

# Web Clock and Leave Requests Guide




## 1) Employee forgot username, password, or security questions:

- Contact Payroll. Payroll/HRIS personnel do not have access to what you changed your password to or how you answered the security questions. We can provide username, reset password to a one-time use password (an automated email will be generated with new password), and clear out your security question answers.


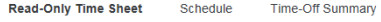
## 2) Security Questions: Is there a way to bypass security questions every time signing in?

- This security measure ensures the protection of your personal identifiable information. Answering security questions is required each time you sign in on a new computer. The settings in your web browser (Internet Explorer, Google Chrome, etc.) may also require security questions during sign in. If you are required to enter security questions each time on the same computer, contact I.T. to review your browser's security settings.

## 3) How to Clock in/out:

- In Employee Self Service, click on Web TimeClock under Time Management, then click on the  button for clock in. If you are already clocked in, you will click the button  for clock out.
- You may also click on the Blue Clock  to enter your clock-in/out.
- You must add a comment at the bottom, if the clock was for approved overtime or for any other irregular clock punch.
- Your 10 previous clock punches will appear on the right side of the screen.

## 4) How to view my Clock punches:

- In Employee Self Service, click on Web TimeSheet Read Only under Time Management. This will show all punches in the current pay period.
- You can navigate to previous pay periods by choosing from the drop down list next to the listed Current Period.  03/30/2019 - 04/12/2019 (Current Period) ▼ < > 🖨️
- There are 2 additional tabs up top  **Read-Only Time Sheet** | **Schedule** | **Time-Off Summary** will allow you to view your scheduled start/end times and Time-Off Summary. The Time-Off Summary will show your current balance minus any future hours you have requested off.

## 5) Clock-in too early:

- When an employee clocks in too early before their scheduled start time, they must enter a [Punch Change Request](#).
- Many employees arrive to work early, however, it is not expected for them to begin work. Therefore it is important for employees to not clock in too early. If you clock in too early, you will be paid overtime. All early clock-ins must be pre-approved by a supervisor. Employees will have a 6 minute window to clock in early and a 6 minute window to clock in late, based on the employees' scheduled starting time previously provided by your department. This gives employees a 12 minute window to clock-in/out It is a best practice to clock in as close to your schedule start time as possible.

- 6) Forgetting to clock in/out:
- When an employee forgets to clock in/out, they must enter a [Punch Change Request \(See #7\)](#).  
**\*\*\* Tip:** Add an outlook task with a daily recurrence a few minutes before your regular start and end time as a reminder for the first month or for however long you need.
- 7) How to enter a [Punch Change Request](#):
- A punch change request can be entered via the [Web TimeSheet Read Only](#) screen by clicking on the clock in/out time that needs to be changed or in the Web Time Clock screen on the right side under “Recent Punches”. A comment is required for every request.
- 8) [Changing OT work to Comp Earned](#):
- Enter a [punch change request](#) on the Clock-out time to be changed to your regular scheduled off-time. Enter a Comment similar to “Change 1 hour of overtime to comp earned”.
- 9) Working 8 hours away from your office without capability to clock in and out. Example: attending a conference or off-site meeting:
- On the Web Time Sheet Read Only screen, click “REQUEST NEW PUNCH”. Since most of these occurrences will be pre-determined, this can also be done ahead of time for future dates, as well as after the fact.
- 10) Overtime Call In’s:
- The employee enters in a [punch change request](#) for the time of call in and makes a comment about the number of hours worked.
- 11) [How to make a Time-Off Request](#):
- From the Main Menu, go to the Time-Off Requests section and click Request Time Off. Click the [Add Time-Off Request](#), or the “+” sign on the actual date from the Calendar, and fill in the information, including date, hours used and type of leave.
  - When adding a request, you will be able to see your [projected amount available](#), which will include your projected accrual amounts and any leave requests already approved.
- 12) Additional Calendar Functions:
- Within the [Request time off](#) function, you can use the Calendar to view the status of your leave request and make any [changes to your previous requests](#).

With the exception of Clocking In/Out, all of the other functions can be done from the Paycom Mobile App.

# Punch Change Request

Add Punch Change through the Web TimeSheet Read Only screen. Click on the blue or red clock time of the punch that needs to be changed. For a missed clock in/out or for a future punch change request, you will need to click on the "REQUEST NEW PUNCH" button.

Web TimeSheet Read Only

Read-Only Time Sheet    Schedule    Time-Off Summary

Mar 30, 2019 to Apr 12, 2019    03/30/2019 - 04/12/2019 (Current Period)

REQUEST NEW PUNCH    ADD COMMENT

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Units	Exceptions	Comments	Missing Punch	Delete
Sat 03/30															
Sun 03/31															
Mon 04/01		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Tue 04/02		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Wed 04/03		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Thu 04/04		08:30 AM	099999-INF...	04:40 PM				8.17	8.17						
Fri 04/05		08:30 AM	099999-INF...	05:00 PM				8.50	8.50						
Weekly Totals								40.67		\$0.00	0.00				
Sat 04/06															
Sun 04/07															
Mon 04/08		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Tue 04/09															
Wed 04/10															
Thu 04/11															
Fri 04/12															
Weekly Totals								8.00		\$0.00	0.00				

Approve Up to Date    04/08/2019    APPROVE DATE

After you click on the previously entered time, a pop-up box will appear to enter your correct time and reason.

Request Punch Edit (Out Day: 04/04/19)

Date  
04/04/2019

OUT DAY

Punch Time  
04:30 PM


Allocation  
099999-INFORMATION TECHNOLOGY- HRIS-Default Position-Unassigned

Reason for Punch Change Request  
Clock out too late

CANCEL    ADD REQUEST

For approved Overtime worked, employees can request that time be Comp Earned instead of Paid Overtime. We must have a record of the employees request for the Overtime to be changed to Comp time, and the department must approve this request. Therefore, the employee needs to make a Punch Change Request. Change the "Out Day" time to your scheduled out time, and add a comment to change the paid Overtime to Comp Time. You only need to enter the amount of hours worked. The system will calculate those hours at time and a half (1 ½) just like overtime.

### Request Punch Edit (Out Day: 04/05/19) ✕

Date  
04/05/2019 

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OUT DAY ▼

---

Punch Time  
04:30 PM

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Allocation  
099999-INFORMATION TECHNOLOGY- HRIS-Default Position-Unassigned

Reason for Punch Change Request  
Change .5 hours of OT to .5 hours of Comp Earned|

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CANCEL ADD REQUEST

# Time-Off Request

Time-off requests can be made 24/7 using the Employee Self Service website or with the mobile app. The purpose of the electronic requests is to eliminate the paper trail and provide one single location of all requests. This should not eliminate the communication you have with your supervisor and other employees in regards to scheduled leave time. A leave request must be approved prior to your actual leave. Please refer to your leave policies for proper leave scheduling. The Time-Off Requests also enable an employee to see how much available time they have available when they want to use their time. Once a leave request is approved, your future timecards will be updated to include your leave hours.

Go into the Request Time-Off screen under the Time-Off Requests section. This will bring up a Calendar and 2 other tabs for Hours Available and Manage Time-Off Requests. You can begin to add a request by clicking on the "Add Time-Off Request" or by clicking on the Green "+" on the actual date of the leave request in the Calendar.

Time Management   Time-Off Requests   Information   Payroll   Documents   Checklists   Company Information   My Learning

## Time-Off Request

Calendar   Hours Available   Manage Time-Off Requests

ADD TIME-OFF REQUEST

⌚ Requested   ✓ Approved   ⛔ Denied   📅 Calendar-Only   ★ Holiday   ⚠ Blackout



April   2019    View Others' Requests   Today   <   >


Sun	Mon	Tue	Wed	Thu	Fri	Sat
+ 31	+ 1	+ 2	+ 3	+ 4	+ 5	+ 6
+ 7	+ 8	+ 9	+ 10	+ 11	+ 12	+ 13
+ 14	+ 15 2.00 V ✓	+ 16	+ 17	+ 18	+ 19 8.00 *H* ★	+ 20

### Add Time-Off Request

Hours per day \*

Type \*

Days   To  

Start Time    Exclude Weekends

Reason

Projected Net Available  
58.77 hours (0 future hours)

[CANCEL](#) [ADD REQUEST](#)

After you choose the Type of leave, the Projected Net Available balance will appear. There will be 2 different amounts. The first amount is your current balance today, plus any projected accrual you will receive from today until the Day you are requesting. The second amount will be a total amount of hours you have already requested in the future. In the example above, you can see that on 6/26/19 the Projected Net Available is 58.77. That amount equals the 28.00 hours available at the time the request was made, plus another 30.77 the employee will accrue between the 2 dates.


Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Vacation (V)	30.00	2.00	0.00	28.00

You can Edit or Remove a previous request by clicking on the request from the Calendar.

### Edit Time-Off Request

Hours per day \*

Type \*

Start Time   

Reason

Projected Net Available  
61.00 hours (0 future hours)

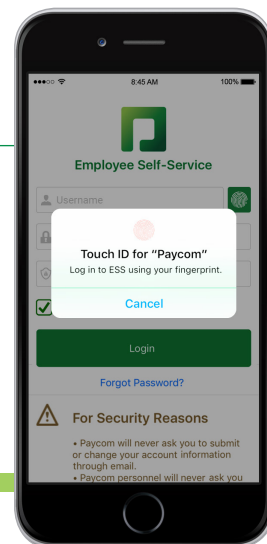
Status  
Requested

[REMOVE](#) [UPDATE](#)



## Employee Self-Service Made Simple

DOWNLOAD THE  
**PAYCOM APP!**



### Ever wish you could log into Paycom from your phone using your fingerprint? You app-solutely can!

The Paycom app makes it even easier to access Employee-Self Service on your mobile device, with new features that include fingerprint login and notifications.\*

Whenever and wherever you need it, your employee data is accessible here, including pay stubs, leave balances, time-off requests, time sheets, benefits and more.\*\*

Stay in the loop with the option to receive push notifications for events such as benefit enrollment deadlines, expiring passwords, and more.

Just follow these simple steps:

- 1 Search "Paycom" in the Apple App Store or Google Play Store.
- 2 Download the app.
- 3 Enter your username and password.



*\*Not all mobile devices are equipped with this feature..*

*\*\*Functionality is dependent upon whether your employer has enabled these products.*

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