

# Web Clock and Leave Requests Guide

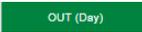
## 1) Employee forgot username, password, or security questions:

- 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.

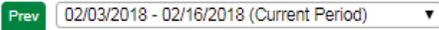
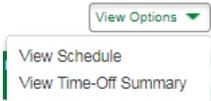
## 2) Security Questions: Is there a way to bypass security questions every time signing in?

- 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 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 green "Prev" button. 
- By clicking on the "View Options" drop down, you can view your scheduled start and 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. 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 TimeClock](#) screen on the right side under “Recent Punches”, or in the [Web TimeSheet Read Only](#) screen by clicking on the clock in/out time that needs to be changed or clicking on “Add Punch Change Request” link. 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 Add a Punch Change Request for the date with a reason in the comment section. 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](#):

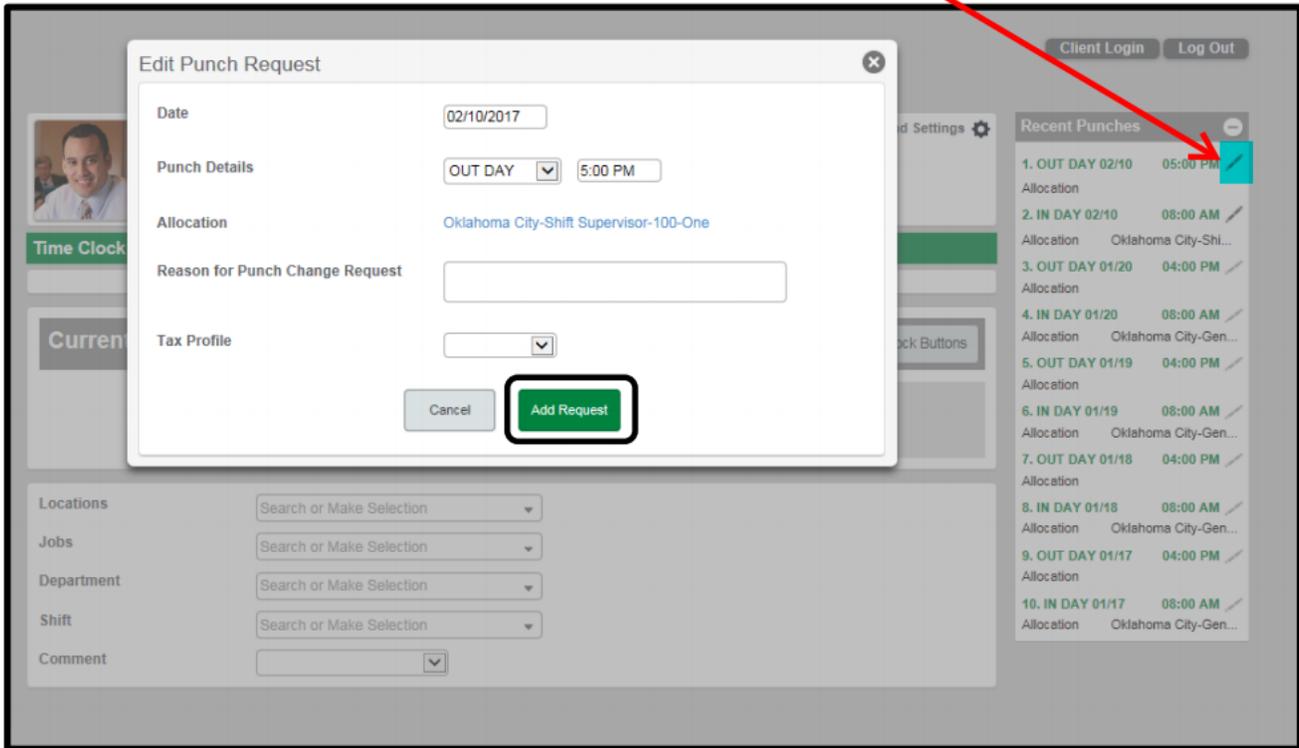
- From the Main Menu, go to the Time-Off Request section and click Request Time Off. Expand the [Add Time-Off Request](#) section, by clicking on the “+” sign, and fill in the information, including date, hours used and type of leave. You can also navigate to the [Calendar](#) below the Hours Available to click on the date requested and enter your leave information to complete the request.
- 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:

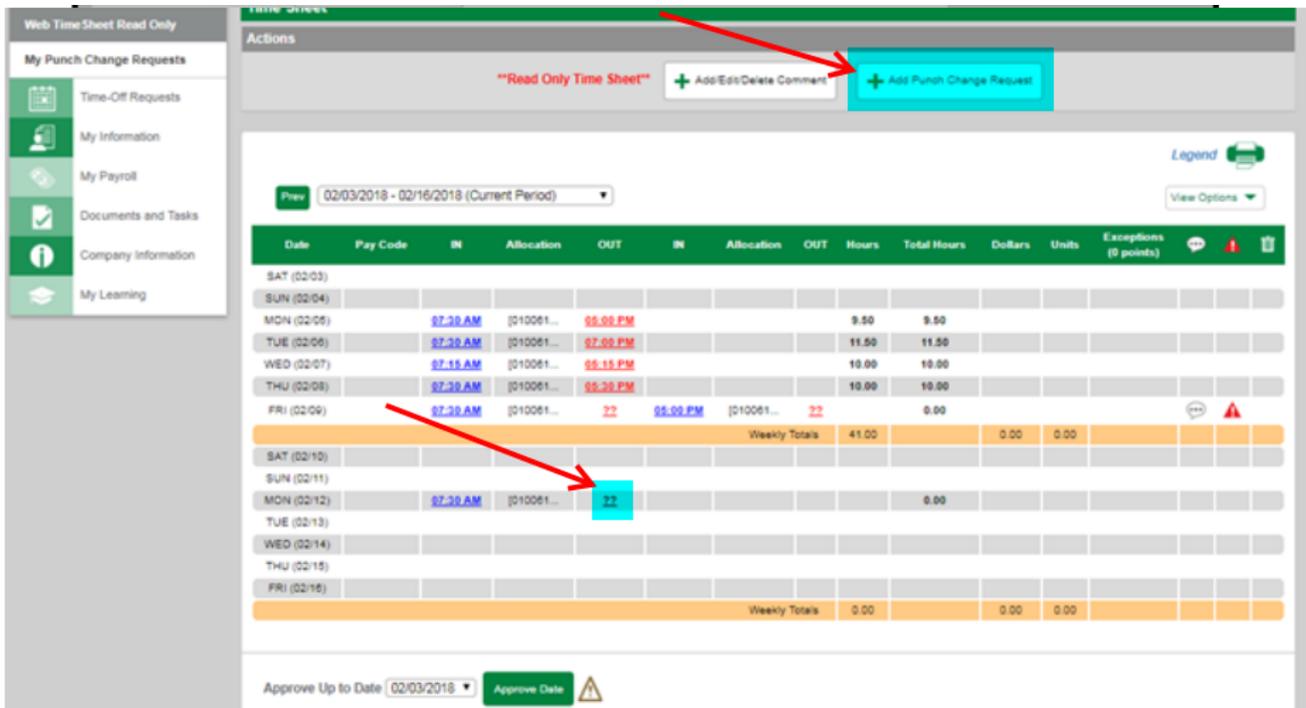
- Within the [Request time off](#) function, you can use the Calendar to view the status of your leave request and you can see [other leave requests](#) within your department.

# Punch Change Request

Add Punch Change through the Web TimeClock screen. Click on the pencil icon under Recent Punches.



Add Punch Change through the Web TimeSheet Read Only screen. Click on the “Add Punch Change Request” (this method would be required for a future punch change request) or click on the blue or red Clock time of the punch that needs to be changed.



How to add a punch change for Comp time earned instead of Overtime earnings paid. Change "Out Day" time to scheduled out time, add comment to change 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.

The screenshot shows a software interface for editing a punch request. A dialog box titled "Edit Punch Request" is open, containing the following fields:

- Date: 02/05/2018
- Punch Details: OUT DAY (dropdown), 03:30 PM (input)
- Allocation: (empty)
- Reason for Punch Change Request: Change 1.5 hours of Overtime to 1.5 hours of Comp time. (text area)

Buttons for "Cancel" and "Add Request" are at the bottom of the dialog. Below the dialog, a "Prev" button and a date range "02/03/2018 - 02/16/2018 (Current Period)" are visible. At the bottom, a table displays time sheet data:

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Units	Exceptions (0 points)
SAT (02/03)												
SUN (02/04)												
MON (02/05)		07:30 AM	[010061...	05:00 PM				9.50	9.50			

# 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.

By Clicking on the (+) expand button in the gray header of “Add Time-Off Request”, you can add a leave request.

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available

You can also add a request by navigating to the Calendar and clicking on the Green “Add” button.

01 April 2018    Month: April    Year: 2018    Go    Previous    Next

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 Request Time Off	13	14
15	16	17	18	19	20	21
22	23	24	25 8.00 V	26 8.00 V	27 8.00 V	28
29	30 8.00 V					

**Time-Off Legend**

- Requested
- Approved
- Denied
- Calendar-Only
- Holiday
- Blackout

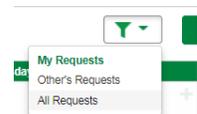
After you choose the Type of leave, the Projected Net Available balance will appear. There will be 2 different amounts. The first amount is your current balance today, plus any projected accrual you will receive from today until the Day you are requesting. The second amount will be a total amount of hours you have already requested in the future. Please read the below note for additional clarification.

**Projected Net Available** 

**202.74 hours (136 future hours)**

The 'Projected Net Available' amount for this earning is an estimate of how many net hours will be available on this date based on the current available amount and the current accrual policy tied to this earning. Please remember that this is an estimate and that the actual amount available may differ. The 'Future Hours' figure is the total number of requested and approved hours scheduled to be taken after the Projected Net calculation date. Projected Net does not account for these hours.

By clicking on the Calendar Options drop down, you can change the view of the calendar to see other approved requests within your department.



01 April 2018    Month: April    Year: 2018    Go        Previous    Next

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3 <a href="#">1 Time Off Events</a>	4 <a href="#">1 Time Off Events</a>	5 <a href="#">1 Time Off Events</a>	6	7	
8	9 <a href="#">1 Time Off Events</a>	10	11	12	13	14	
15	16	17	18 <a href="#">1 Time Off Events</a>	19 <a href="#">1 Time Off Events</a>	20 <a href="#">1 Time Off Events</a>	21	
22	23	24	25 8.00 V  <a href="#">1 Time Off Events</a>	26 8.00 V  <a href="#">1 Time Off Events</a>	27 8.00 V  <a href="#">1 Time Off Events</a>	28	
29	30 8.00 V  <a href="#">1 Time Off Events</a>						

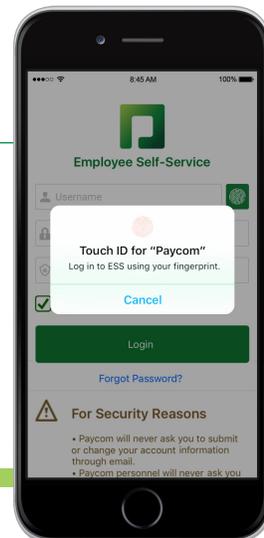
**Time-Off Legend**

-  Requested
-  Approved
-  Denied
-  Calendar-Only
-  Holiday
-  Blackout



## 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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