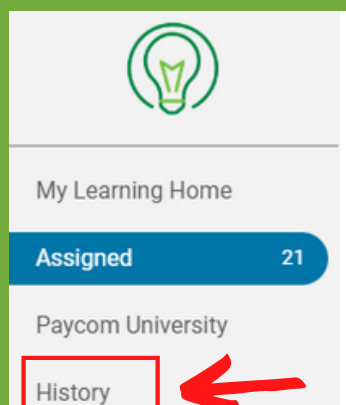
Browse Available Learning



History

Click on "History" in the menu on the left of your screen.

History reflects all of your previously completed classes and certificates, and their completion dates.

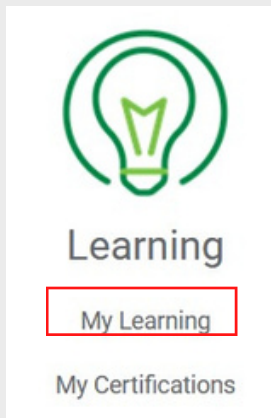




How to Register for Instructor-Led Trainings

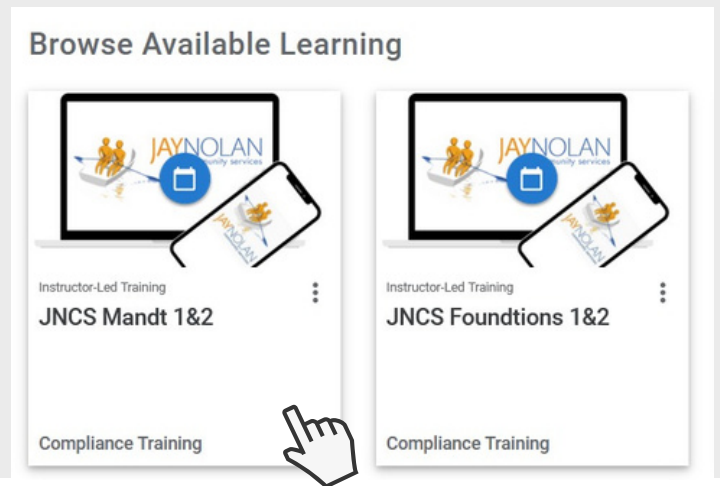
1

Log in to Paycom.
Under the Learning tab, click "My Learning"



2

Select the course you want to register for under "Browse Available Learning"



3

Request the time slot that works best for you. Check your emails for approval confirmation.

Available Sessions

Session Location	Status	Date/Time	Enroll
Virtual	Available	01/05/2022 - 01/05/2022 10:00 AM - 2:00 PM (PST)	
Virtual		01/06/2022 - 01/06/2022 10:00 AM - 2:00 PM (PST)	

Note: Be sure to **confirm the time slot with your supervisor** before registering.

You are good to go!

DO NOT PRESS START BEFORE THE SCHEDULED CLASS TIME.

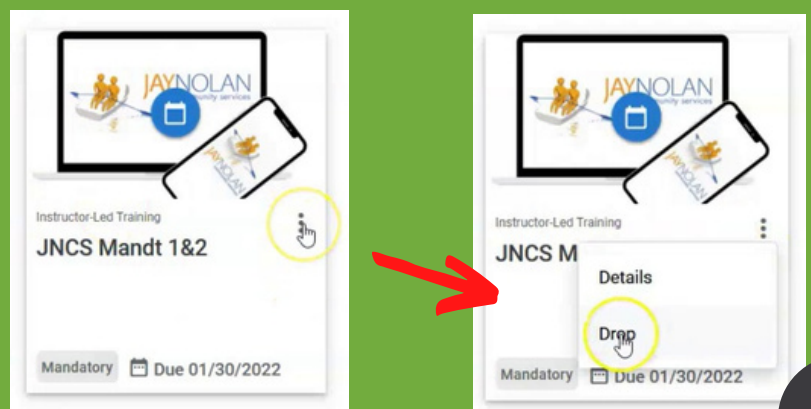
This will prevent you from being able to drop the class if you need to reschedule.



Need to Reschedule?

If you need to reschedule, find the class in your "Assigned Learning." Press the 3 dots in the class and click "Drop Class" to cancel your registration.

Now you can register for a different time slot.



4



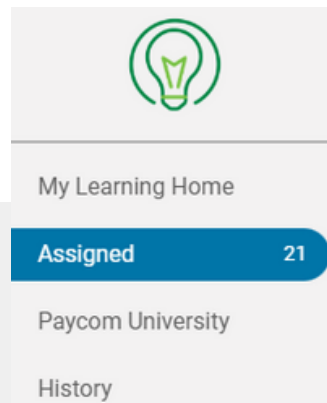
Logging in to an Instructor-Led Training

IMPORTANT: It is **HIGHLY RECOMMENDED** to take Paycom Training Classes on a computer desktop or laptop, **NOT** on a mobile device. Paycom and HD meeting must be open at the same time.

- ★ If you do not have access to a desktop or laptop computer, please check with your supervisor to arrange a workspace for you to take the class.
- ★ If you must use a mobile phone, please make sure you are able to open your HD meeting and Paycom at the same time.

1

Log in to Paycom.
Go to Learning.
Then click **My Learning**.

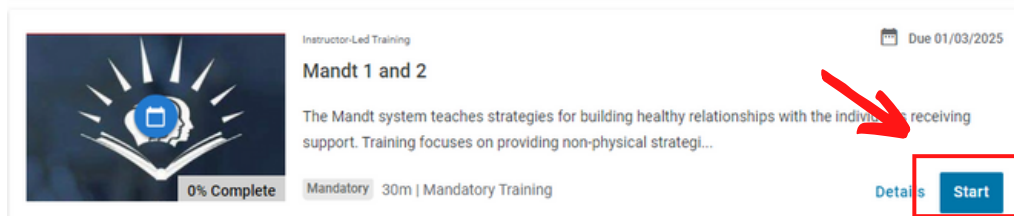


2

In the Paycom Learning Dashboard click on **"Assigned"**

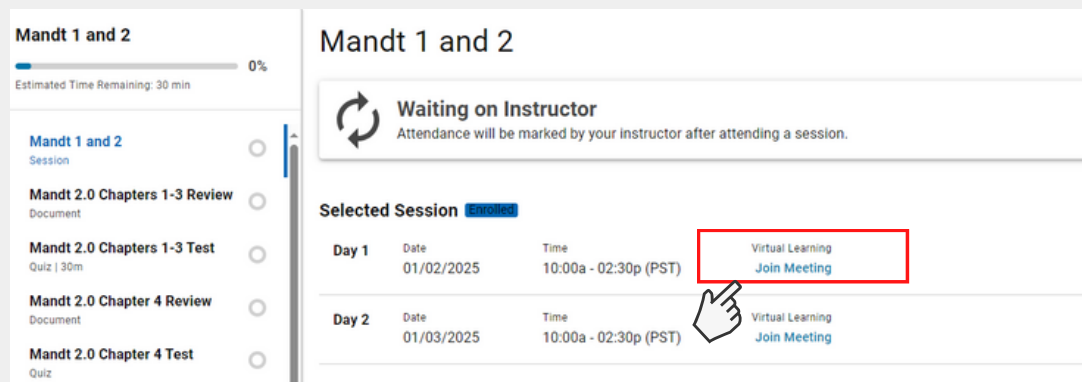
3

Look for the assigned training and click **"Start"**



4

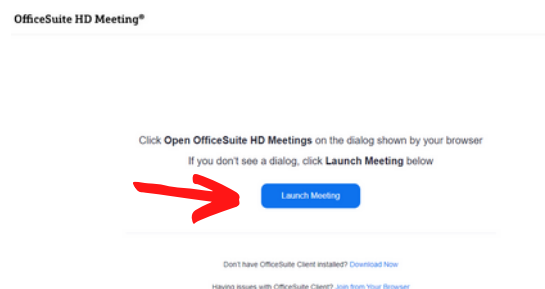
In the session tab you will see "Waiting on Instructor," please click the link **JOIN MEETING** on the day of to join.



Note: Please do not take the tests ahead of time!

5

Launch meeting through HD while also having the Paycom tab open.

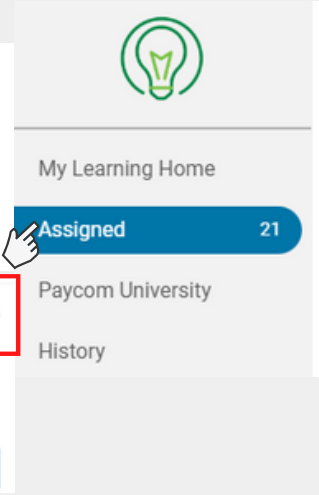




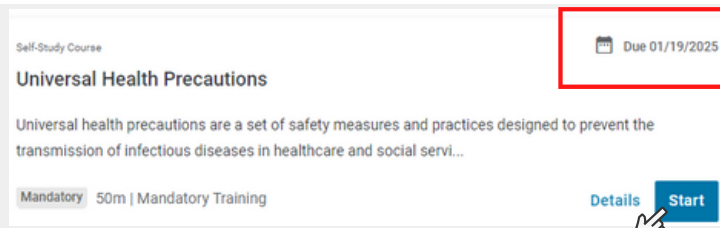
How to Take Self-Study Courses

Some training classes are 'Self-Study Courses.' You are automatically enrolled and can complete them at your own pace before the due date. To take a Self-Study course:

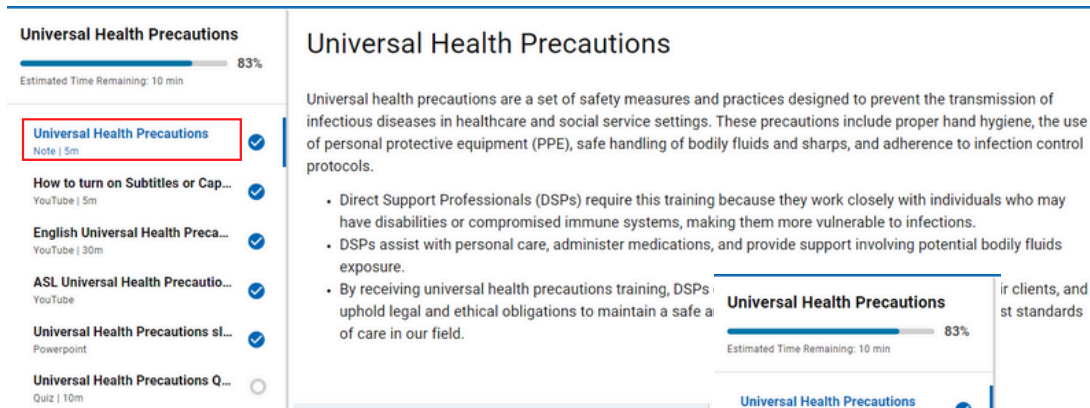
1 Log in to **Paycom**.
Go to **Learning**, then click **My Learning**.
Click on **"Assigned"**



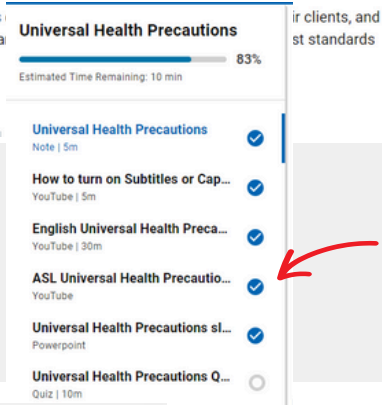
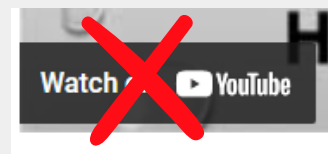
2 The **"Due Date"** is at the top.
Click **"Start"** to begin the training.



3 Open the first section in the **Menu on the left-hand side** and review the description and purpose of the training.



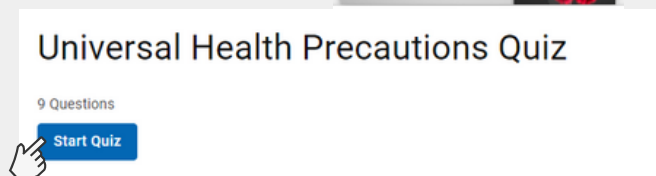
4 **Watch the videos directly in Paycom.** Avoid clicking "Watch on YouTube," as Paycom will not mark the video as completed with a blue checkmark.



5 Review PowerPoint **presentation(s)** before taking the test.



6 Click on **"Start Quiz"** and begin.



Make sure to click on all the tabs on the menu and clock-in hours for training.



How to Take Self-Study Courses with External Links

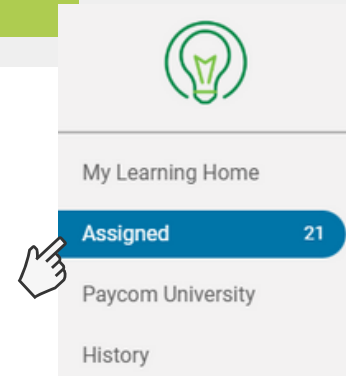
Some training classes are 'Self-Study Courses.' You are automatically enrolled and can complete them at your own pace before the due date. To take a Self-Study course:

Self-Study courses with external links are limited to **Sexual Harassment and Discrimination Prevention Training and Workplace Violence Prevention Policy.**

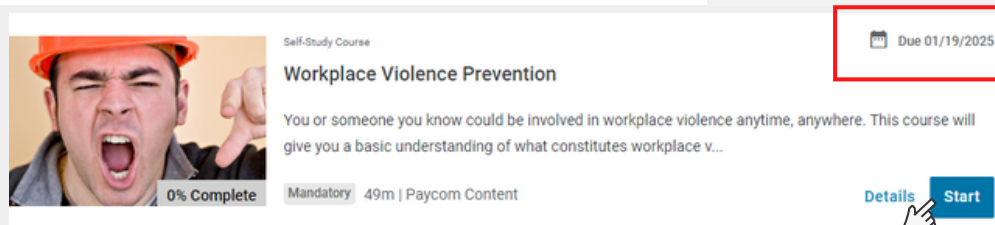
Note: Please use a computer or laptop for this training, as these specific courses cannot be completed on a mobile device.

Workplace Violence Prevention Policy

- Log in to **Paycom.**
Go to **Learning**, then click **My Learning.**
Click on **"Assigned"**



- The **"Due Date"** is at the top.
Click **"Start"** to begin the training.



- Click **"Start,"** this will take you to an external website.



- Follow along with the course on your computer or laptop. After successfully **passing the test** at the end, log in to Paycom to confirm you have completed the course. **There is no certificate.**



Make sure you have the time available to complete the course in one sitting.



How to Take Self-Study Courses with External Links

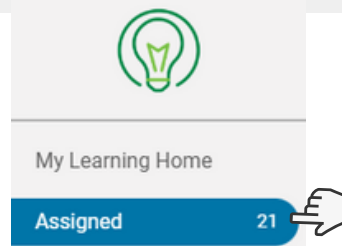
Some training classes are 'Self-Study Courses.' You are automatically enrolled and can complete them at your own pace before the due date. To take a Self-Study course:

Self-Study courses with external links are limited to **Sexual Harassment and Discrimination Prevention Training and Workplace Violence Prevention Policy.**

Note: Please use a computer or laptop for this training, as these specific courses cannot be completed on a mobile device.

Sexual Harassment and Discrimination Prevention Training

- 1 Log in to **Paycom.**
Go to **Learning**, then click **My Learning.**
Click on **"Assigned"**



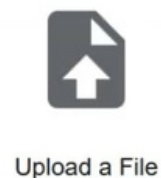
- 2 The **"Due Date"** is at the top.
Click **"Start"** to begin the training.



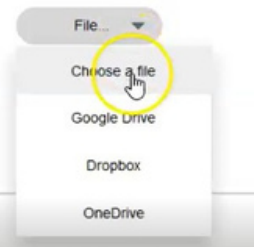
- 3 Open the second slide in the **Menu** and review the instructions and technical requirements.
Click on the **URL / website link** provided to begin the training. You can take the course in whichever language you are most comfortable with.



- 4 Follow along with the course. Make sure you have the time available to complete the course in one sitting. **Download your certificate when finished.**



- 5 **Upload** your certificate to receive credit. Make sure to click **"confirm"** to finalize your submission.



- 5 Return to the class on Paycom Learning and click on the third slide in the menu titled **"Upload your Certificate."**



How to Upload a Certificate

ONLY for Sexual Harassment Prevention Training and Uploading Outside CPR Certificate

Download your course certificate after you complete a Self-Study Course. When saving the file to your computer, **add your full name** to the file name.

1



2

Return to the class in Paycom Learning and click on the third slide in the menu titled "Upload your Certificate"



3

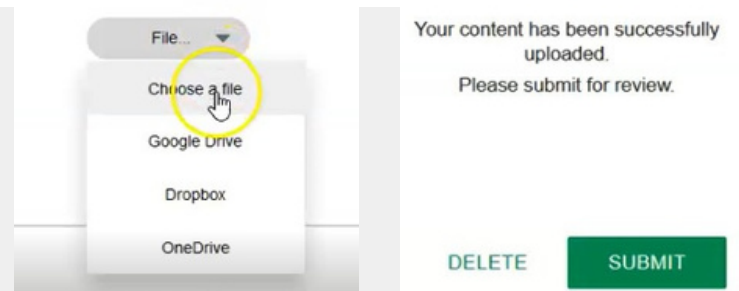
Click on "File..." and "Choose File."
Browse to the location where you saved your course certificate.

Select the certificate and click "Open."



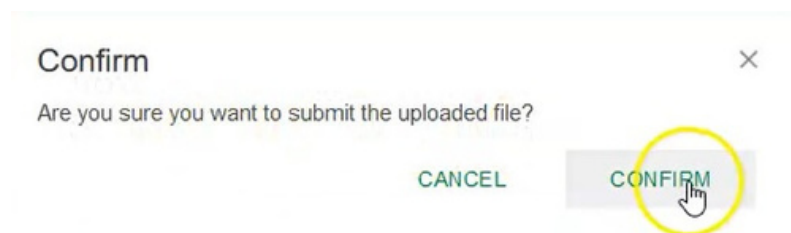
4

Double check that you have uploaded the correct file, then click "Submit."



5

Click "Confirm" in the pop-up window to confirm your submission.



All done! You will receive a notice of approval or feedback by email within 7 days.

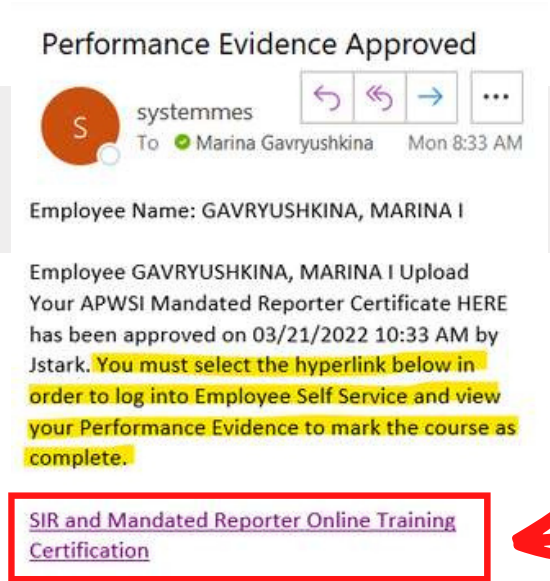


How to Complete a Course

Check your emails after training. **You MUST click the link** in the "Performance Evidence Approved" Email to complete your course.

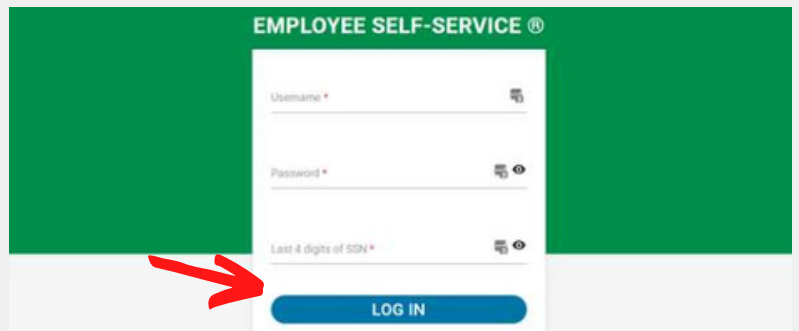
1

After your certificate or required form is approved by the Training Department, you will receive a "Performance Evidence Approved" email. Click the link in the "Performance Evidence Approved" Email.



2

Log in to Paycom and Review your Performance Evidence.

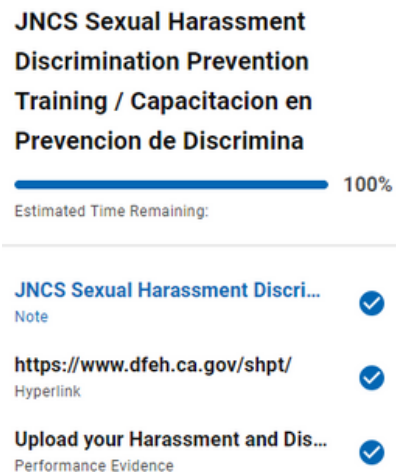


3

Every item in a course menu should be marked with a blue check mark.



Note: If you do not see a blue check mark, click on the tab. If your certificate was approved, this will make the check mark appear.



4

Check your emails for the "COURSE Completion Notification" email.



All done! You can check your 'History' in Paycom Learning to confirm 100% completion.



How to Use HD Meeting for Instructor-Led Online Trainings

1 10 minutes before your live class session, click **Join Meeting link** in your Paycom.

Mandt 1 and 2
Estimated Time Remaining: 30 min

- Mandt 1 and 2 Session
- Mandt 2.0 Chapters 1-3 Review Document
- Mandt 2.0 Chapters 1-3 Test Quiz | 30m
- Mandt 2.0 Chapter 4 Review Document
- Mandt 2.0 Chapter 4 Test Quiz

Mandt 1 and 2

Waiting on Instructor
Attendance will be marked by your instructor after attending a session.

Selected Session **Enrolled**

Day	Date	Time	Virtual Learning Join Meeting
Day 1	01/02/2025	10:00a - 02:30p (PST)	Virtual Learning Join Meeting
Day 2	01/03/2025	10:00a - 02:30p (PST)	Virtual Learning Join Meeting

2 You will have the option of downloading the **HD Meeting app** or to open in browser. Choose which you prefer.

Confirm Request

Would you like to continue to download OfficeSuite HD Meeting to this computer?

OK Cancel

If you already have HD Meeting installed, it will open automatically.

3 When prompted, enter your **full name** and your **email address**. This helps the trainers keep track of attendance.

Enter your name

Vanessa Lewis - vlewis@jaynolan.org

Remember my name for future meetings

YOUR NAME **EMAIL ADDRESS**

Join Meeting Cancel

Click **"Join Meeting"** to join the class.

4 Use the **chat box** to interact with the trainer and other participants.

Use the **menu** at the bottom of your screen to adjust your audio and video settings, and or leave the session.

Raise Hand yes no go slower go faster more

OfficeSuite HD Meeting Group Chat

To: Everyone

Type message here...

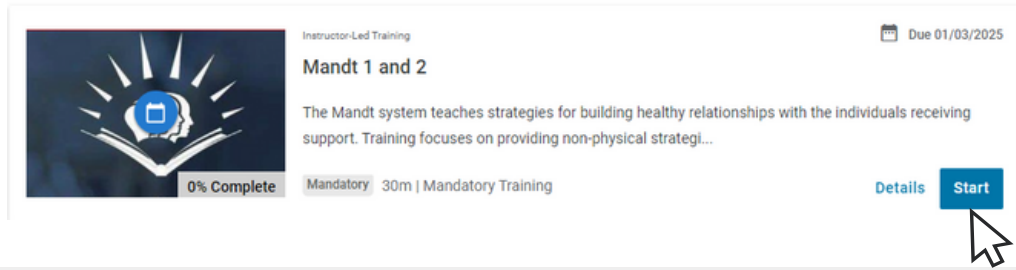
Unmute Start Video Invite Participants Share More Leave Meeting



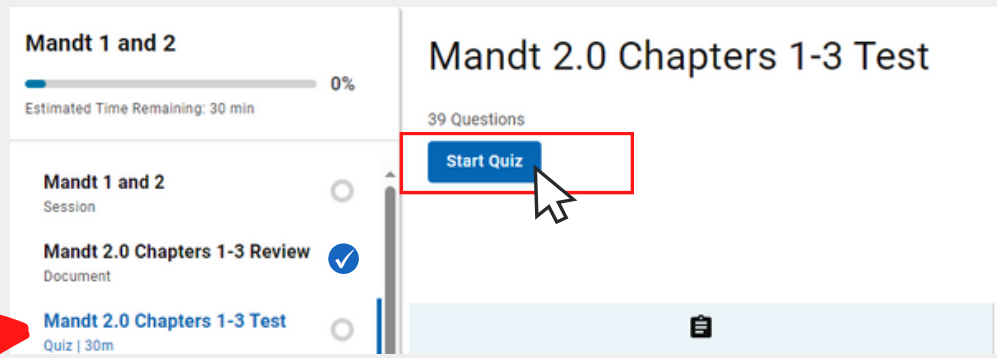
How to Take Tests for Training Courses

Instructor-Led Trainings

1 On the day of an instructor-led training log in to Paycom and click on the assigned course.



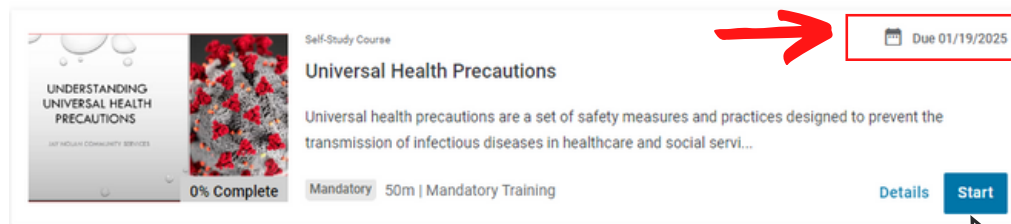
2 When trainer instructs you to take the test, please follow directions as to which test to select and click **"Start Quiz"**



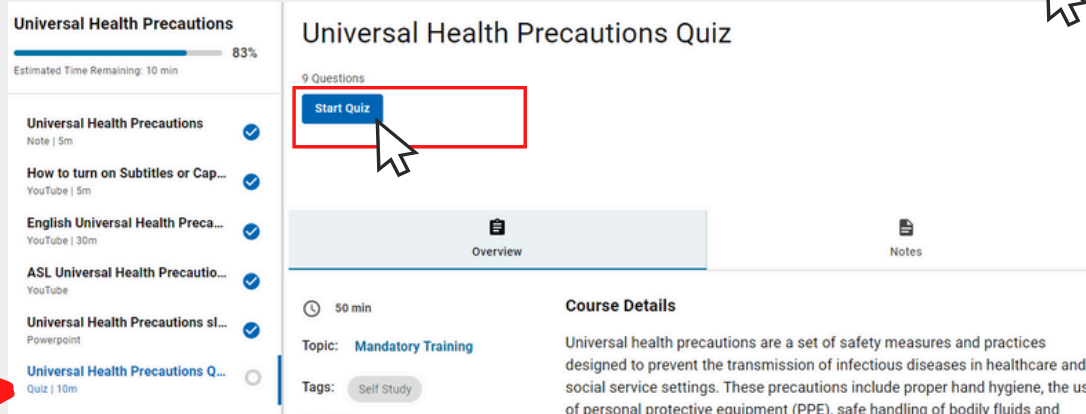
Note: Please do not take the tests ahead of time. If you fail a question, you will have to retake the entire test.

Self-Study Courses

1 Click on the assigned self-study course located in your My Learning Dashboard.



2 After watching the required videos and reviewing the material select the tab that reads quiz and click **"Start Quiz"**



Note: Self-Study courses and quizzes can be taken at your own time but before the due date.

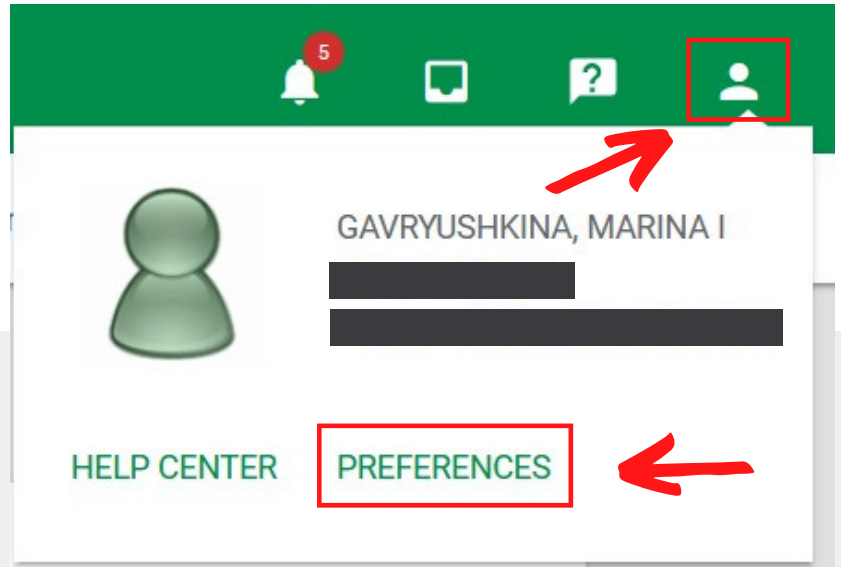


How to Change Language Preferences in Paycom

1

Log in to the Paycom app.

Click on the person icon at the top right corner of the page. This will bring up your account information.



2

Click "Preferences"

3

Scroll down to "**Language Preference**" and use the drop-down menu to select your preferred language.

Language Preference

Set Language Preference

English

English
Español

4

To finalize the change, click "Update" at the bottom of the page.

CANCEL

UPDATE

All done!

Your Paycom dashboard should now appear in your preferred language.