

SHOW ME HOW

to Upload a Test Result

My Information

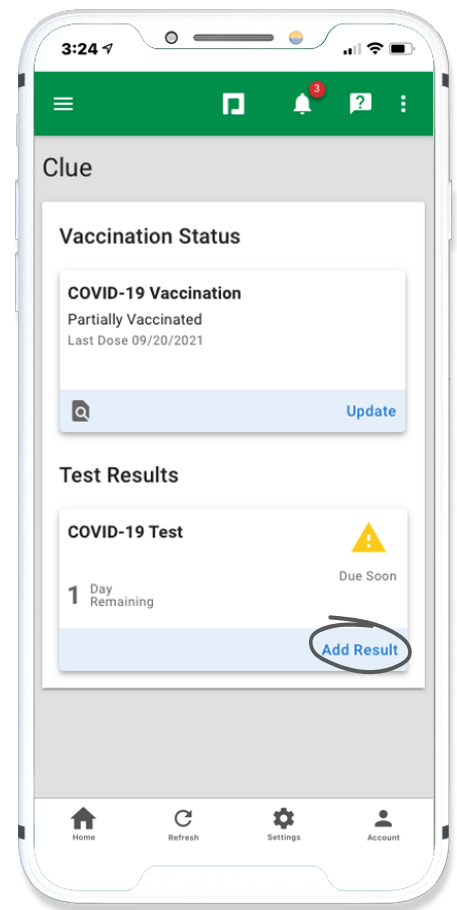
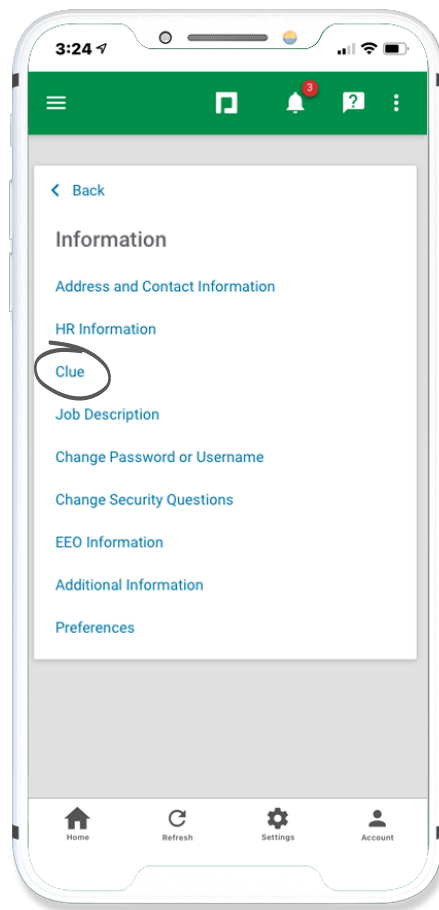
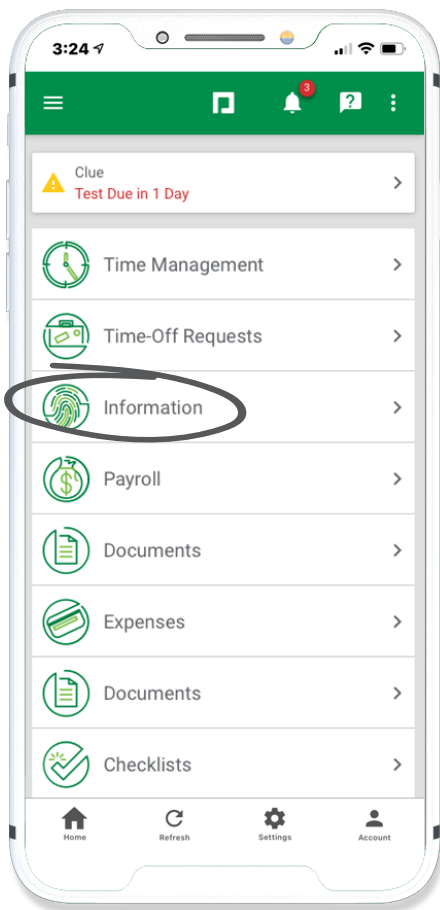


STEP 1

From the Paycom app, navigate to Information > Clue.

If present, you can also click the Clue™ banner at the top of Employee Self-Service®.

From the Clue screen, tap "Add Result."



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

to Upload a Test Result

My Information

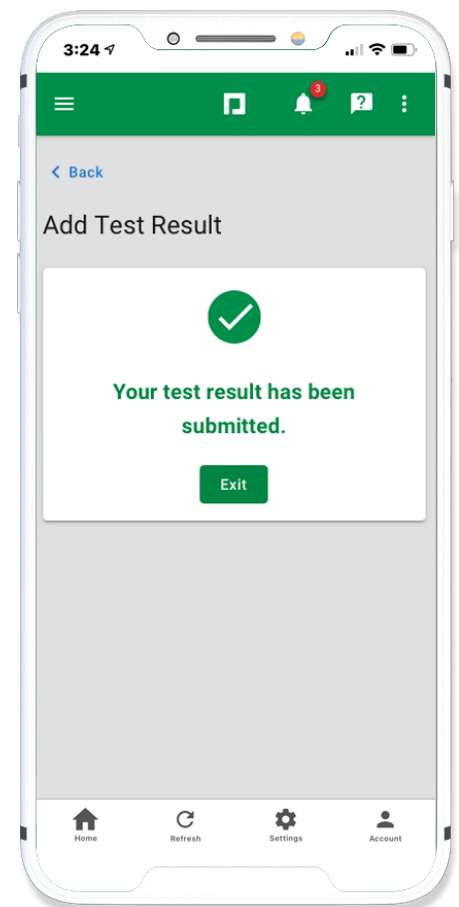
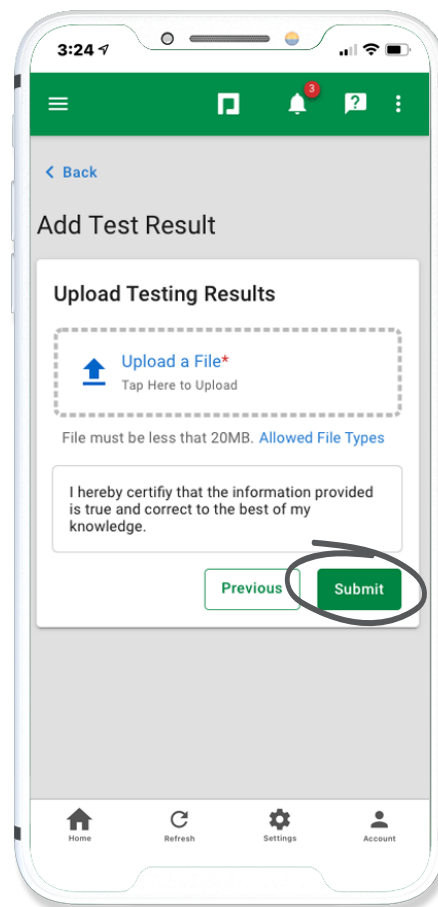
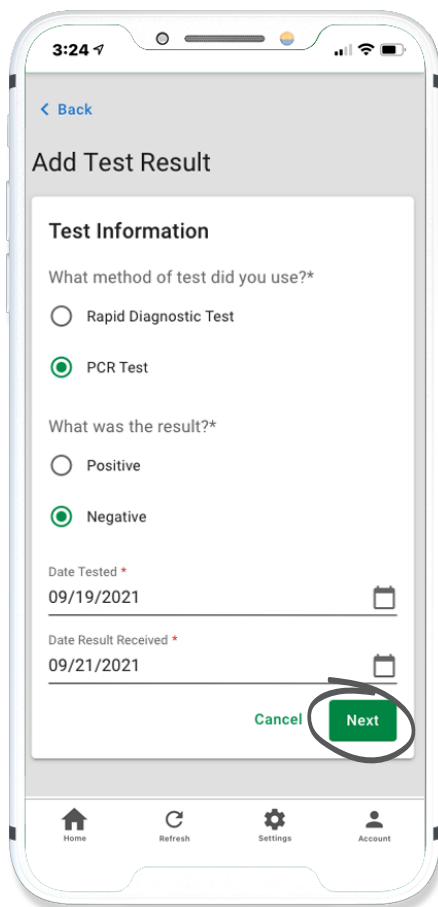


STEP 2

Answer each required question to specify the test method, the result and the applicable dates. When done, click "Next."

Tap the blue "Upload a File" hyperlink to upload your test result. When done, click "Submit."

Upon tapping "Submit," you'll see a confirmation message.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

