Paycom Instructions:
Employer Time Entry & Approval
Login at Paycom.com

- Select “Client” from the Login drop-down menu
- Enter account credentials
  - Enter “0FJ99” for the Client Code
Timecard Entry

- Click “Timecard Search” from the main menu

- Click on the employees name
  - Only active employees are visible for selection
Timecard Entry

- Select the appropriate time period on the upper right corner

- Click “Add Punch Pair” to begin time entry
Timecard Entry

- Enter the **date range** (usually the same day as highlighted)
- Enter **In** and **Out** times (Start and End of the work day)
- Select the correct **Service Code**
- Click “**Add Punch Pair**” to submit hours
- The remaining fields should be empty
- **Repeat the process for each day worked**

<table>
<thead>
<tr>
<th>Day(s)</th>
<th>05/23/2019 To 05/23/2019</th>
<th>Exclude Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Punch Pair</td>
<td>DAY: DOW</td>
<td>IN: 08:00 AM</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Search or Make Selection</td>
<td></td>
</tr>
</tbody>
</table>
Timecard Approval

- Click “Timecard Search” from the main menu

- Click on the employee name
  - Only active employees are visible for selection
Timecard Approval

- Select the appropriate time period on the upper right corner

- Confirm the Service Code (Allocation), Hours, and Rate are correct

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Allocation (tax)</th>
<th>Hours</th>
<th>Rate</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRR</td>
<td>Dept Rates Regular</td>
<td>80.00</td>
<td>$21.41</td>
<td>$1,712.80</td>
</tr>
<tr>
<td></td>
<td>[3019]-Personal Supports (formerly CSLA I &amp; II)-Unassigned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td>80.00</td>
<td></td>
<td>$1,712.80</td>
</tr>
</tbody>
</table>
Timecard Approval

- Select the last day of the pay period from the drop-down menu
- Click on “Approve Date” to approve the timesheet for the selected pay period
- The timesheet is locked once approved

Pay-Period Approvals
Timecard Corrections

- Unapprove the timecard by clicking the trashcan sign under Pay-Period Approvals

Pay-Period Approvals

<table>
<thead>
<tr>
<th>Approve Dates</th>
<th>Approved By</th>
<th>Approved Time</th>
<th>Approve Type</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 05-04-2019</td>
<td>3005ABBASI</td>
<td>05-23-2019 11:38:34</td>
<td>Supervisor</td>
<td></td>
</tr>
</tbody>
</table>

- Click trash sign for the day which needs correction to remove time entry

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>Allocation (tax)</th>
<th>OUT</th>
<th>Hours</th>
<th>Total Hours</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN (04/21)</td>
<td>08:00 AM</td>
<td></td>
<td></td>
<td>09:00 PM</td>
<td></td>
<td>05:00 PM</td>
<td>15:00</td>
<td>15.00</td>
<td>15.00</td>
</tr>
</tbody>
</table>

- Follow previous Timecard Entry instructions to re-enter hours worked
- Follow previous Timecard Approval instructions to re-approve