Manager on-the-Go™

PAYCOM
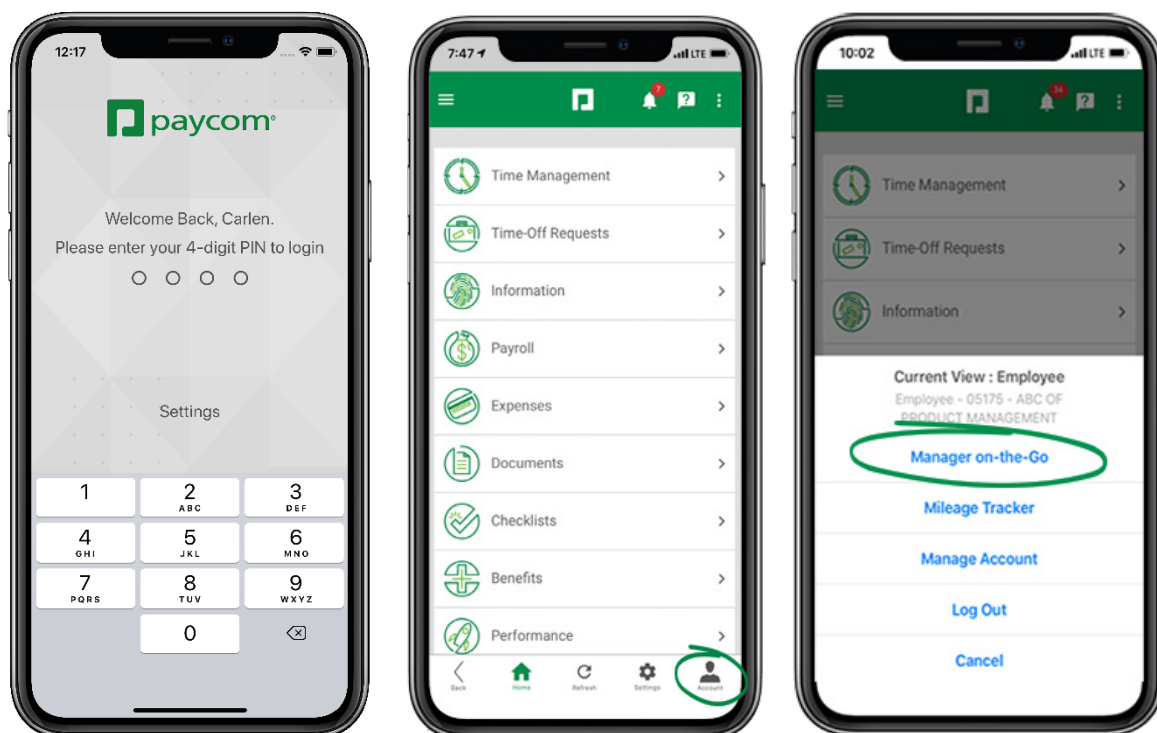UNIVERSITY

paycom®

Jan. 24, 2020

Based on your device and app setup, the login screen may appear different from the examples provided.

Logging in to Manager on-the-Go™ with Quick Login

Quick Login allows your managers to use facial, fingerprint or PIN authentication to quickly sign in to the Paycom app. Managers who have enabled Quick Login can log in to the Paycom app using Quick Login and toggle to Manager on-the-Go™.

- Review the instructions in the Show Me How: to Log In to Manager on-the-Go™ with Quick Login guide on the Help Menu.

In addition, based on each managers' settings, they may have the ability to navigate to Manager on-the-Go™ directly from the Paycom app landing page.

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

Logging in to Manager on-the-Go™ without Quick Login

Managers who have not enabled Quick Login can log in to Manager on-the-Go™ by entering their manager credentials. Checking the box for "Remember Me" is beneficial for those without Quick Login as their username will save for future logins.

- Review the instructions in the Show Me How: to Log In to Manager on-the-Go™ without Quick Login guide on the Help Menu.

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

Manager on-the-Go™ Features

View Employees

View Timecards

Punch Change Requests

Time-Off Requests

Time-Off Calendar

Manager on-the-Go™ Features

Want to know what features are included in the app? This section covers each feature included in Manger on-the-Go™, as well as some of the specific tasks managers can accomplish.
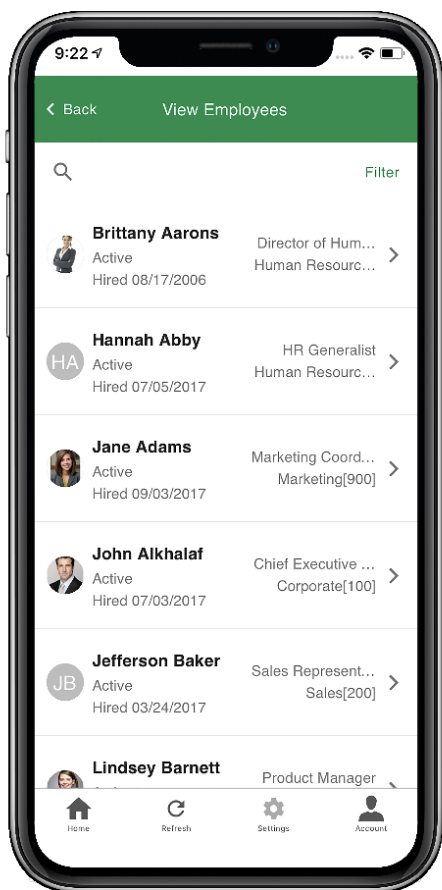
After successfully logging in, managers will see all actions they can take as a manager, including actions within:

- **View Employees:** On the View Employees screen, each employee in your managers' User Access Group will display. By tapping an employee, managers can contact them through phone, text or email, as well as review their Form 1: Demographics, Pay Rates and Taxes; Form 2: Scheduled Earnings and Deductions; Form 3: Dates and HR; Form 4: Percentage Labor Distribution; and Form 6: Accrual Information in a read-only format.

- **View Timecards:** On the View Timecards screen, each employee in your managers' User Access Group will display. By tapping an employee, managers can navigate to the Timecard Details screen where they can review the employee's weekly pay-period totals and approve/deny the timecard.

- **Punch Change Requests:** From the Punch Change Requests screen, managers can batch send reminders, as well as batch or individually approve/deny punch change requests.

- **Time-Off Requests:** On the Time-Off Requests screen, managers can batch send reminders, as well as batch or individually approve/deny time-off requests.

- **Time-Off Calendar:** The Time-Off Calendar provides your managers a monthly calendar view of their employees' pending and approved time-off requests. If your managers tap a day that has a time-off request, each request will display beneath the calendar. By tapping a specific request, managers can review the details and take action, if necessary.
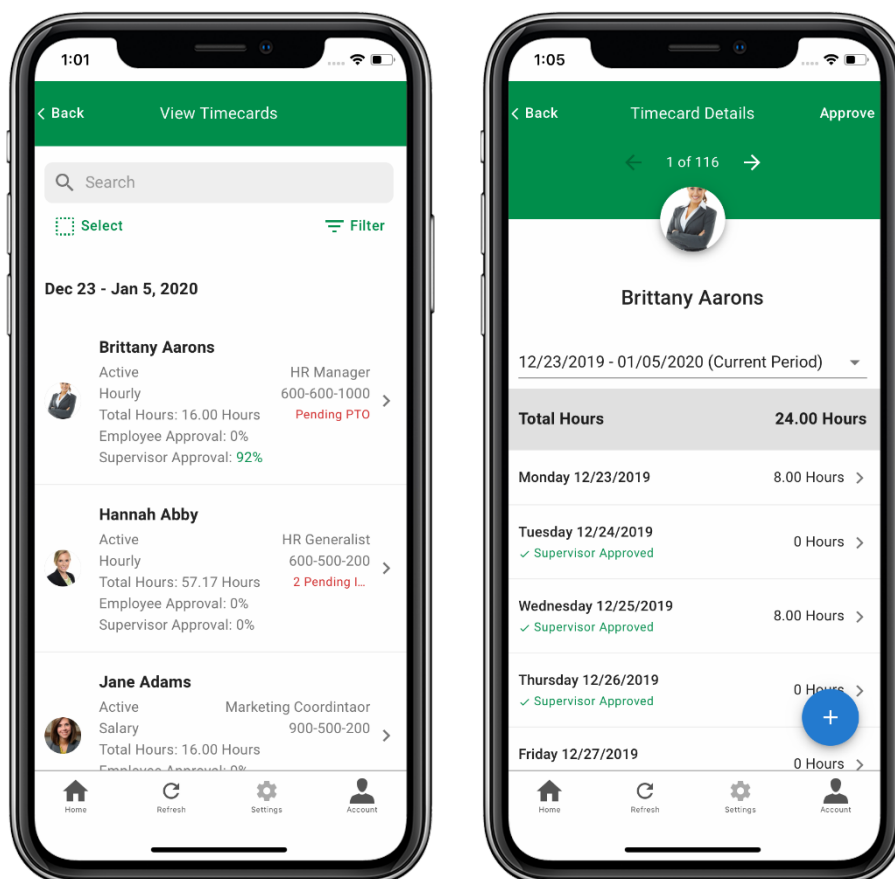
View Employees

The View Employees screen lets managers review details on direct reports. If managers need to review an employee's hire date to remember an anniversary gift or check on their current pay rate, they can from this section. For more information, managers can tap an employee's name.

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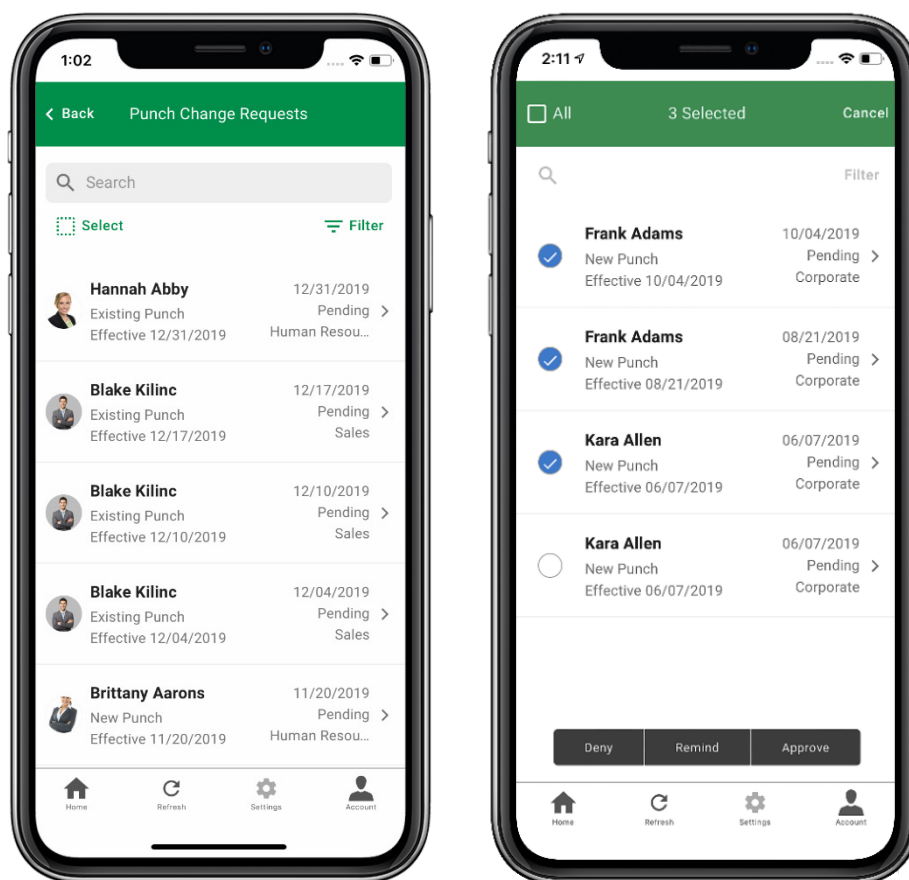
View Timecards

From the View Timecards section, managers can review and approve employees' timecards before an upcoming pay period. They can do this individually by reviewing each employee's hours worked, or use the Select option to quickly approve multiple employees at once.

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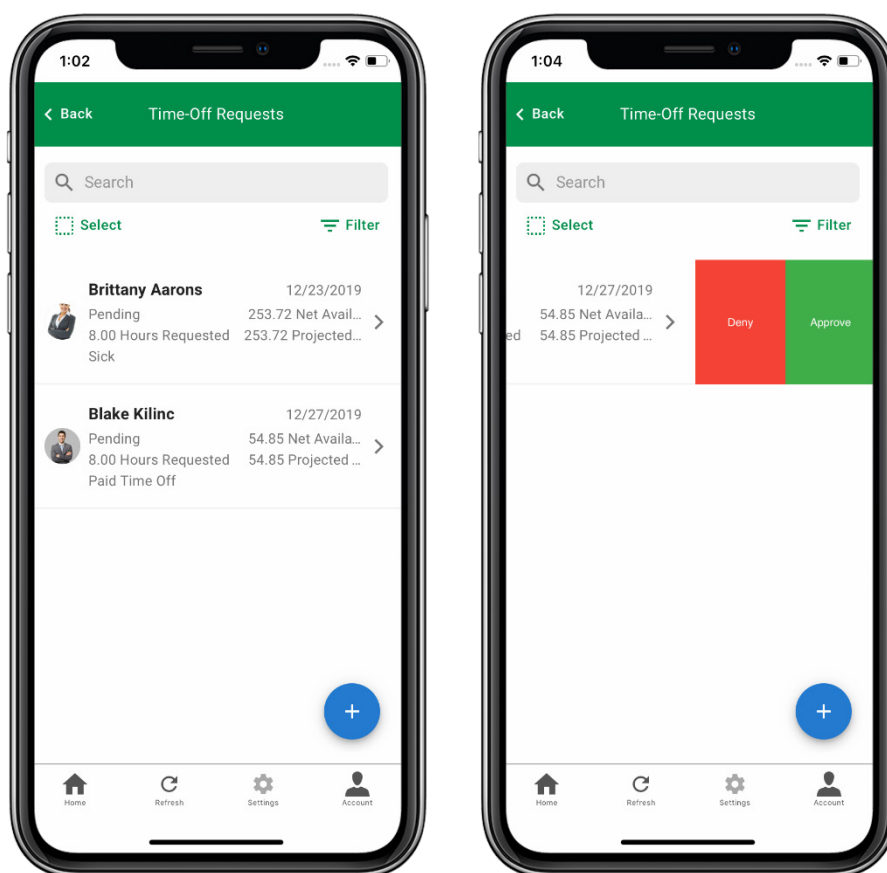
Punch Change Requests

If employees have any pending punch change requests, they will appear in this section. Managers can approve individual punches by swiping left, or use the Select option to approve multiple punches at once.

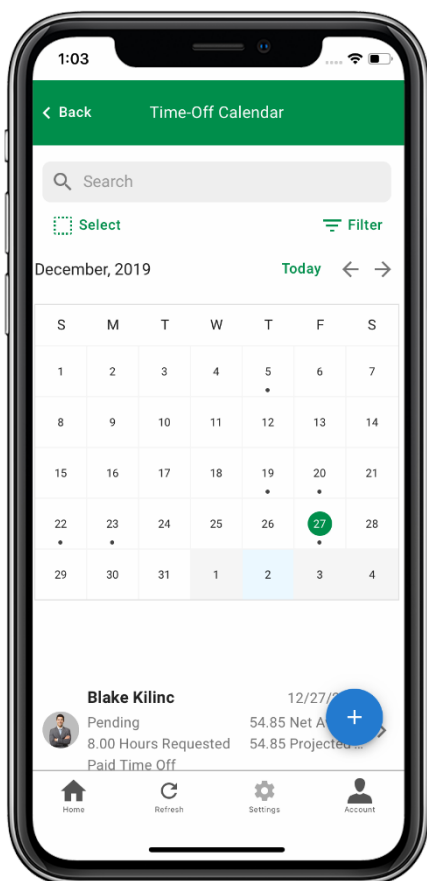Visit the Help Menu for the most up-to-date version of this guide.

Time-Off Requests

When employees submit requests for sick or vacation time, managers need to review and approve/deny those requests. They can use their finger to swipe left on the tile to see the actions to take. Managers can review requests individually, or use the Select option to approve or deny multiple requests at once.

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

Time-Off Calendar

After managers have approved employees' time-off requests, they could forget which days employees will be out of the office. With the calendar view, they can quickly see which days employees will be gone. Days with requests or approvals are signified with a dot below the day.
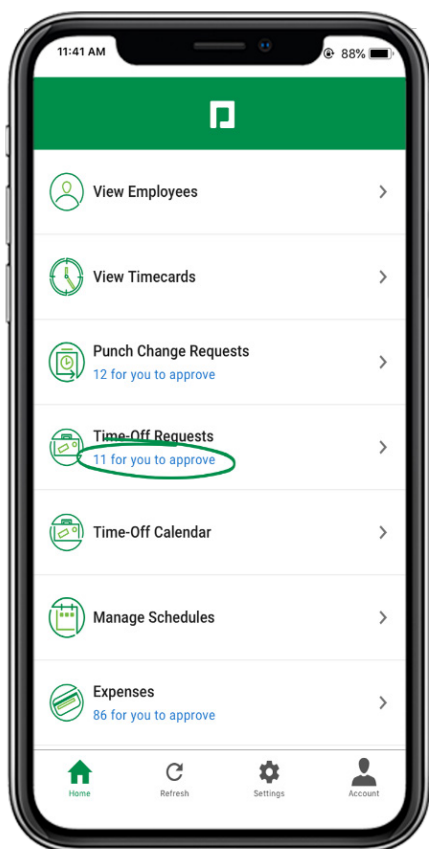
Filters

With the Filter option, managers can control which employees display within each Manager on-the-Go™ feature. This is helpful, as it allows managers to focus on the requests that require their attention while still viewing the total number of requests submitted.
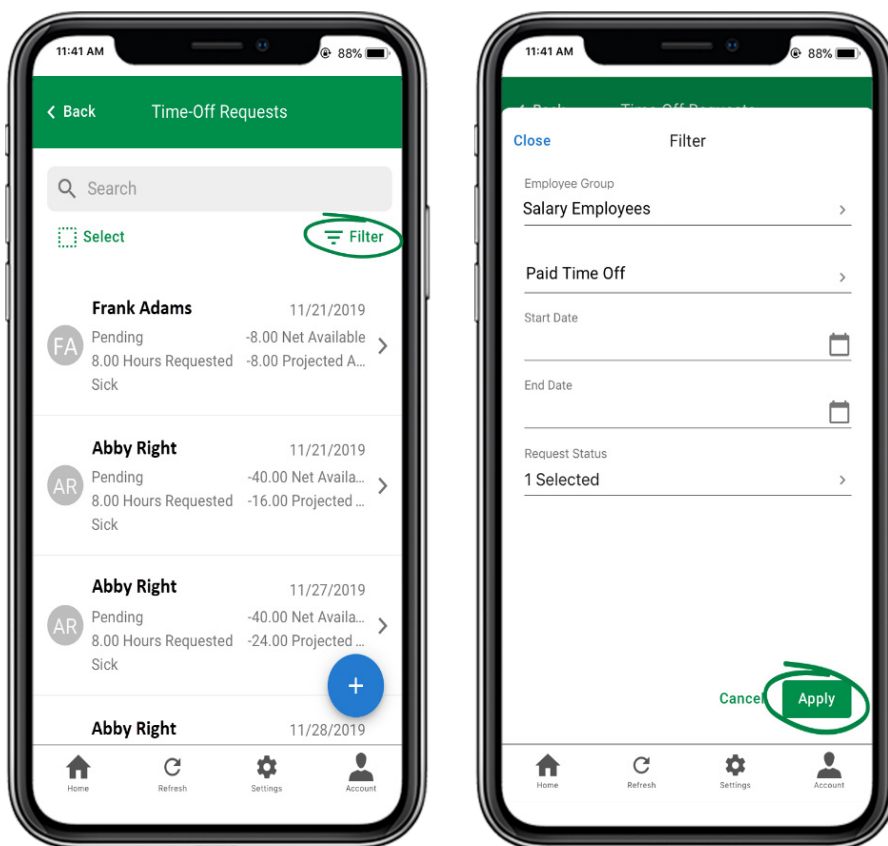
The captions on the Manager on-the-Go™ main menu, will display the total number of items requiring approval. *If no captions display, there are no items requiring approval.*

To filter the items requiring approval, managers will tap the appropriate feature and then tap "Filter" at the top of the screen. For our example, we're going to apply filters to Time-Off Requests.

The filters that display on the Filters screen will vary based on the selected feature. After selecting the desired filters, managers will tap "Apply."

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

The Time-Off Requests screen will update to reflect the selected filters. Once applied, the selected filters will save, eliminating the need for managers to apply the same filters each time they log in to Manager on-the-Go™.

In addition, the captions on the main menu will update to reflect the filters applied. The number of items that meet the filter criteria will display in blue, while the total number of items will display in gray.

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