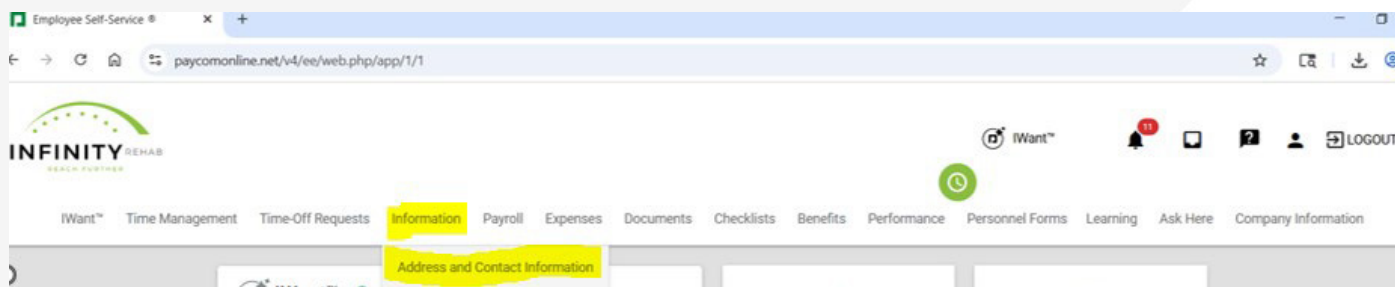


# HOW TO ADD A PREFERRED NAME, PRONOUNS, AND PROFILE PHOTO IN PAYCOM

## PREFERRED NAME

Log into your Employee Self-Service Profile in Paycom. Go to the “Information” tab and select “Address and Contact Information.”



Select “Add Preferred Name.”

Address and Contact Information

Employee Information

Legal Name [REDACTED]

**Add Preferred Name**

Birth Date [REDACTED]

**Add Pronouns**

Once your preferred name is entered, click the “Add Preferred Name” button.

Add Preferred Name

The Preferred Name will display throughout system instead of legal name.  
When updating Preferred Name select update on the Address and Contact information page.

\* indicates a required field

First Name \* [John] Middle Name [ ]

Last Name \* [Doe] Suffix [ ]

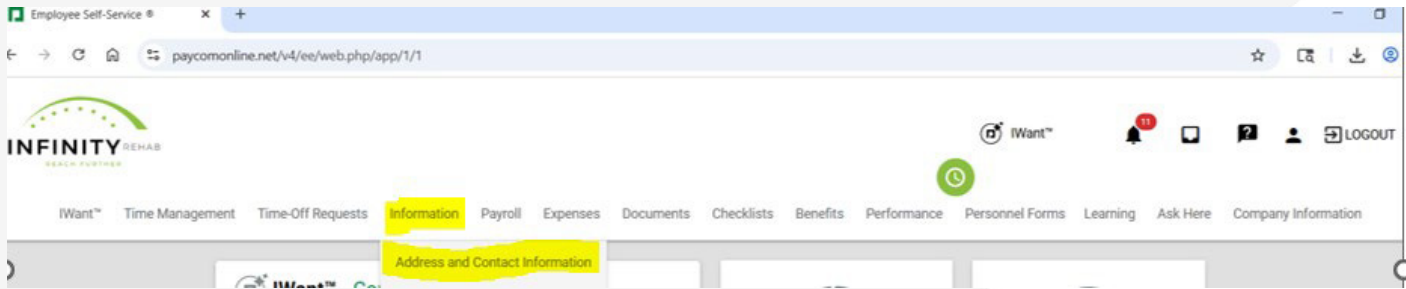
☐ Show Preferred Name on Paystub

Cancel **Add Preferred Name**



# PRONOUNS

Log into your Employee Self-Service Profile in Paycom. Go to the "Information" tab and select "Address and Contact Information."



Select "Add Pronouns."

Address and Contact Information

Employee Information

Legal Name

[Redacted Name]

Add Preferred Name

Birth Date

[Redacted Birth Date]

Add Pronouns

Once your pronouns are added from the dropdown menu, select "Add Pronouns."

Add Pronouns

\* indicates a required field

Pronouns

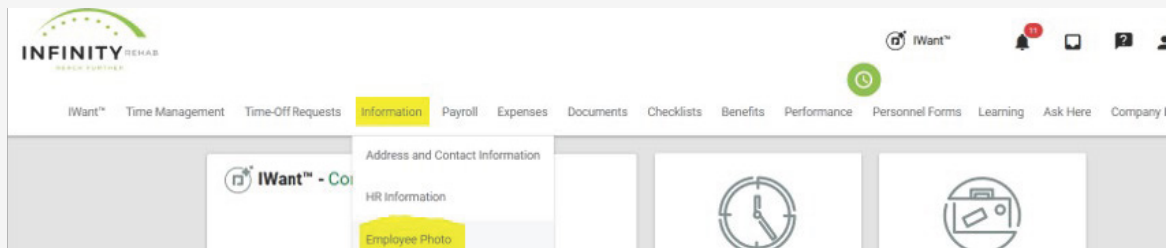
[Redacted Pronouns]

Cancel Add Pronouns

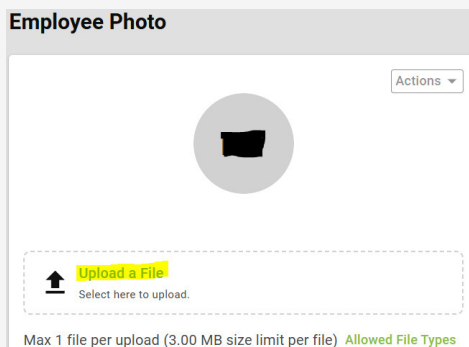


# PROFILE PHOTO

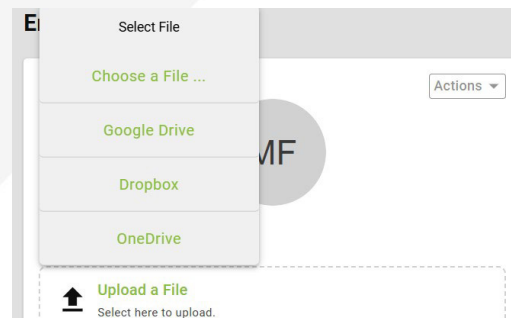
Log into your Employee Self-Service Profile in Paycom. Go to the "Information" tab and select "Employee Photo."



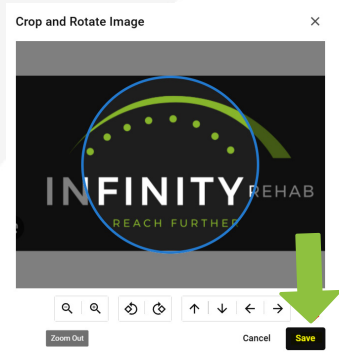
Select "Upload a file."



Select from where the photo file is saved and choose your photo.



Crop and rotate your image accordingly and select "save." Please note that your picture is what will show in the blue circle.



Once your picture is uploaded, it will show as "pending approval" and nothing else is needed from your end. If you would like to edit, download, or delete image, select the "Actions" button.

