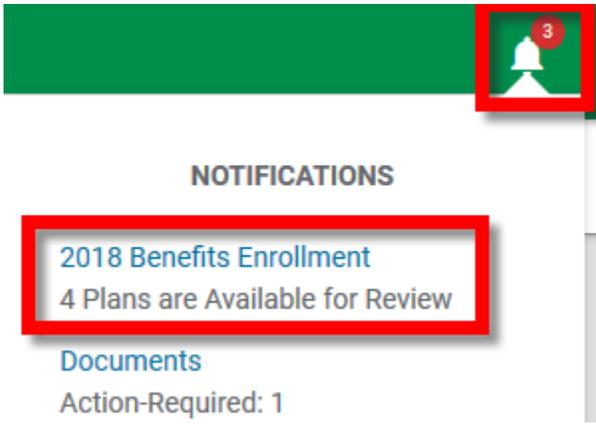


CHANGE 403B AMOUNT

The following steps should be followed after you have successfully logged into Paycom.

Step 1: Click on the “bell” icon on the right side of your home screen to get to the Notifications Center, click on the current year “20XX Benefits Enrollment.”



Step 2: Click on “Retirement”



Step 3: The plan that you are currently enrolled in will automatically be checked. Enter a new amount.



Step 4: Scroll down and click “Enroll.”



Step 5: Click on “Finalize.”

Current 2018 Benefits

403B Tiaa Cref Catch Up	
Pre-Tax	Yes
Effective Date	Status
01/01/2018	Approved
\$231.00	

HSA Employee - Family	
Employer Cost	Pre-Tax
\$0.00	Yes
Effective Date	Status
01/01/2018	Approved
Coverage	
\$4900.00	
Annual Benefit	\$204.17

403B Tiaa Cref	
Pre-Tax	Yes
Effective Date	Status
05/04/2018	In Progress
\$711.55	

✓ Retirement Catch Up \$231.00

✗ HSA Employee Catch Up \$0.00

✓ HSA Employee - Family \$204.17

✓ Retirement \$711.55

REVIEW

FINALIZE

Step 6: Verify that the amount is correct and scroll to the bottom and click on the “Sign and Submit.”

Enrollment Submission



Please review your enrollment. When complete, press sign and submit.
This will complete enrollment.

CANCEL

SIGN AND SUBMIT

Step 7: Your requested benefit change will appear under “Current Benefits” from the Benefits tile.



Benefits

2018 Benefit Enrollment

Qualifying Events

Dependents and Beneficiaries

Current Benefits

Historical Benefits

Benefit Forms and Links

Current 2018 Benefits

403B Tiaa Cref	
Pre-Tax	Yes
Effective Date	Status
05/04/2018	Requested
\$711.55	