

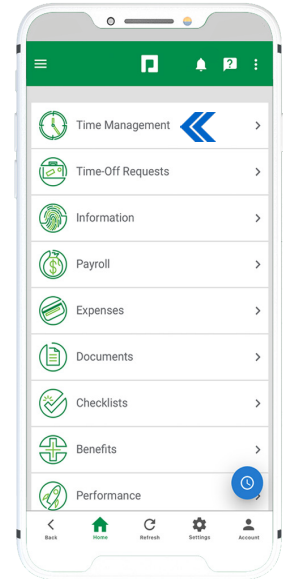
Show Me How

to Manage My Web Time Clock on Mobile

TIME AND ATTENDANCE

STEP 1

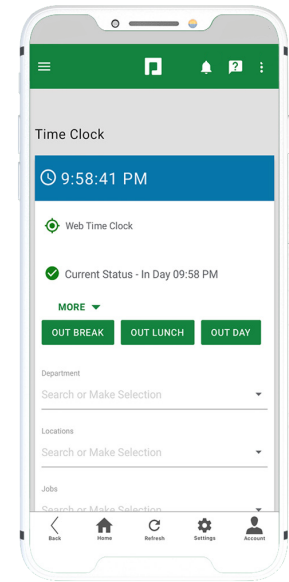
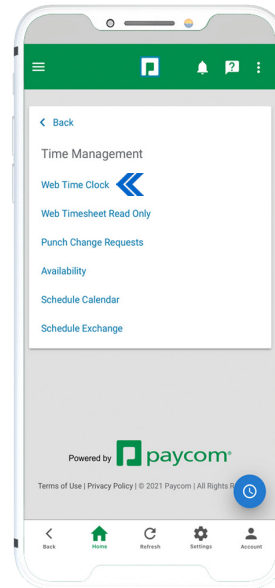
From Employee Self-Service® on the Paycom app, tap the Time Management tile to see all time-related actions.



STEP 2

To record time, navigate to Web Time Clock. Select your department, job and location from the drop-down menus. Then, tap the appropriate option.

For example, use “In Day” to clock in for the day or “Out Lunch” to clock out for a lunch break.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

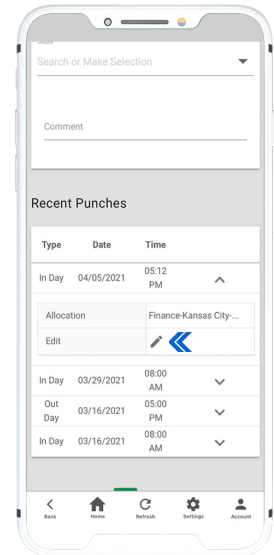
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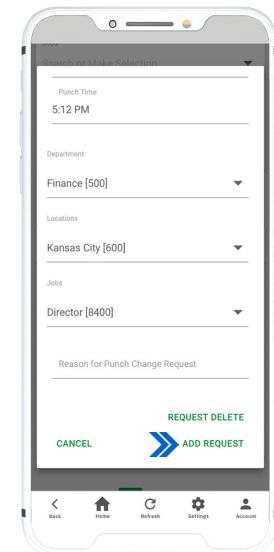
STEP 3

Scroll to review the Recent Punches section. Click the drop-down arrow and then use the pencil icon to edit punch details.



STEP 4

Tap "Add Request" to update changes. To request a punch be deleted, tap "Request Delete."



HELPFUL TIPS

Not sure whether you are clocked in or out? Your current status appears next to the check mark icon.

EMPLOYEES

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