



## **ATTENTION ILA MEMBERS**

**Gateway Terminals LLC** is pleased to announce that we will be going live with our Payroll and Human Resources provider, **Paycom**. You'll find Paycom offers you more functionality, plus it's easy to use, even on your smartphone. You can look forward to 24/7 access to your information in your Employee Self-Service account. With Paycom, you will be able to:

- View Electronic Pay Stubs
- Update Your Contact Information
- Update Your Withholdings
- Update Your Direct Deposit
- And much more!

### **Next Steps**

- Paycom will email login information to you on 12/22/2021
  - Login information will be sent via the e-mail – [systemmessage@paycomonline.com](mailto:systemmessage@paycomonline.com).
- You will need to download the free Paycom Mobile app or utilize the online portal
- When you log-in, you will have tasks assigned to you in your profile's notifications.
- Initial Tasks will include entering your emergency contact information, adding your direct deposit account(s), and entering your W4 and state tax withholding information – so please be ready with this information.
- First payroll with Gateway and Paycom will be on 1/12/2022, for a pay period of 1/3/2022 – 1/9/2022
- **If an e-mail is not on file for you**, our administrative team will be at the 1414 ILA Hall on the below dates and times to support enrollment
  - 12/22 - 12pm to 4pm
  - 12/29 - 12pm to 4pm

### **Garnishments**

Anyone with existing Garnishments is required to provide the name and contact information for Gateway Terminals to the applicable agency. Below is Gateway's mailing address.

Gateway Terminals LLC  
PO Box 1428  
Savannah, GA 31498

We are excited for the launch of Gateway Terminals on January 3, 2022 and our utilization of Paycom, and we are thrilled that you are a part of it. Have a great day!

