

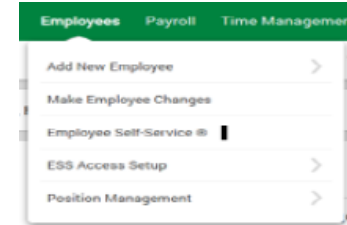


***The Arc***<sup>™</sup>

*Central Chesapeake Region*

**PAYCOM INSTRUCTIONS:  
Access Pay Stubs & W2's**

# Select “Employees” – “Employee Self-Service”



# Click on “Employee Name”

<input type="checkbox"/>	[REDACTED] (0001)	A	Active Employees - ENG
<input type="checkbox"/>	[REDACTED] (0002)	A	Active Employees - ENG

# Click on “Year-to-Date Totals”

10	Time and Attendance	<a href="#">View Timecard</a>
11	Direct Deposit	
12	Year-to-Date Totals	
15	Documents	
17	Year-End Tax Forms	

# Click “Link” under "Check". This will be a PDF of the check Pay Stub.

**Form 12 - Check Totals and Listings**

This employee has not taken action on electing to receive electronic only copies of direct deposit vouchers

[Check Listings](#) [Year-to-Date Totals](#)

2020 [Check Listing Profile](#)

All Payroll Profiles for 01/01/2020 - 12/31/2020

Search

Select	Check	Check Date	Tax Profile	Net Pay	
<input type="checkbox"/>	██████████	01/03/2020	MD/MD/MD(1)	██████████	▼
				Total	██████████ ▼


# Click "Year-End Tax Forms"

- 9 Employee Self-Service @
- 10 Time and Attendance [View Timecard](#)
- 11 Direct Deposit
- 12 Year-to-Date Totals
- 15 Documents
- 17 Year-End Tax Forms
- 21 Learning

# Click the icon under "View W2 Form"

W-2

Search

Reporting Year	Company Name	W2 Box	W2 Box Value	W2 Posted Date	View W2 Form	Corrected Form
2020	THE ARC OF CENTRAL CHESAPEAKE REGION INC	<input type="text"/>	<input type="text"/>		N/A	
2019	THE ARC OF CENTRAL CHESAPEAKE REGION INC	<input type="text"/>	<input type="text"/>	01/10/2020		

[Submit](#)

The report can be opened or saved from here.

