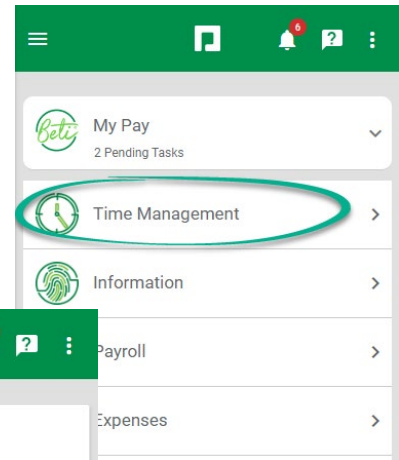


# Show Me How to Clock In and Out with Paycom



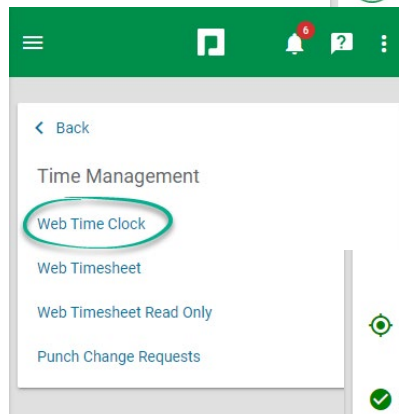
## STEP 1

Login to the Paycom App. Then select “Time Management”.



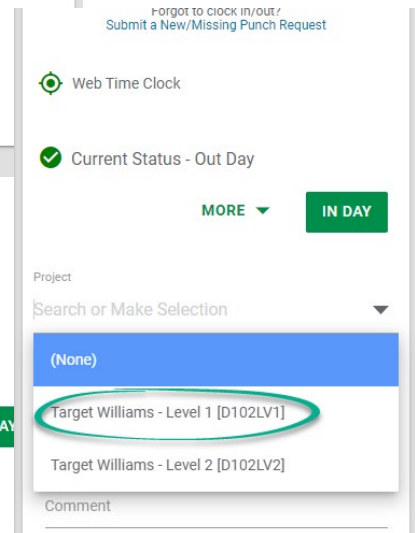
## STEP 2

Select “Web Time Clock”.



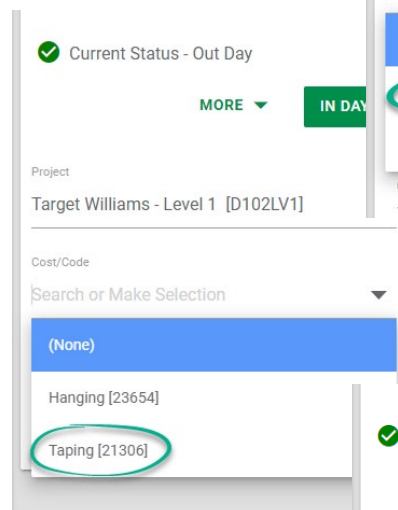
## STEP 3

Select the appropriate Project Code.



## STEP 4

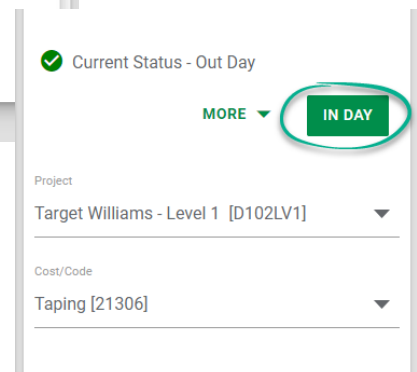
Select the appropriate Cost Code.



## STEP 5

Select “In Day”.

At the end of the day select “Out Day”. You do not need to fill out the project or Cost Code for “Out” punches.



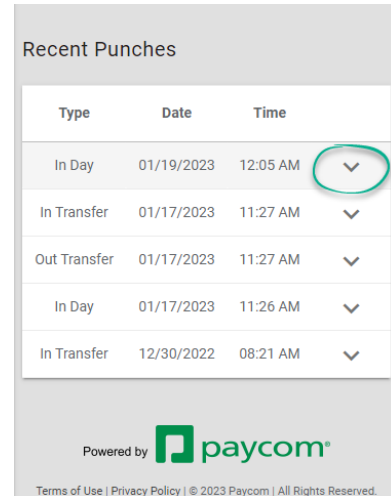
# Show Me How

## to Submit a Punch Change Request



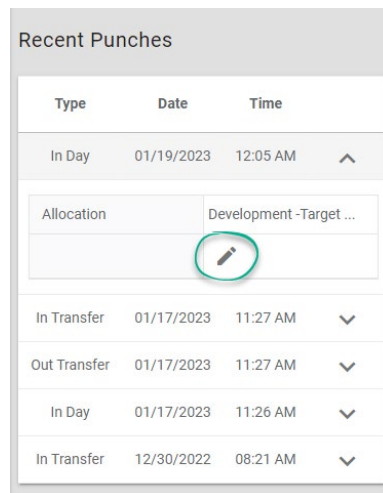
### STEP 1

Scroll down on the web timeclock to the “Recent Punches” section. Then select the dropdown arrow on the punch you need to correct.



### STEP 2

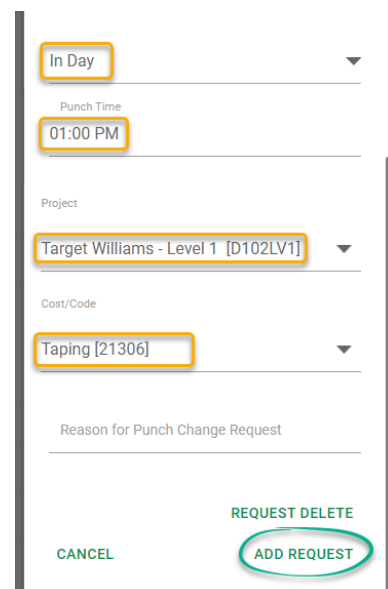
Click the Edit button.



### STEP 3

Update the fields that need changing and hit add request.

*Note: You can also request to delete an extra punch or request a new punch when your timecard has missing punches.*

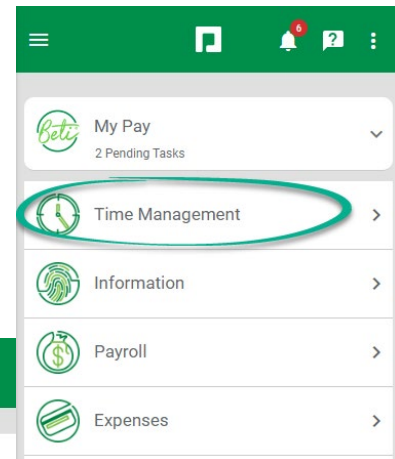


# Show Me How to Transfer Jobs and Cost Codes



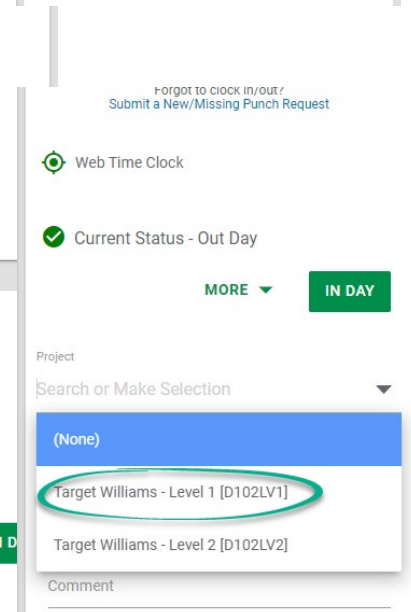
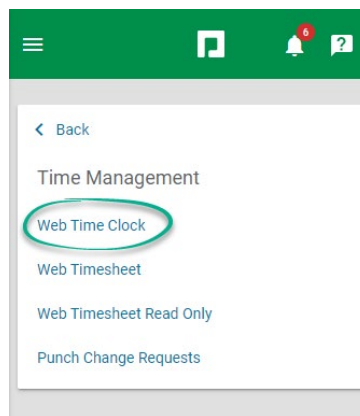
## STEP 1

Login to the Paycom App. Then select “Time Management”.



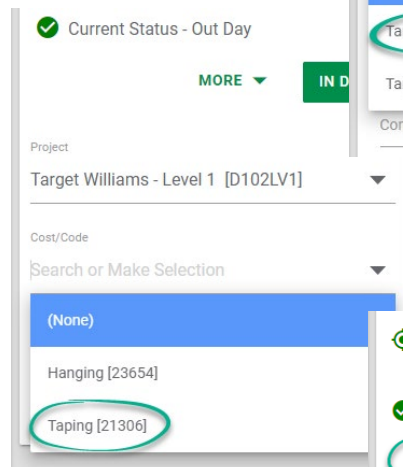
## STEP 2

Select “Web Time Clock”.



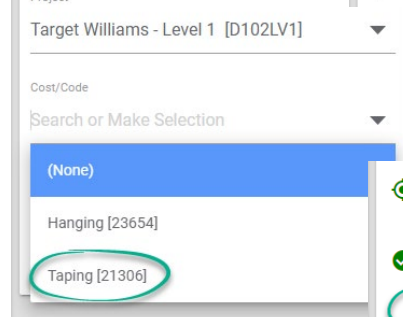
## STEP 3

Select the appropriate Project Code.



## STEP 4

Select the appropriate Cost Code.



## STEP 5

Select “More”. Then select “Transfer”.

*This will create an “Out” and “In” Punch on your timecard.*

