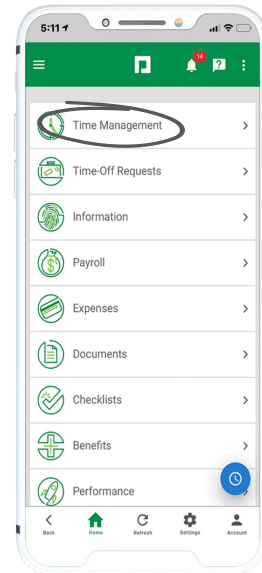# SHOW ME HOW

to Manage My Web Time Clock with Beti

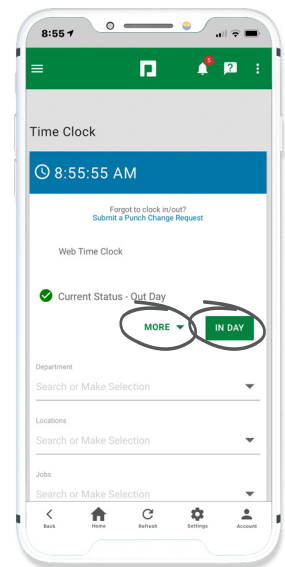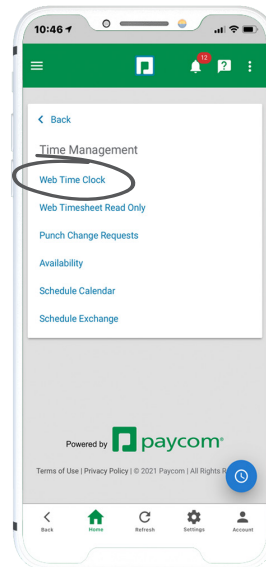**Time and Attendance**

## 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. Tap "More"
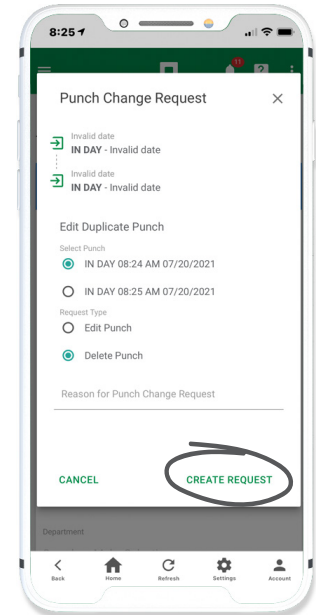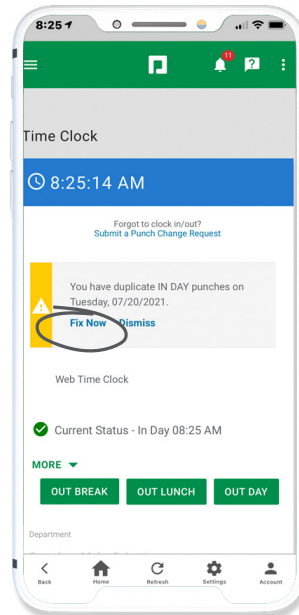to see all available punch
options.



# EMPLOYEES

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## to Manage My Web Time Clock with Beti
### Time and Attendance

### STEP 3

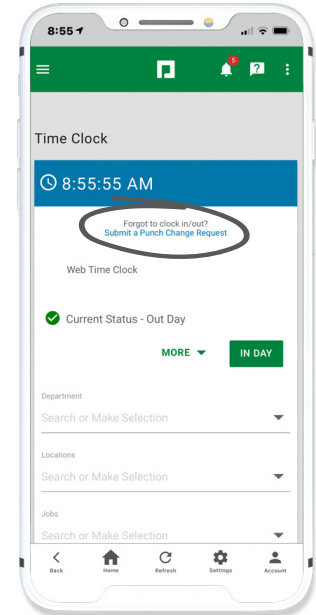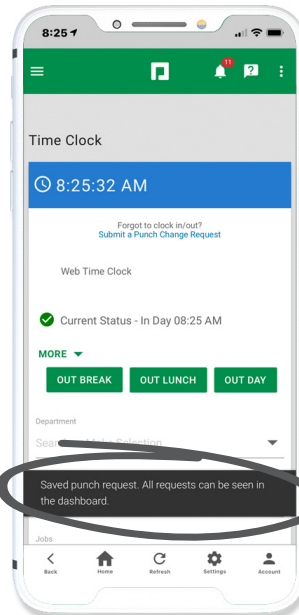If you duplicate a punch, an alert will display. Tap "Fix Now."

Determine which punch you need to edit or delete and tap "Create Request."

### STEP 4

A confirmation message appears.

You can also use the "Submit a Punch Change Request" hyperlink to directly submit a punch change request.

# EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.
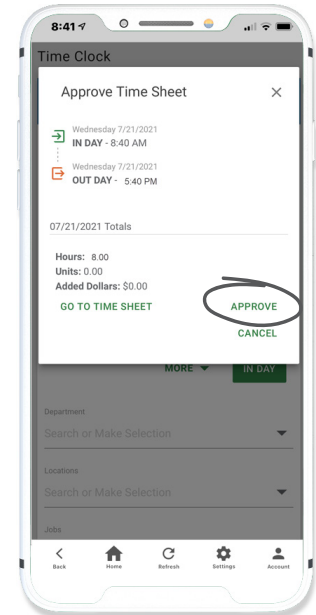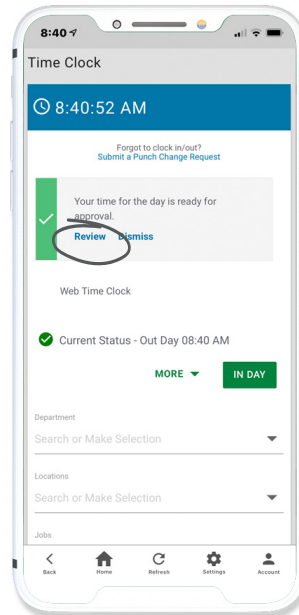
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## to Manage My Web Time Clock with Beti
### Time and Attendance

### STEP 5

After punching out for the day, you're prompted to approve your time. Tap "Review."

Then, tap "Approve."

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

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