

SUBJECT: Update Shirt/Sweatshirt Sizes in Paycom

Hi everyone,

Employee Appreciation Day is coming up on March 3. Please make sure your shirt and sweatshirt sizes are correct in Paycom. As a reminder, to access this, log into Paycom, click "Information" and then "Additional Information." If the sizes listed are your current sizes, then you don't have to do anything. If you have to change the sizes, enter your current sizes and then click "Update" so that your changes save.

Please be sure to do this by noon on Friday, February 3.

Thank you!

Emily