Paycom Instructions:
Employee Time Entry
Login at [Paycom.com](http://Paycom.com)

- Select “Employee” from the Login drop-down
- Enter account credentials
Time Management

- Click on “Web Time Sheet” located on the homepage
Web Time Sheet

- Select the appropriate time period in the upper right hand corner
- Click on “Add Punch Pair”

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<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>IN</th>
<th>Allocation</th>
<th>OUT</th>
<th>IN</th>
<th>Allocation</th>
<th>OUT</th>
<th>Hours</th>
<th>Total Hours</th>
<th>Dollars</th>
<th>Comments</th>
<th>Missing Punch</th>
<th>Delete</th>
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</table>

Weekly Totals: $0.00
Add Punch Pair

- Enter the from and to date (usually the same date)
- Enter In and Out time for the date

Add Punch Pair

Day(s) 05/22/2019 to 05/22/2019

Exclude Weekends

In 8:00 AM

Out 5:00 PM

Allocation

Service Code

Add Comment

CANCEL  ADD PUNCH PAIR
Add Punch Pair

- Select the Service code from the Allocation drop-down menu

Allocation

Service Code

- Holiday Pay Job Coach - [93002]
- 1Reg - [51000]
- Community Learning Services - [90100]
- Dietician - [90420]
- Emergency Back-Up - [90200]
Add Punch Pair

- Click on “Add Punch Pair” to record the hours
- Repeat the process for each working day