Employee Self-Service with Paycom

Employee Self-Service allows you to manage your personal information, pay stubs, tax forms, leave requests and more.

There are 3 easy ways to access Employee Self-Service.

1. Download the Paycom App

Follow these simple steps on your iOS or Android device:

1. Search "Paycom" on the App Store® or Google Play®
2. Download the Paycom app. *
3. Enter your UCO email address (example: bbroncho@uco.edu).
4. When directed to the UCO authentication page, enter your UCO email address and UCO password.**
5. Click "Login."

* Important note for first-timers: The first time Paycom is accessed by UCO employees the following will happen: (1) Employees will be prompted to select and create five security questions, and (2) Employees will be prompted to verify or enter personal information.

** Authentication via the Paycom app: Paycom app provides employees login options for accessing their information. Through the mobile Paycom app employees can: (1) Log in using their UCO credentials; (2) Log in through Quick Login. If an employee enables Quick Login, it allows a 4-digit PIN, fingerprint, or facial recognition to access employee information stored in Paycom, depending on your mobile device's capability.

2. Go to **employee.uco.edu**.

You can also visit employee.uco.edu on your desktop, laptop or mobile device. This will also directly connect you to the Paycom Employee Self-Service web interface.
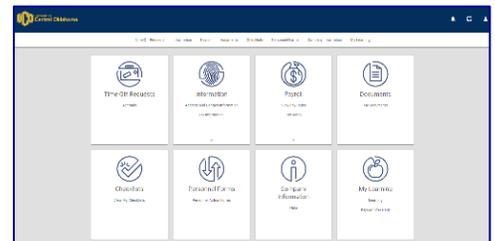
3. Log in to UCONNECT and visit the **Employee Tab**.

On the "Employee" tab you will find links directing you to Paycom Employee Self-Service. Here you will find tiles allowing you to manage or review your personal information.

Assistance

If you need assistance with our new Employee Self-Service, please email hr@uco.edu.