

Paycom Time & Attendance

QUICK REFERENCE GUIDE Hourly Employees

LOGON

Launch/open the Paycom app on your mobile phone.

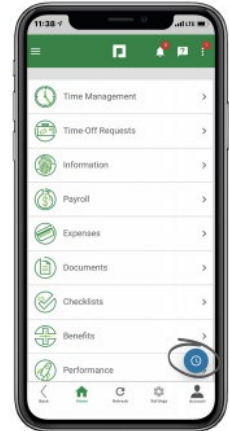
- You will need your Paycom **username, password, Last 4 of your SSN.**
- You should see an option to setup a code, fingerprint, or Face ID depending on your mobile device.

Set Time Clock as Home Page

- Information > Account Settings
- Check Set Time Clock as your default ESS Home Page

PUNCH-IN OR PUNCH-OUT (Daily)

1. Select **Time Management > Web Timeclock (RO)** -OR-
Use the blue [Quick Punch button](#) in the lower-right.
2. Select the job code for the work you are starting.
You will only see job codes for your jobs.
3. Select **IN DAY**
Geo-fencing and geo-tracking are enabled to verify punches. If you attempt a punch from outside the fence, you and your supervisor will receive a warning message.
4. Select **OUT LUNCH** or **TRANSFER** or **OUT DAY**
5. The Paycom mobile app is designed to help prevent mistakes. Once you punch-in, you will only see buttons for appropriate actions.



SUBMIT PUNCH CHANGE REQUEST (As needed)

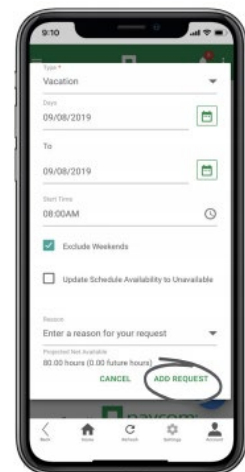
1. **Time Management > Web Timesheet (RO)**
 - a. Select the entry to modify -OR-
 - b. Select an indicator

REQUEST TIME-OFF (As needed)

1. **Time-Off Requests > Request Time-Off**
2. Click the blue [Plus button](#) in the lower right.
3. Select the correct type of time off (Vacation, Sick, etc.)
 - a. Enter other request details
4. Click **Add Request**

APPROVE TIMECARD (By end of Sunday each week)

1. **Time Management > Web Timesheet (RO)**
2. Verify no missing punches or indicators
3. If necessary, add Punch Change Request
4. **Approve Timecard**



Paycom 'Show Me How' (must be logged into Paycom.com to access)

Clock In/Out Web TimeClock

[English](#) [Spanish](#)

Request a Punch Change

[English](#) [Spanish](#)

Request Time Off

[English](#) [Spanish](#)

Approve My Timecard

[English](#) [Spanish](#)