



IT'S GO TIME

**Subject:** Payroll and HRMS Employee Self Service Provider Change

It's my pleasure to announce that we are changing how we process payroll and your Employee Self Service provider from Sage HRMS to Paycom, a comprehensive HR and payroll app. The switch to Paycom better aligns with our company culture of investing in our people, which includes providing our valued team members with the best technology and resources.

This was a decision made with you in mind. You'll find that Paycom offers you more functionality, and it's incredibly easy to use. Instead of having multiple logins and passwords, you'll have just *one* login to your Employee Self-Service tool, accessible 24/7 on desktop and mobile.

Paycom's Employee Self-Service tool will be your go-to spot for time and attendance, benefits enrollment, training and development, providing feedback and setting goals, for example. View pay stubs, tax information, vacation accruals and such from anywhere, at *any* time, all without having to contact HR.

We want to make sure everyone gets the full benefit of this tool, so we are mandating usage of the Paycom app. It's important that you feel confident using it, and one of the reasons we chose Paycom is the comprehensive training they will provide you!

HR will provide more detailed information soon. On behalf of the entire management team, thank you for your cooperation as we make the transition to Paycom. We're confident you will love it.

Sincerely,

Joey Chapman  
President

8/6/20