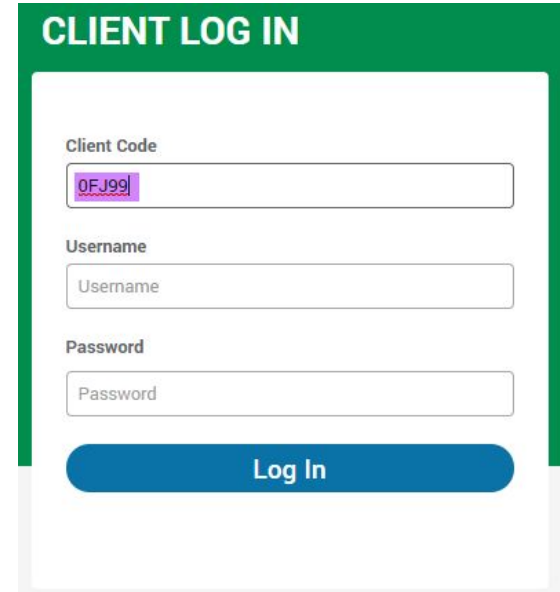
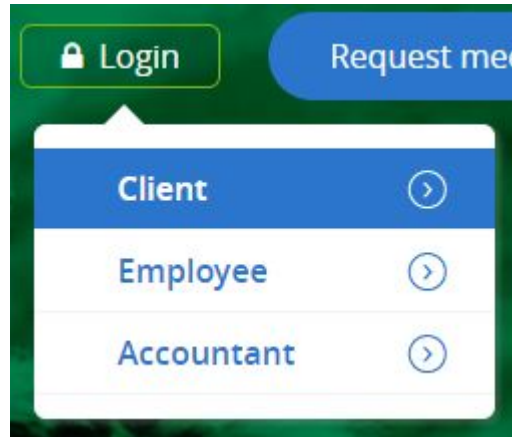




Paycom Instructions: Employer Time Entry & Approval

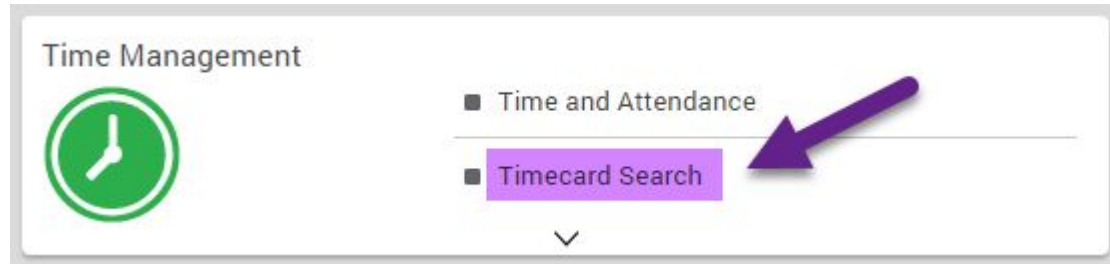
Login at [Paycom.com](https://paycom.com)

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

A screenshot of the 'CLIENT LOG IN' form. The form has a green header with the text 'CLIENT LOG IN'. Below the header, there are three input fields: 'Client Code' (containing '0FJ99'), 'Username' (containing 'Username'), and 'Password' (containing 'Password'). At the bottom of the form is a blue 'Log In' button.

Timecard Entry

- Click “Timecard Search” from the main menu




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

Search 🔍 Previous 1 Next Actions ⌵ ⚙️ 25 ▾

Select All	Employee Name	Status	Home Allocation	Position Title	Pay Class	Terminal	Pay Type
<input type="checkbox"/>	<input type="checkbox"/> [Employee Name]	<input type="checkbox"/> A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HHD	<input type="checkbox"/> T01	<input type="checkbox"/> Hourly

Timecard Entry

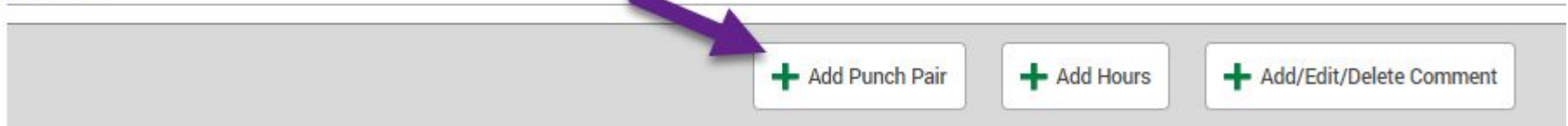
- Select the appropriate time period on the upper right corner



The screenshot displays the top section of a timecard entry system. On the left, there is a dropdown menu and a placeholder for an employee's profile picture. To the right of the picture, the following employee information is listed: Name (blurred), Status ACTIVE, Dept (blurred), and Full/Part Time Part Time. Further right, there are navigation arrows and the text '1 of 1'. Below this, the current pay period is shown as '05/19/2019 - 06/01/2019 (Current Period)'. Other details include Badge Number (blurred), Position (blurred), Labor Allocation Unassigned, and Unassigned. On the far right, there is a purple navigation bar with 'Prev' and 'Next' buttons, and a dropdown menu currently showing '05/19/2019 - 06/01/2019 (Current Period)'. Below the navigation bar, the following information is displayed: Hire Date 12/11/2011, Pay Type Hourly, and Pay Class HDD.

- Click “Add Punch Pair” to begin time entry

Actions



The screenshot shows the 'Actions' bar at the bottom of the interface. It contains three buttons: '+ Add Punch Pair', '+ Add Hours', and '+ Add/Edit/Delete Comment'. A purple arrow points directly to the '+ Add Punch Pair' button.

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**

Day(s) To Exclude Weekends


New Punch Pair IN OUT

Pay Code

Service Code

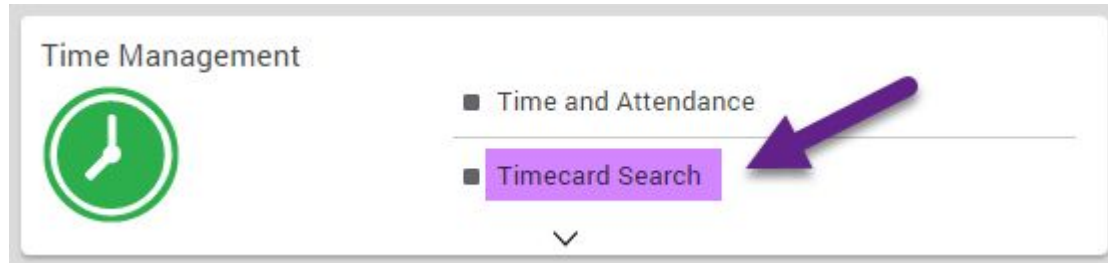
Comment

Tax Profile

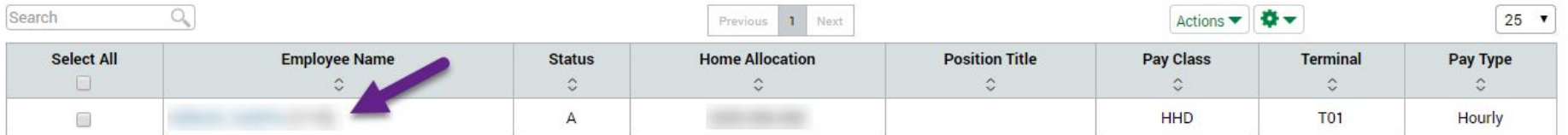


Timecard Approval

- Click “Timecard Search” from the main menu



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



A screenshot of a table displaying employee information. The table has columns for "Select All", "Employee Name", "Status", "Home Allocation", "Position Title", "Pay Class", "Terminal", and "Pay Type". A purple arrow points to the "Employee Name" column in the first row. Above the table are search and navigation controls: a search box, "Previous 1 Next" buttons, "Actions" and "Settings" dropdowns, and a page number "25" with a dropdown arrow.

Select All	Employee Name	Status	Home Allocation	Position Title	Pay Class	Terminal	Pay Type
<input type="checkbox"/>	[blurred]	A	[blurred]		HHD	T01	Hourly

Timecard Approval

- Select the appropriate time period on the upper right corner

1 of 1

05/19/2019 - 06/01/2019 (Current Period)

Prev Next



Name
Status ACTIVE
Dept
Full/Part Time Part Time

Pay Period 05/19/2019 - 06/01/2019 (Current Period)
Badge Number
Position
Labor Allocation Unassigned-
Unassigned

Hire Date 12/11/2011
Pay Type Hourly
Pay Class HDD

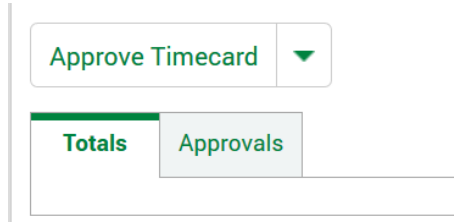
- Confirm the Service Code (Allocation), Hours, and Rate are correct

Pay-Period Totals

Pay Code	Allocation (tax)	Hours	Rate	Dollars
DRR Dept Rates Regular	[3019]-Personal Supports (formerly CSLA I & II)-Unassigned	80.00	\$21.41	\$1,712.80
Totals		80.00		\$1,712.80

Timecard Approval

- Click on “Approve Timecard” to approve the timesheet for the selected pay period



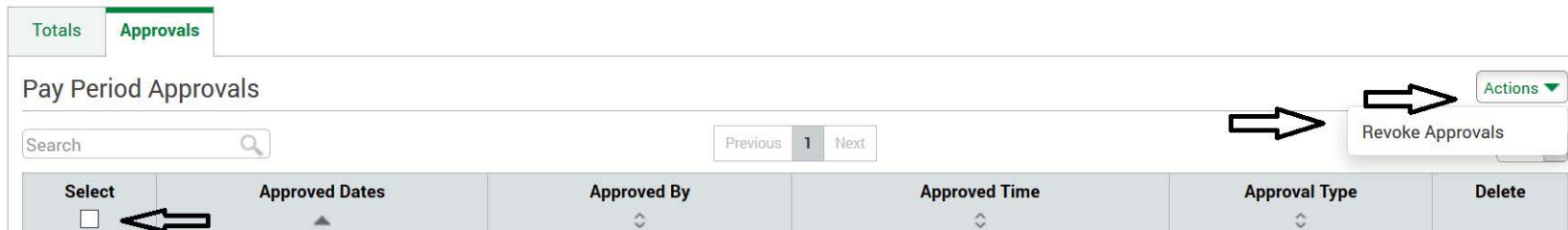
- You can select single days to approve from the dropdown arrow
- The "approvals" tab will show days and dates of approval
- The timesheet is locked once approved

Timecard Corrections

- Unapprove the timecard by click the "Approvals" tab



- Click "Select" to select all dates
- Click "Actions" then click "Revoke Approvals"



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