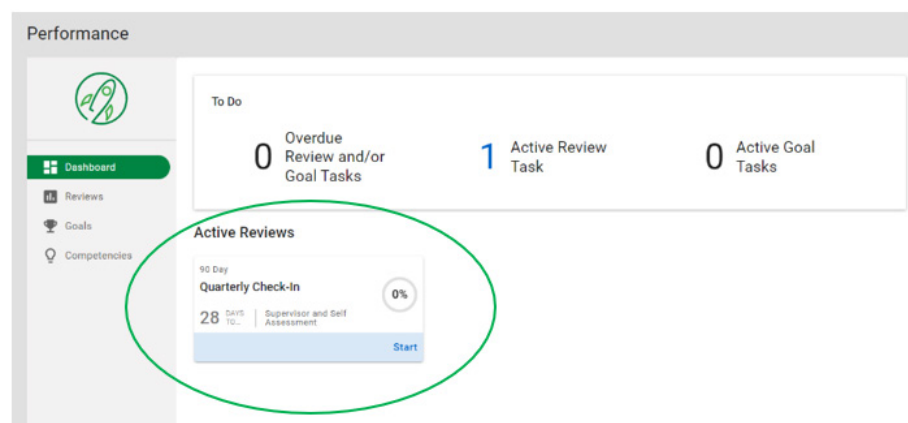# EMPLOYEES
QUARTERLY CHECK-INS IN PAYCOM

Paycom®

Starting in **June of 2023**, Quarterly Check-Ins (QCIs) will now be completed in **Paycom**! Completing your Quarterly Check-In can be done quickly and efficiently in both **Paycom** desktop and the **Paycom** app.

DESKTOP DIRECTIONS

To document on your Quarterly Check-In, navigate to the Performance tab in your **Paycom** Employee Self Service Login:
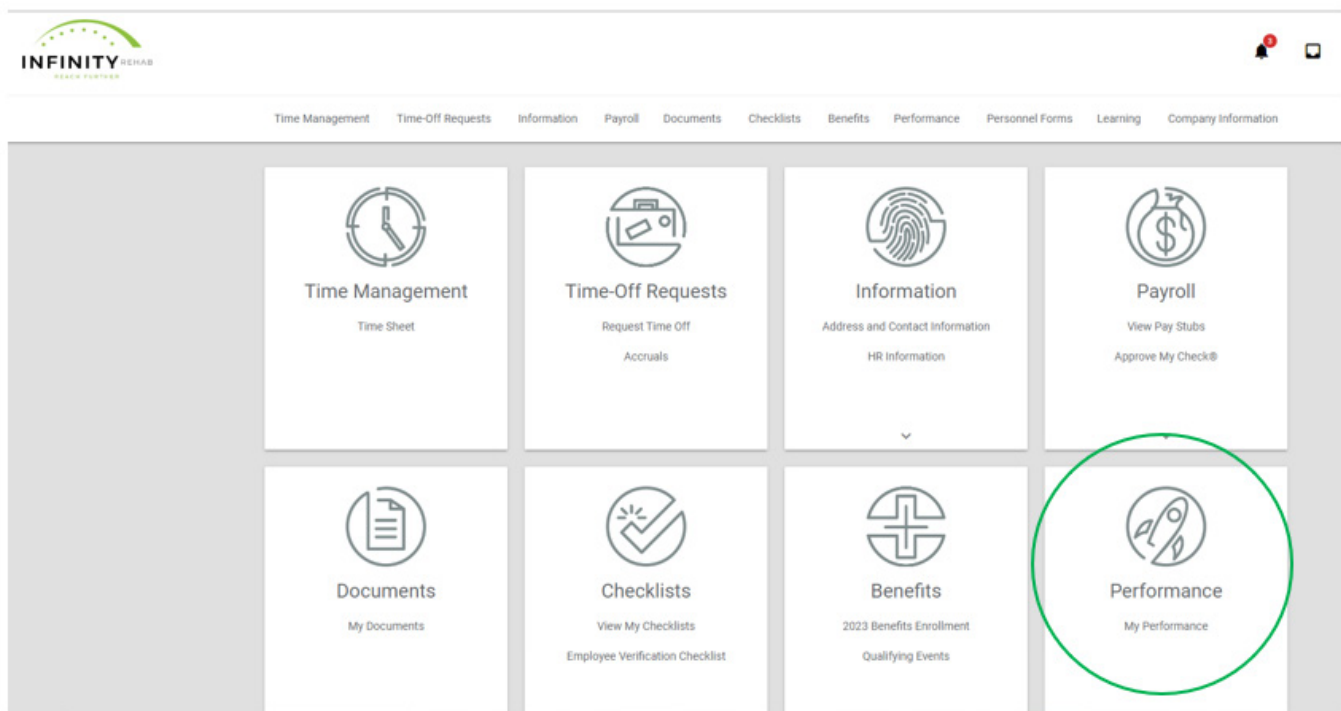
You will see your Quarterly Check-In (QCI) under active reviews. Click start on your Quarterly Check-In.

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REACH FURTHER

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Once inside the QCI, you can capture the key highlights of your QCI conversation with your supervisor. Please note this can be completed by either the manager or the employee. A discussion on who will document your Quarterly Check-In should be held during your check-in with your manager. You do not need to add anything in the "Add Overall Comments" section.

Review Items   Collapse All

Open Ended Questions (1)

Quarterly Check-In   0%   ^

Quarterly Check-In Directions

A quarterly check-in consists of a 15-minute conversation between manager and employee, held each quarter for discussion and action planning around performance and development. Following each meeting, please document a summary of key highlights from the conversation here.

Some considerations for your highlights are:

What recent work-related accomplishment are you most proud of?

How do you feel you are performing in your position? Where do you feel there is room for improvement?

What job-related goal(s) are you working on? How can your supervisor best support you in your development?

Do you have any questions for your supervisor OR is there anything your supervisors can help you with to be successful in your position?

Employee Answer

B   I   U | ≡   ≔ | Ω

You can also upload documents to your Quarterly Check-In, such as a completed QCI template. Once the QCI has been completed you can click "finalize." You do not need to click "Add Signature" to finalize.

If you click save, it will save your progress in the QCI. If you do not click finalize, that is ok! Your supervisor can finalize it for you at the close of the quarter.

Employee Uploaded Documents

⬆ **Upload a File**
Select Here to Upload

Max 5 files per upload (20.00 MB size limit per file) **Allowed File Types**

Signature

Employee Signature

Add Signature

Supervisor Signature

N/A

Cancel   Save   **Finalize**

You can view your completed QCI will be viewable under your reviews on your performance dashboard under reviews:

Time Management   Time-Off Requests   Information   Payroll   Documents   Checklists   Benefits   **Performance**   Personnel Forms   Learning   Company Information

Performance

Dashboard
Reviews
Goals
Competencies

To Do

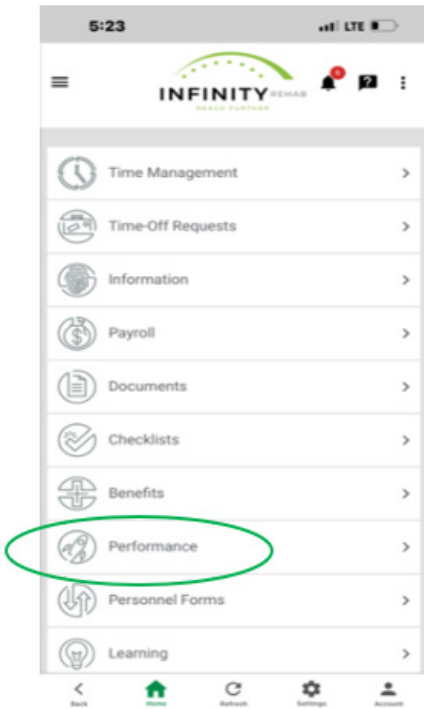0 Overdue Review and/or Goal Tasks

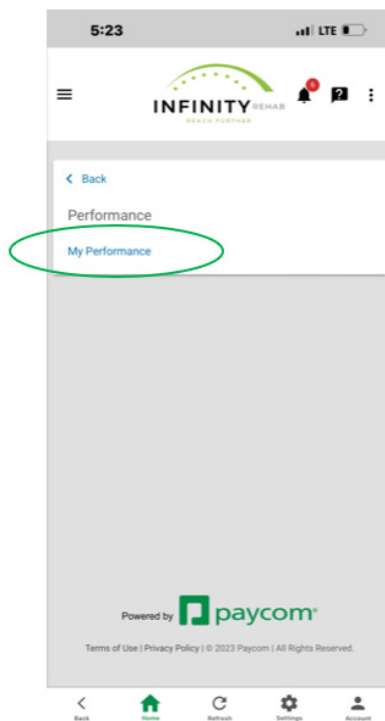0 Active Review Tasks

0 Active Goal Tasks

You are up to date.
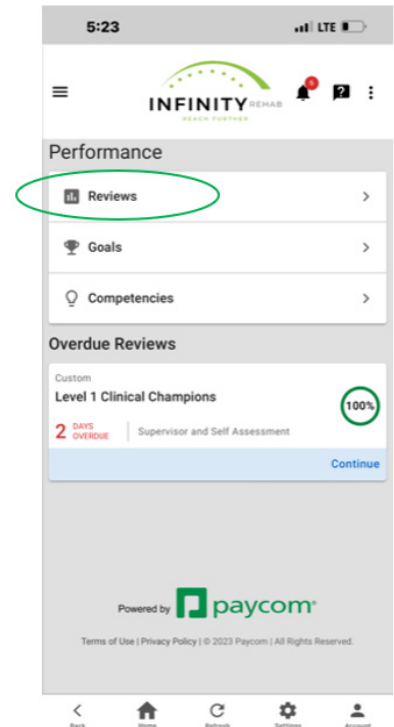
MOBILE APP DIRECTIONS

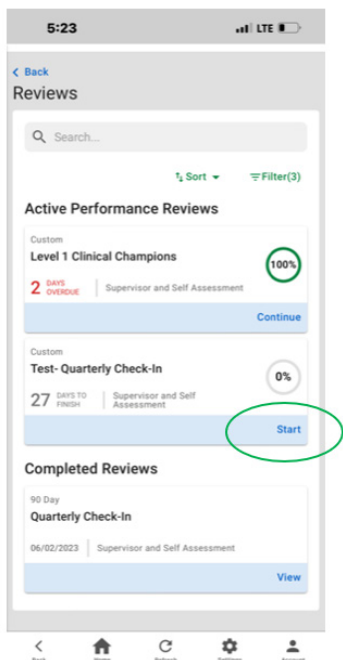Navigate to **Performance**.

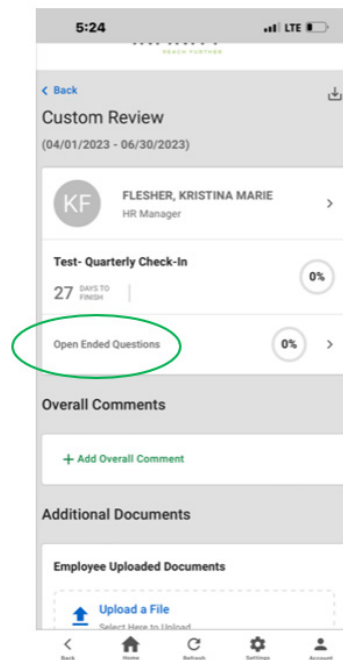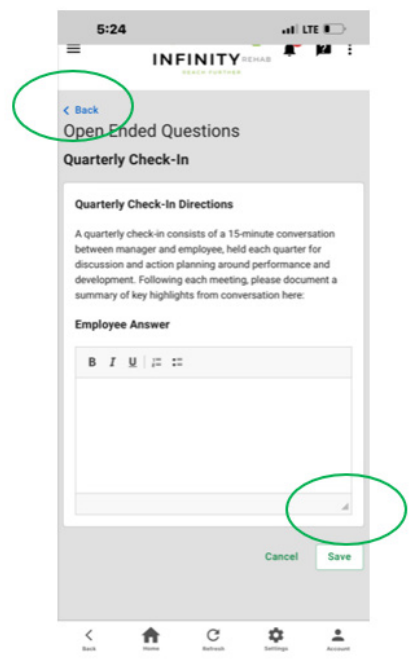Then **My Performance**.

Click on **Reviews**.

Click **Start** on "Quarterly Check-In" under **Active Performance Reviews**.

Click on **Open-Ended Questions**.

Document your Quarterly Check-In here and click **Save.**

Once saved you can click **Back** into the review.

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MOBILE APP DIRECTIONS

Next click on **Finalize** and you're done!

You can view previously completed reviews under the **Completed Review** tab: