

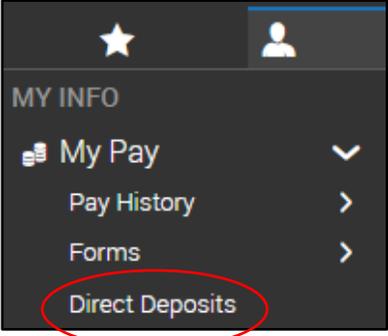
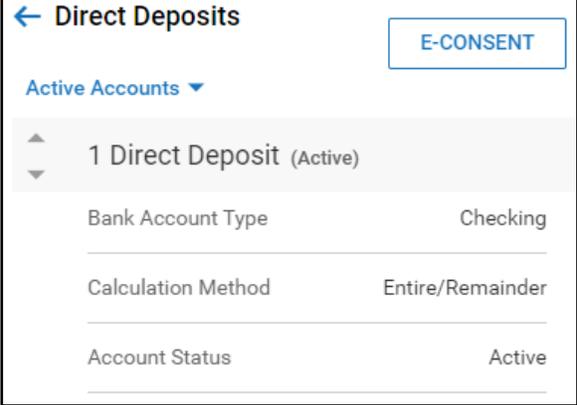
PaycoHCM Tips and Tricks: E-Consent and Notification Preferences

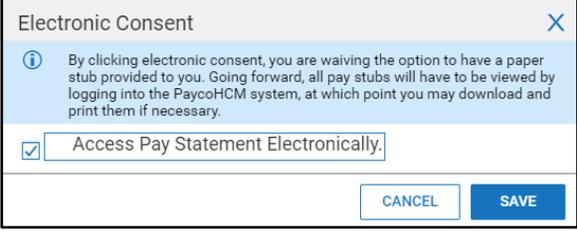
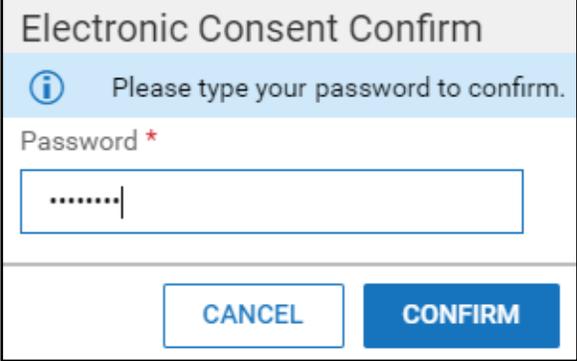
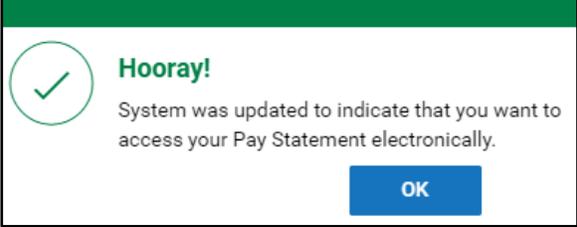
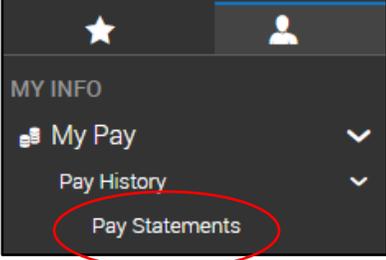
You know that PaycoHCM makes it easy for you, but did you know that managing pay statements and notifications is easy for your employees too?

As you know, different employees have different preferences when it comes to things like pay stubs and notifications. With PaycoHCM, one size does not have to fit all, and the task of managing employee preferences does not have to fall entirely on HR.

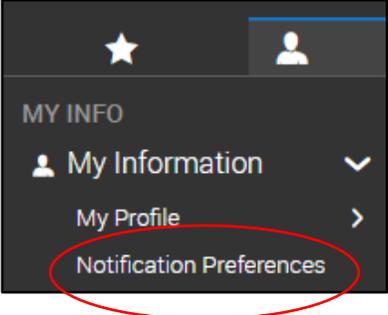
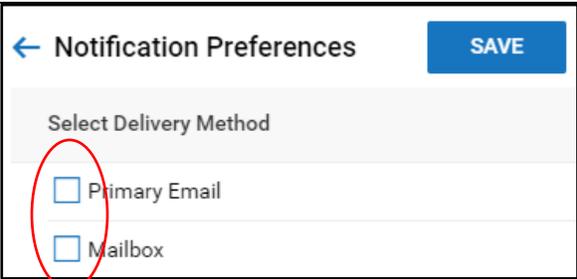
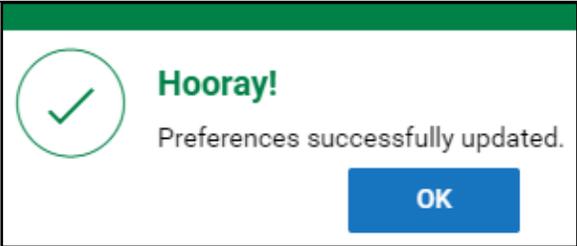
- With *E-Consent* enabled, employees with a net direct deposit can choose whether or not to receive a paper pay statement.
- With *Mailbox* settings enabled, employees can choose whether to receive notifications via email, their HCM mailbox, or both.

E-Consent for Pay Statements:

<p>1. From the My Info menu, navigate to <i>My Pay > Direct Deposits</i>.</p>	
<p>2. Click E-CONSENT in the top right of the screen.</p>	

<p>3. Read the disclaimer. If the terms are acceptable, check the box for <i>Access Pay Statement Electronically</i> and click SAVE.</p>	
<p>4. Enter your password and click CONFIRM.</p>	
<p>5. Click OK on the success message.</p>	
<p>6. From the My Info menu, navigate to <i>My Pay > Pay History > Pay Statements</i> to view, download, or print a pay statement.</p>	
<p>7. If at any time you wish to begin receiving paper stubs again, repeat the steps above, and uncheck the box for <i>Access Pay Statement Electronically</i>.</p>	

Notification Preferences:

<p>1. From the My Info menu, navigate to <i>My Information</i> > <i>My Profile</i> > <i>Notification Preferences</i>.</p>	 <p>A screenshot of a mobile application menu titled 'MY INFO'. It contains three items: 'My Information' with a dropdown arrow, 'My Profile' with a right-pointing arrow, and 'Notification Preferences' which is circled in red.</p>
<p>2. Select whichever delivery method you prefer (both can be selected) and click SAVE.</p>	 <p>A screenshot of the 'Notification Preferences' screen. At the top, there is a back arrow, the title 'Notification Preferences', and a 'SAVE' button. Below the title is a section 'Select Delivery Method' with two options: 'Primary Email' and 'Mailbox', each with an unchecked checkbox. Both checkboxes are circled in red.</p>
<p>3. Click OK on the success message.</p>	 <p>A screenshot of a success message. It features a green checkmark icon in a circle on the left. To the right, the text reads 'Hooray!' in bold green, followed by 'Preferences successfully updated.' in a smaller font. At the bottom right, there is a blue button with the text 'OK'.</p>