

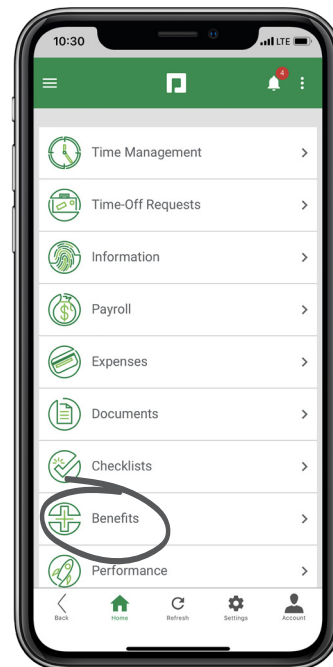
SHOW ME HOW

to Add a Qualifying Event
Benefits



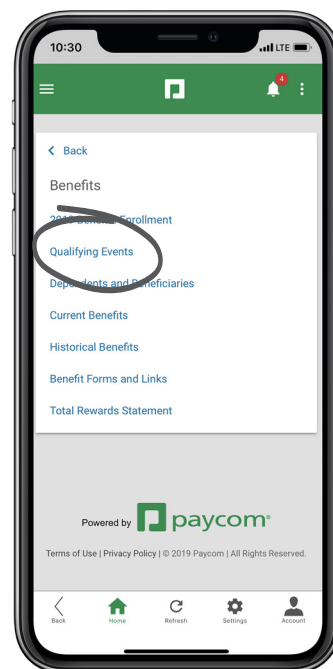
STEP 1

Log into Employee Self-Service® from the Paycom app. Then, click "Benefits."



STEP 2

Then, click "Qualifying Events."



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



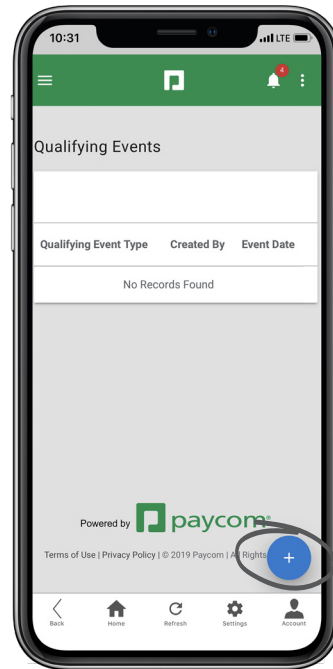
SHOW ME HOW

to Add a Qualifying Event
Benefits



STEP 3

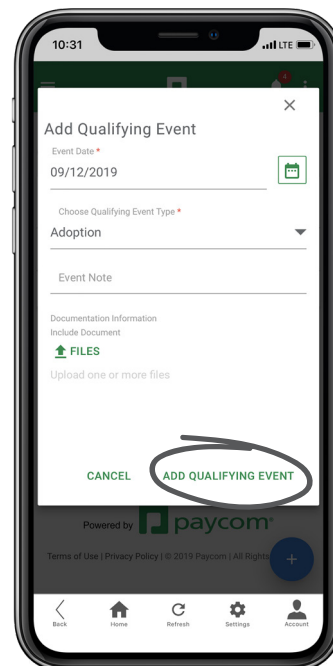
Now, click the plus sign icon on the bottom right of the screen.



STEP 4

Add the Event Date, Type and any additional notes or fields. Then, click "Add Qualifying Event."

Your employer will review your qualifying event and approve it or follow up for more information.



EMPLOYEES

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