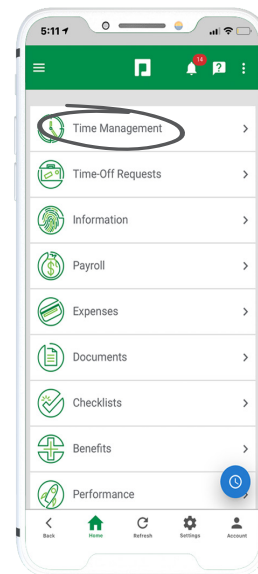# SHOW ME HOW

to Manage My Web Time Clock on Mobile
Time and Attendance

STEP 1

From Employee Self-Service®
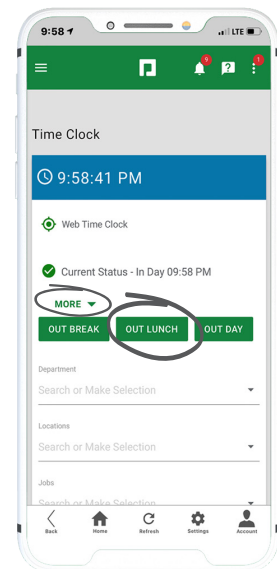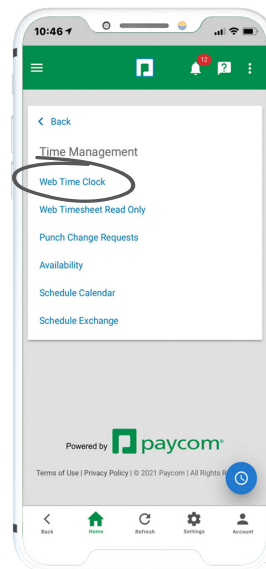on the Paycom App, tap "Time
Management."

STEP 2

To punch in or out, navigate to
"Web Time Clock." Then, tap
the appropriate option.

For example, use "IN DAY" to
clock in for the day or "OUT
LUNCH" to clock out for a
lunch break. Tap "More" to see
all available punch options.

*If you need to allocate your
time, make the appropriate
selection(s) from the drop-down
menu(s).*

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.
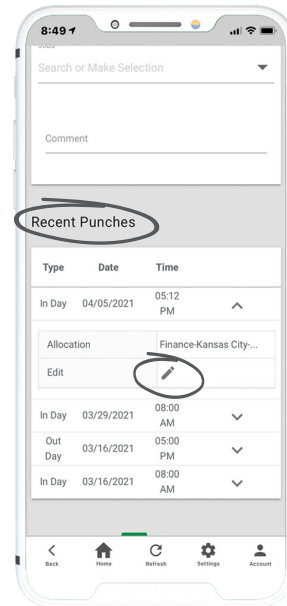
paycom®

to Manage My Web Time Clock on Mobile
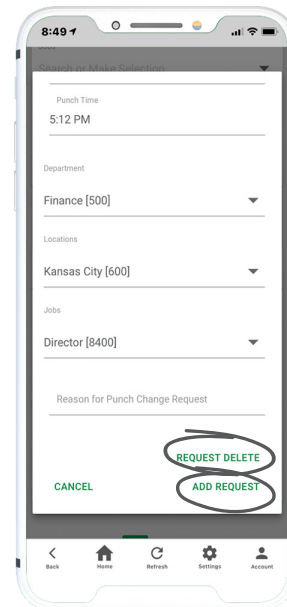### Time and Attendance

STEP 3

Scroll down to review the Recent Punches section.

To make changes to a punch, use the pencil icon to edit punch details.

STEP 4

To request the punch be changed, make your edits to the punch and tap "Add Request." To request the punch be deleted, tap "Request Delete."

HELPFUL TIPS

- Not sure whether you are clocked in or out? Your current status appears next to the checkmark icon.

EMPLOYEES

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