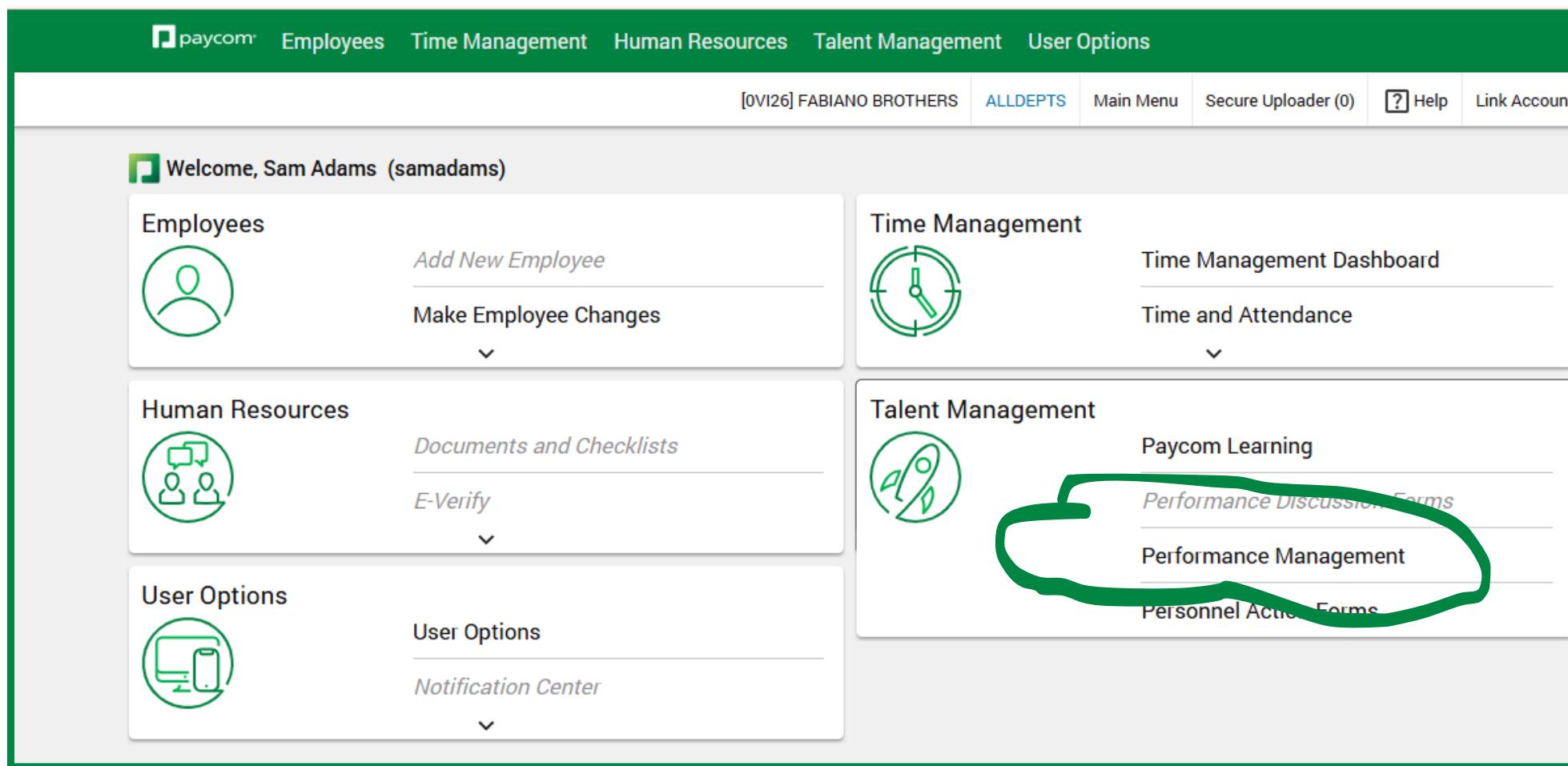
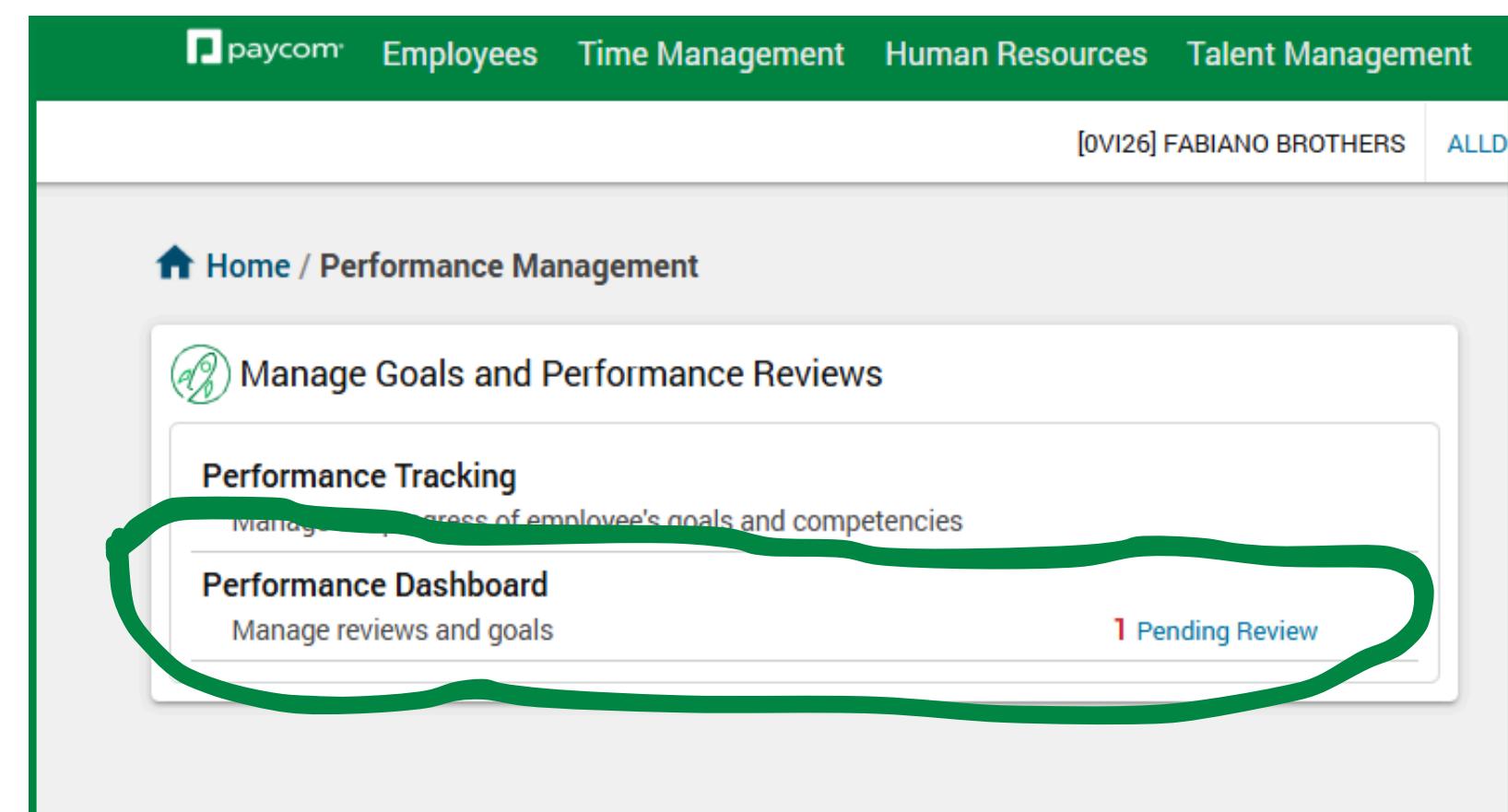


Paycom makes completing employee performance reviews simple and accessible from any device. Log in through the Client Side, navigate to the Performance Review section, and select the employees assigned to you. From there, you can view past performance data, provide ratings and comments, and set goals for the year ahead.



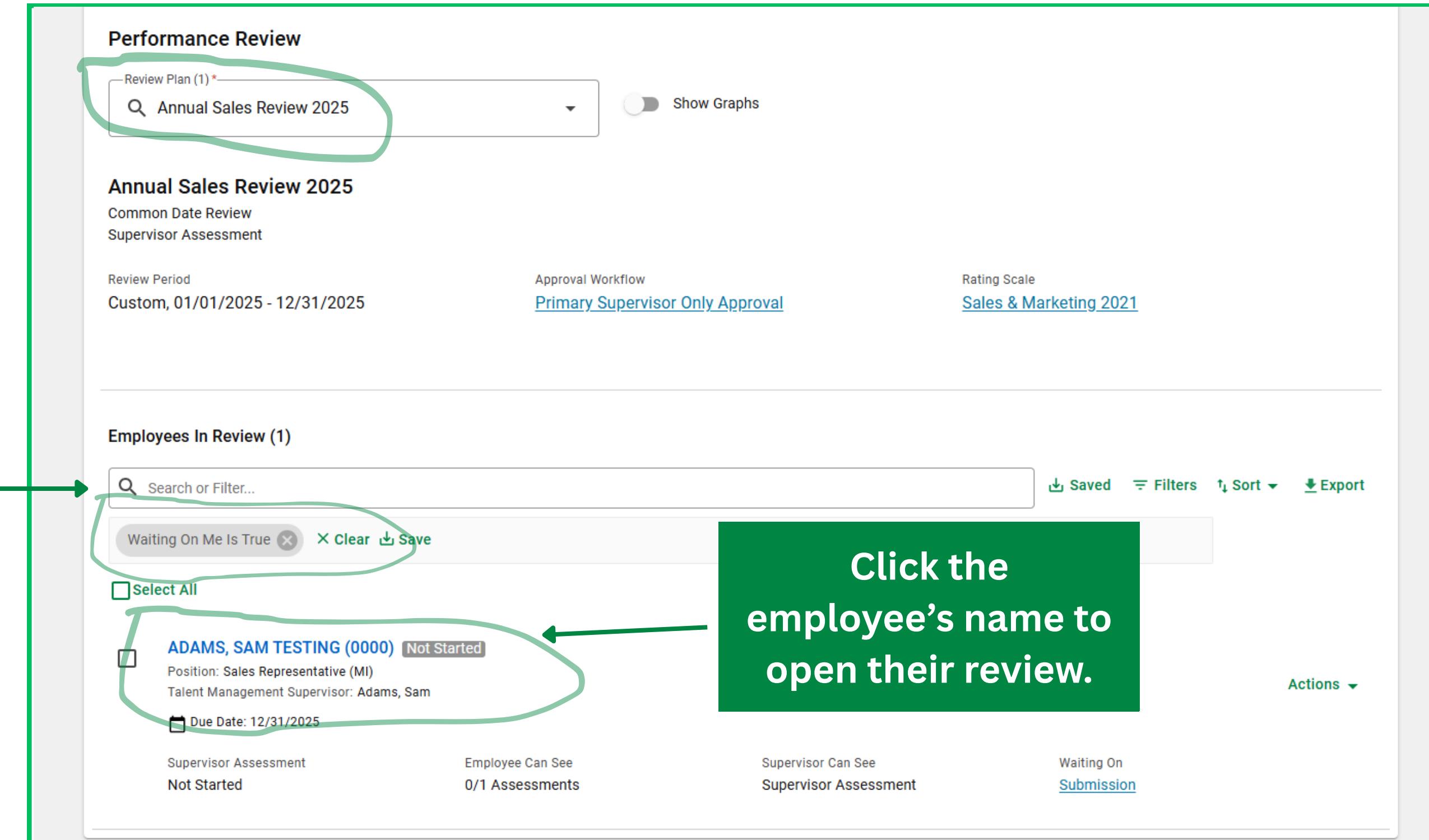
The screenshot shows the Paycom Client Side dashboard. The top navigation bar includes links for Employees, Time Management, Human Resources, Talent Management, and User Options. The main content area is divided into several sections: Employees (with links for Add New Employee and Make Employee Changes), Human Resources (with links for Documents and Checklists and E-Verify), and User Options (with links for User Options and Notification Center). The Talent Management section is highlighted with a green oval, containing links for Paycom Learning, Performance Discussion Forms, Performance Management, and Personnel Action Forms.



The screenshot shows the Paycom Client Side Performance Management section. The top navigation bar includes links for Employees, Time Management, Human Resources, and Talent Management. The main content area is titled "Home / Performance Management" and features a "Manage Goals and Performance Reviews" section with a green oval. Below it is a "Performance Tracking" section with a green oval, which includes a sub-section for "Performance Dashboard" with a green oval. A red "1 Pending Review" notification is visible in the bottom right corner of the dashboard section.

Confirm the correct review is selected in this dropdown.

Filter Section: This will default to the reviews assigned to you. If an employee is missing, please contact Wendy.

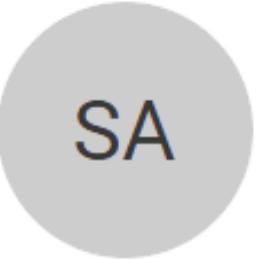


The screenshot shows the 'Performance Review' interface. At the top, a dropdown menu is open, showing 'Review Plan (1)*' with 'Annual Sales Review 2025' selected. A green oval highlights this dropdown. To the right of the dropdown is a 'Show Graphs' toggle switch. Below the dropdown, the 'Annual Sales Review 2025' section is displayed, including 'Common Date Review' and 'Supervisor Assessment' buttons. The 'Review Period' is set to 'Custom, 01/01/2025 - 12/31/2025'. The 'Approval Workflow' is 'Primary Supervisor Only Approval', and the 'Rating Scale' is 'Sales & Marketing 2021'. In the center, the 'Employees In Review (1)' section shows a list with one item: 'ADAMS, SAM TESTING (0000) Not Started'. The employee's name is highlighted with a green oval. To the left of the employee's name is a 'Select All' checkbox and a 'Search or Filter...' input field with the text 'Waiting On Me Is True'. To the right of the employee's name are buttons for 'Saved', 'Filters', 'Sort', and 'Export'. A green box with the text 'Click the employee's name to open their review.' has an arrow pointing to the employee's name. At the bottom, there are sections for 'Supervisor Assessment' (Not Started), 'Employee Can See' (0/1 Assessments), 'Supervisor Can See' (Supervisor Assessment), and 'Waiting On' (Submission).

[Home](#) / ... / [Performance Management](#) / [Dashboard](#) / [Review Details](#)

Review Details

Employee Information [View Notes](#)



Employee Name [ADAMS, SAM TESTING \(0000\)](#)

Hire Date [07/12/2021](#)
4 Years 4 Months 19 Days

Position Title [Sales Representative \(MI\)](#)

DOL Status [Full Time](#)

Department [SALES-BEER](#)

Talent Management Supervisor [Adams, Sam \(samadams\)](#)

Review Information [Not Started](#)

Review Plan Name [Annual Sales Review 2025](#)

Review Period [01/01/2025 - 12/31/2025](#)

Review Due Date [12/31/2025](#)

Rating Scale [Sales & Marketing 2021](#)

0% Complete

Click “Previous Reviews” to view past evaluations for this employee.

[History](#) [↓](#)

Previous Reviews

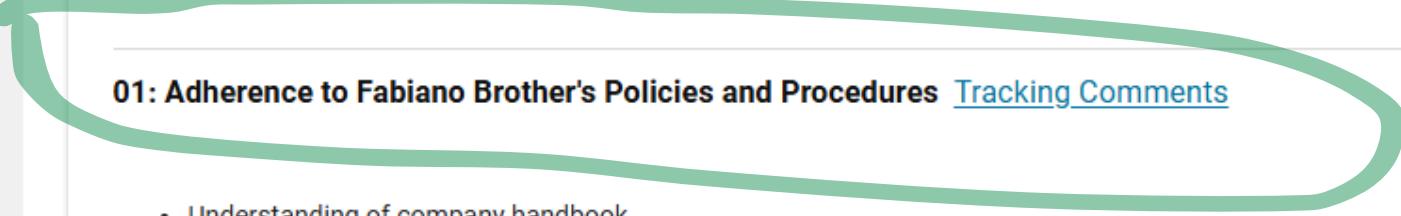
Select a rating for each competency.

Optional: Add comments here. Comments you save will be visible to the employee.
Click “Add Comment” to save.

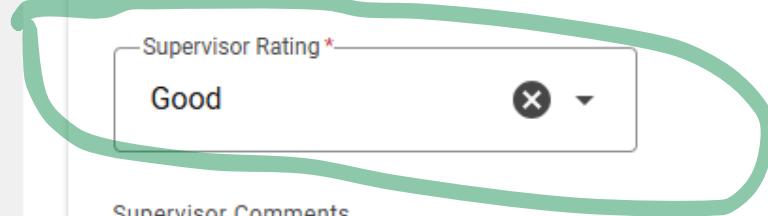
Competencies (1) Weight 100.00%

Sales & Marketing Weight 100.00% 0%

01: Adherence to Fabiano Brother's Policies and Procedures [Tracking Comments](#) Weight 14.26%

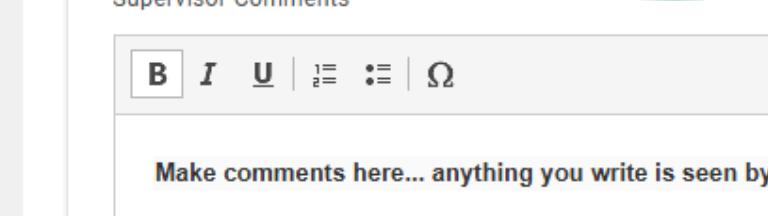


- Understanding of company handbook
- Work cooperatively with sales, delivery, warehouse, merchandising, and administrative teams towards a common goal
- Maintain cleanliness of car's interior and exterior
- Present positive company image including social media platforms
- Dress in a professional manner
- Timely requests for PTO



Supervisor Rating* Good X ▼

Supervisor Comments



B I U | ≡ ≡ | Ω

Make comments here... anything you write is seen by the employee.



body p strong

Cancel Add Comment

02: Manage Market and Accounts [Tracking Comments](#)

Competencies Summary	Section Weight 100.00%
Supervisor Rating Not Rated Yet	
Competencies Comments	
+ Add Section Comment	Optional: Add overall comments. Saved comments are visible to the employee.
Overall Summary	
Weight	
Competencies Weight 100.00%	Total Weight 100.00%
Rating	
Supervisor Rating Not Rated Yet	
Overall Comments	
+ Add Overall Comment	

Supervisor Uploaded Documents	Upload supporting documents if needed.
Documents Visible to Employee	
 Upload a File Select here to upload.	
Max 5 files per upload (20.00 MB size limit per file) Allowed File Types	
Documents Hidden from Employee	
 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
N/A

Supervisor Signature *

Add Signature

SAVE your progress often to avoid losing your work

Once you have completed all ratings and comments, add your signature.

Cancel Save Submit for Approval

Signature

Employee Signature
N/A

Supervisor Signature *

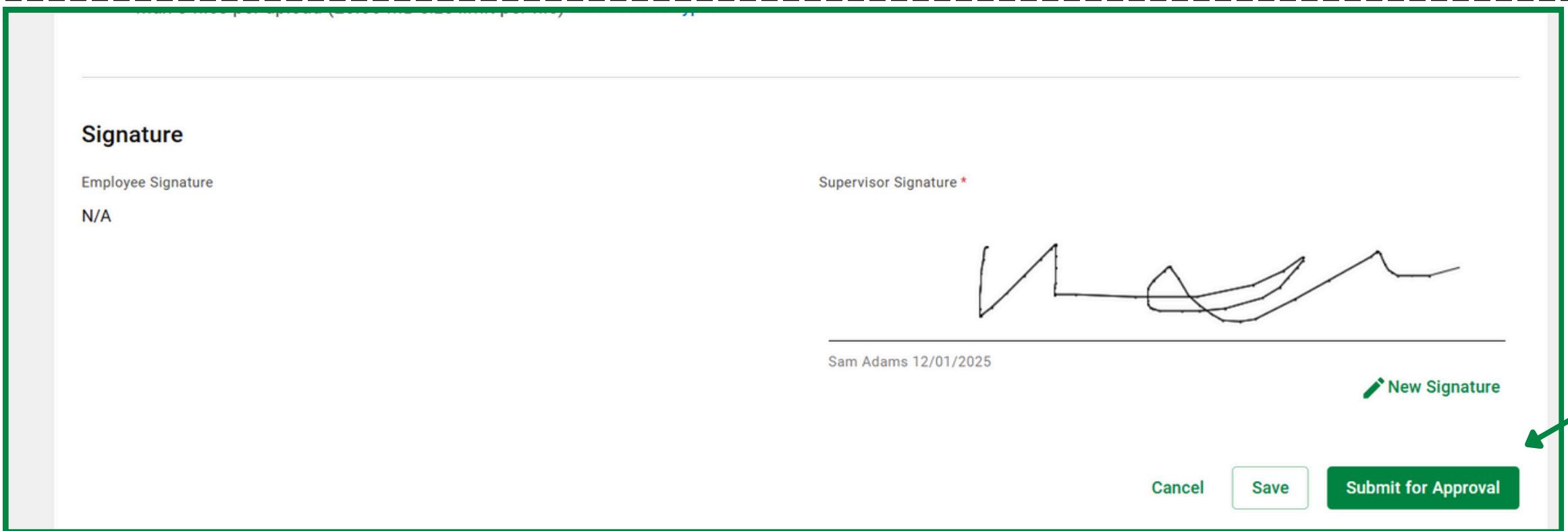


Sam Adams 12/01/2025

New Signature

Cancel Save Submit for Approval

After saving, your Supervisor Rating will appear in the Competencies Summary section.



Signature

Employee Signature
N/A

Supervisor Signature *



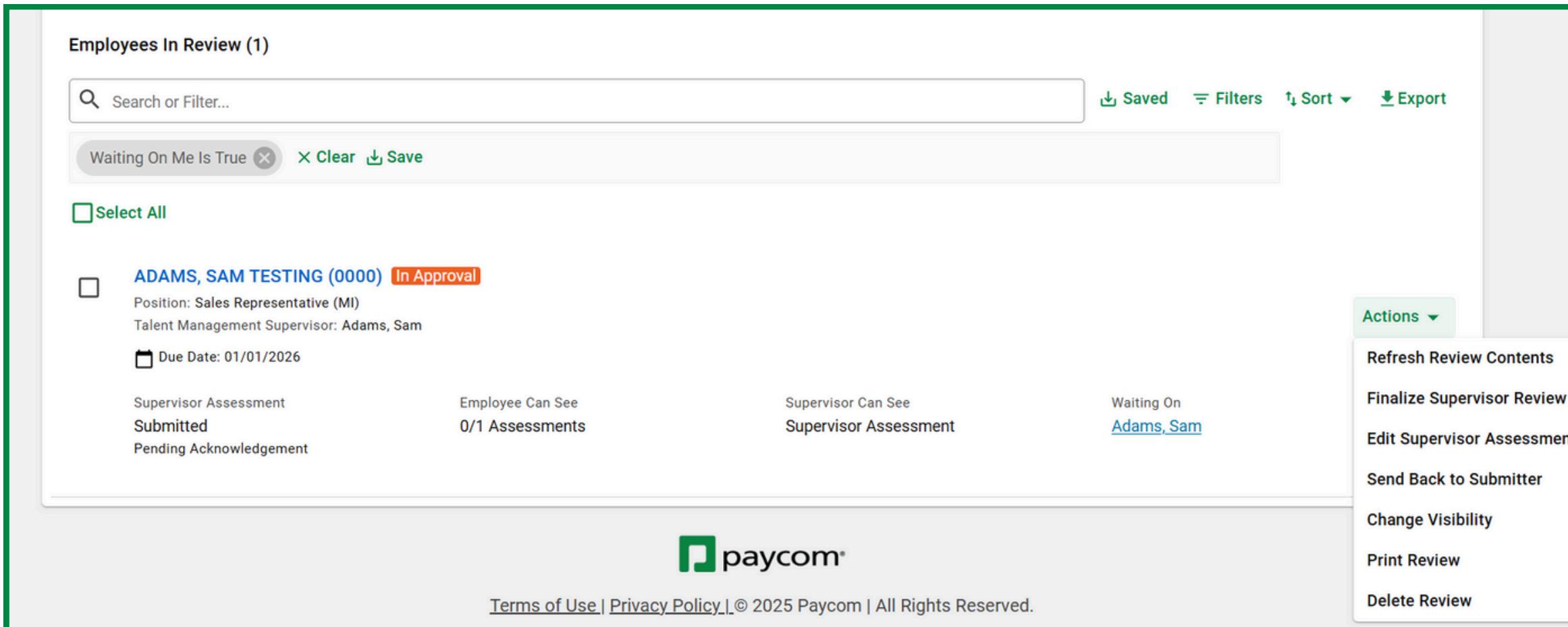
Sam Adams 12/01/2025

New Signature

Cancel Save Submit for Approval

A green arrow points from the "Submit for Approval" button to a callout box on the right.

When ready, click “Submit for Approval.” As the supervisor, you are the approver for the review.



Employees In Review (1)

Search or Filter... Saved Filters Sort Export

Waiting On Me Is True

Select All

ADAMS, SAM TESTING (0000) In Approval
Position: Sales Representative (MI)
Talent Management Supervisor: Adams, Sam
Due Date: 01/01/2026

Supervisor Assessment
Submitted
Pending Acknowledgement

Employee Can See
0/1 Assessments

Supervisor Can See
Supervisor Assessment

Waiting On
[Adams, Sam](#)

Actions Refresh Review Contents
Finalize Supervisor Review
Edit Supervisor Assessment
Send Back to Submitter
Change Visibility
Print Review
Delete Review


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A green arrow points from the "Actions" menu to a callout box on the right.

Submitting for approval does not finalize the review. You may still make edits before finalizing. Additional actions appear under the “Actions” menu.

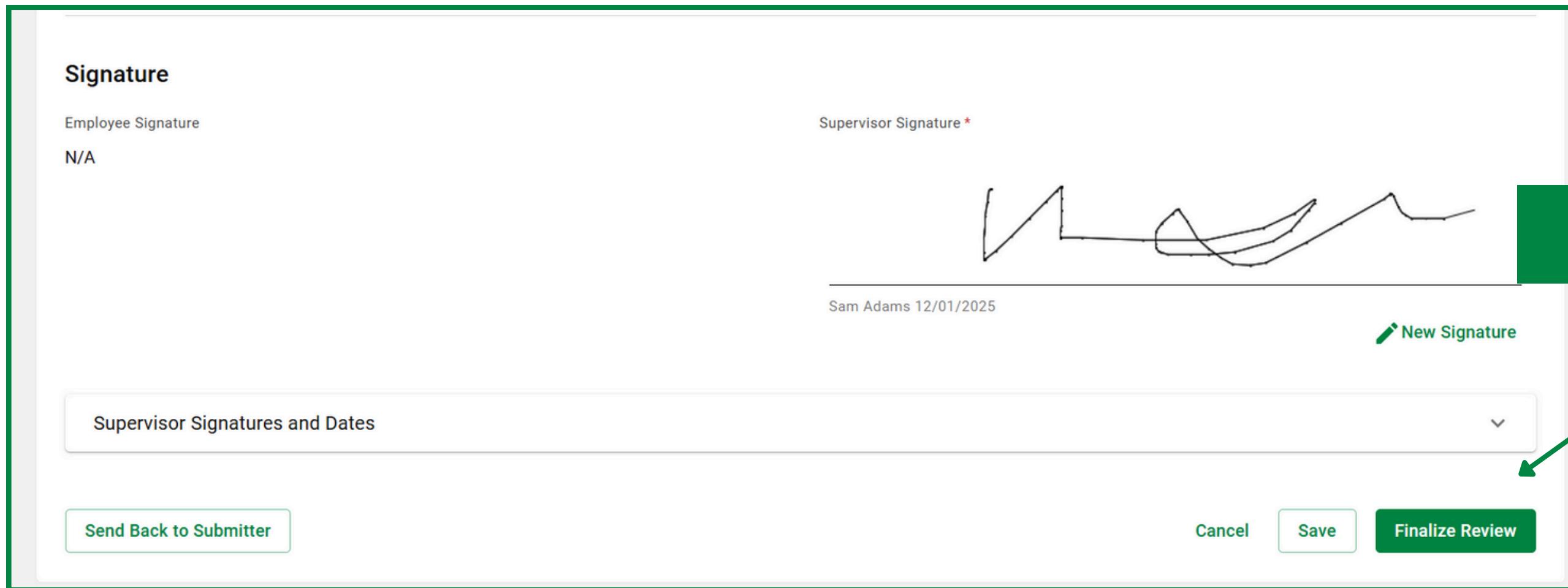
Notify your Department Head once you have completed all employee reviews.

This notification is done outside of Paycom (email, text, or in-person).

Your Department Head will confirm when you are cleared to finalize and share the review with the employee.

Do not share the review with the employee until you receive approval.

After receiving approval, click “Finalize Review.”



Signature

Employee Signature

N/A

Supervisor Signature *

Sam Adams 12/01/2025

New Signature

Supervisor Signatures and Dates

Send Back to Submitter

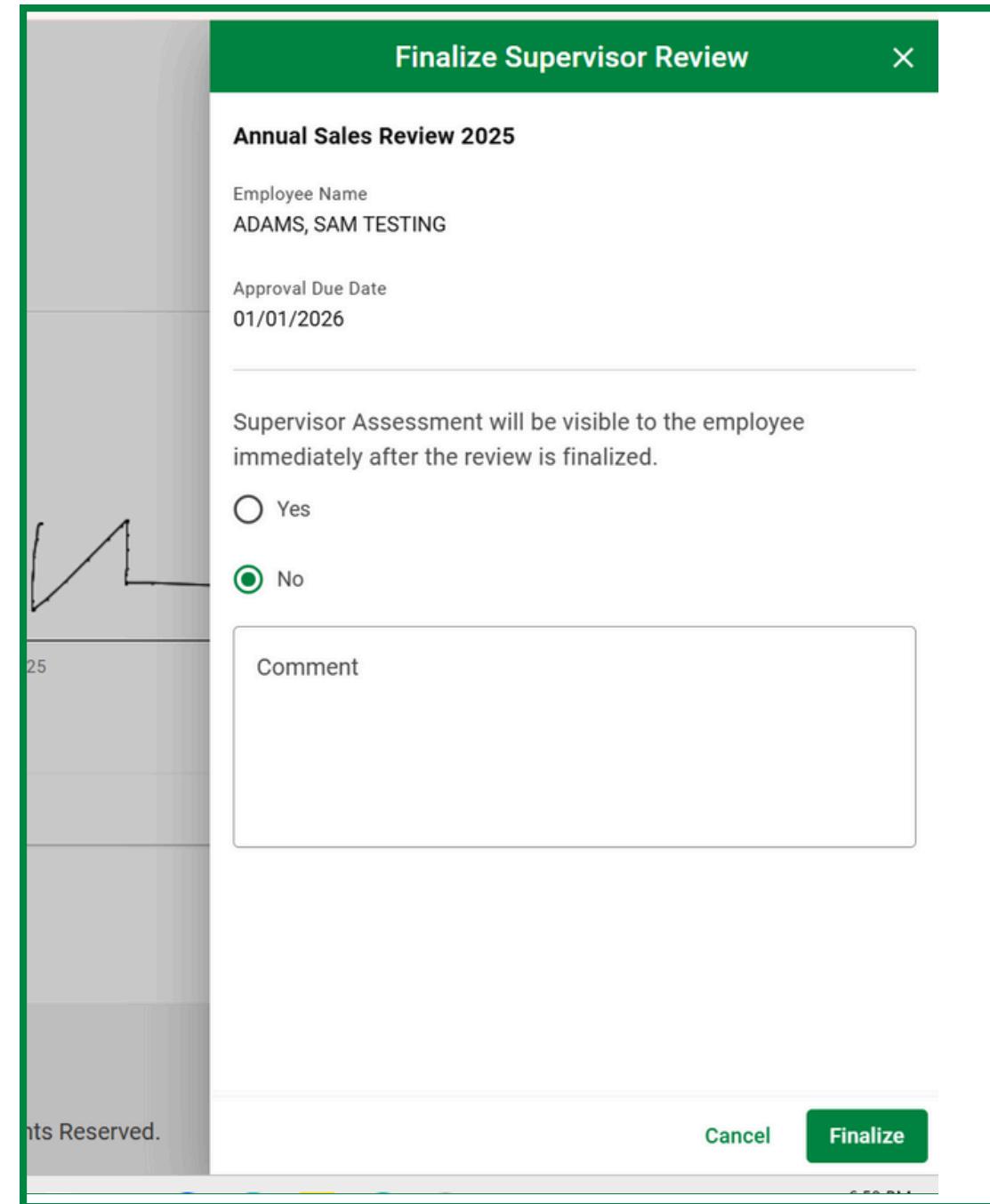
Cancel

Save

Finalize Review

PRESS “FINALIZE REVIEW”

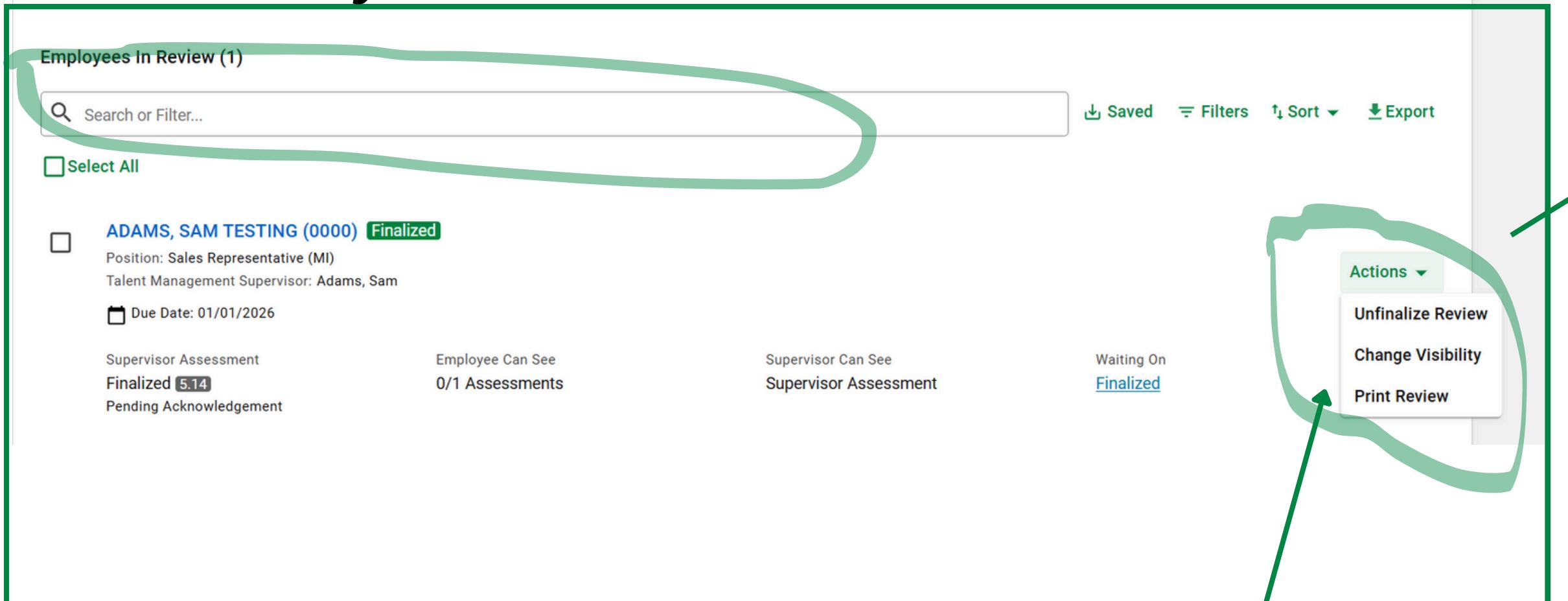
If you are ready to hold your in-person review, select Yes to make the review visible to the employee. If not ready, select No and click Finalize. You can update visibility later.



Change visibility only after your Department Head approves sharing the review and you are ready for your meeting with the employee.

If you finalized the review without granting visibility, you can update it afterward. Clear your filters to display finalized reviews.

Clear any filters to see finalized reviews



Employees In Review (1)

Search or Filter...

Select All

ADAMS, SAM TESTING (0000) Finalized

Position: Sales Representative (MI)
Talent Management Supervisor: Adams, Sam

Due Date: 01/01/2026

Supervisor Assessment
Finalized 5.14
Pending Acknowledgement

Employee Can See 0/1 Assessments

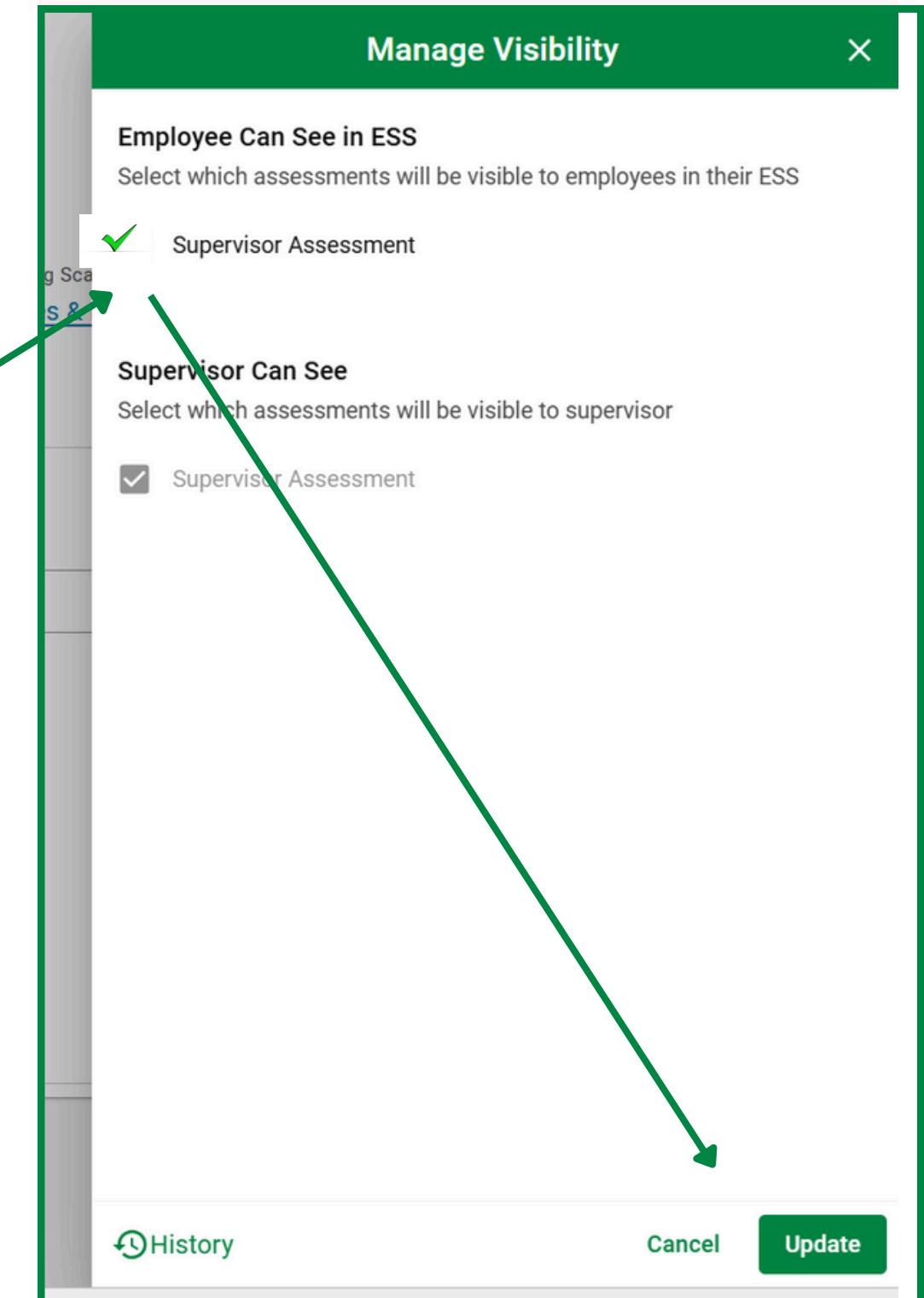
Supervisor Can See Supervisor Assessment

Waiting On [Finalized](#)

Actions ▾

- Unfinalize Review
- Change Visibility
- Print Review

Under Actions, select “Change Visibility,” check Supervisor Assessment, and click Update.



Manage Visibility

Employee Can See in ESS
Select which assessments will be visible to employees in their ESS

Supervisor Assessment

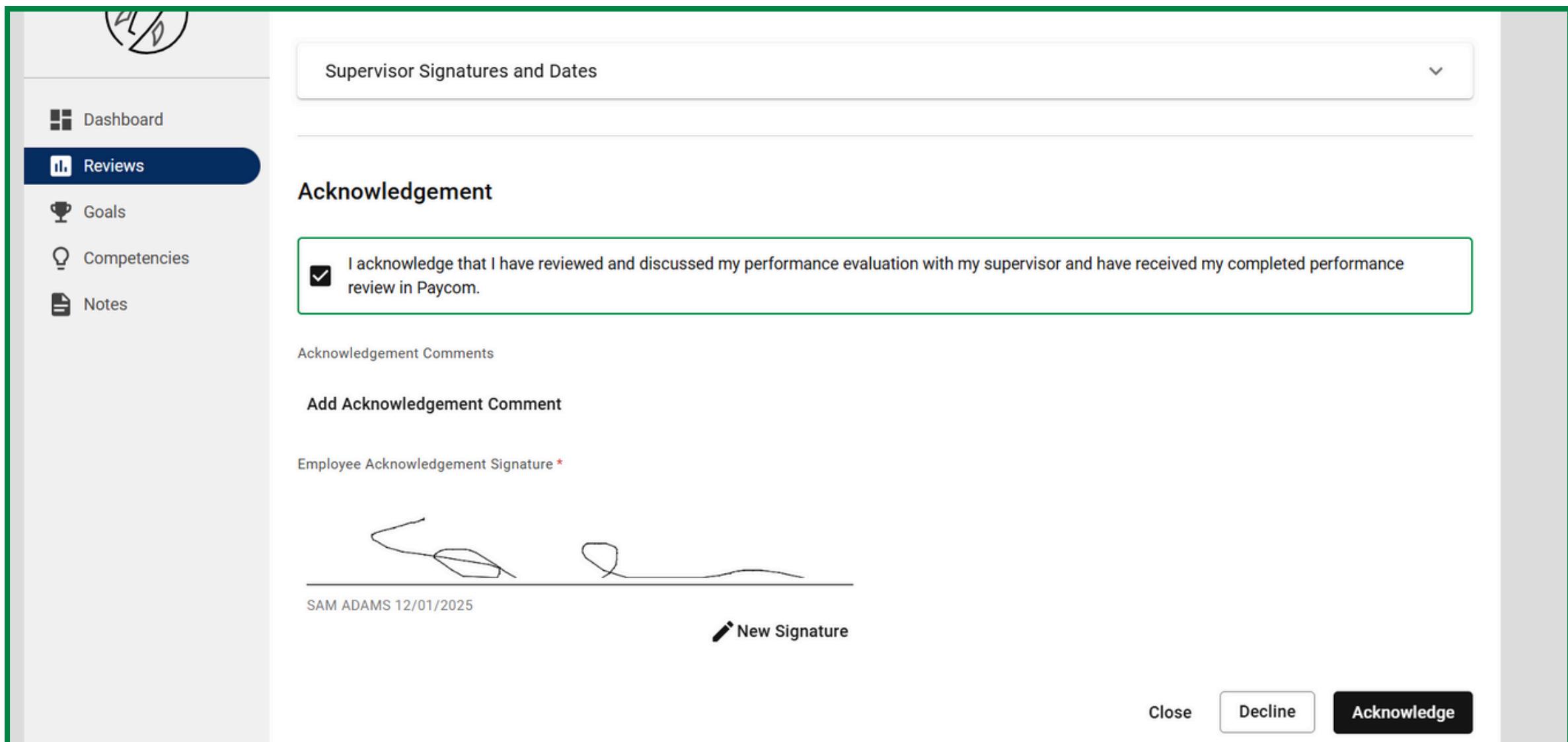
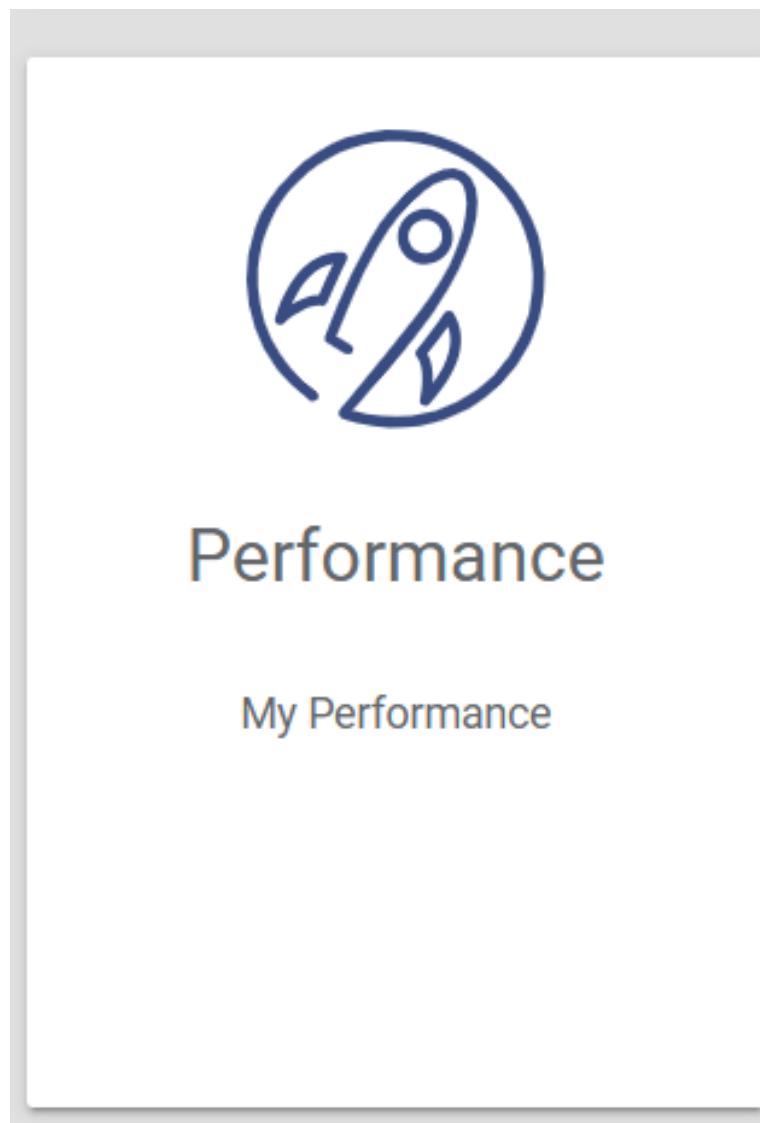
Supervisor Can See
Select which assessments will be visible to supervisor

Supervisor Assessment

History Cancel Update

When employees log in to Paycom, they can access their reviews under the Performance section. They will click “My Performance” and select the appropriate year.

After your meeting, the employee must complete the acknowledgement by reviewing the comments, entering optional comments, signing electronically, and clicking “Acknowledge”. Once acknowledged, the review is complete.



Have Questions or Need Help?

Contact HR via hr4u@fabianobrothers.com or call or text
989-621-4819.

Contact Wendy at hr4u@fabianobrothers.com or at **989-621-4819** with the following problems -

- You don't have any competencies listed when you open the review.
- You don't have the right employees listed under your review section.
- You can't log into Paycom's client side.
- Your signature is not accepted when you sign the review.
- For any other help needed with completing your performance reviews.