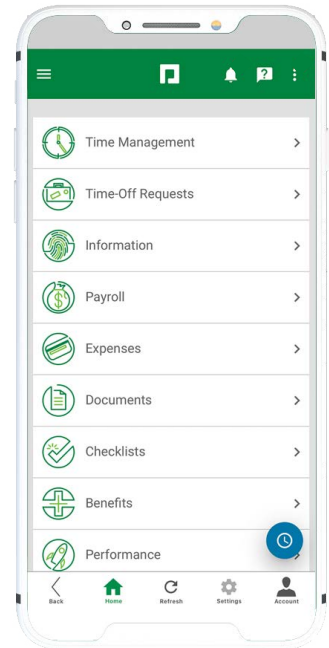# Show Me How

to Use Quick Punch on Mobile
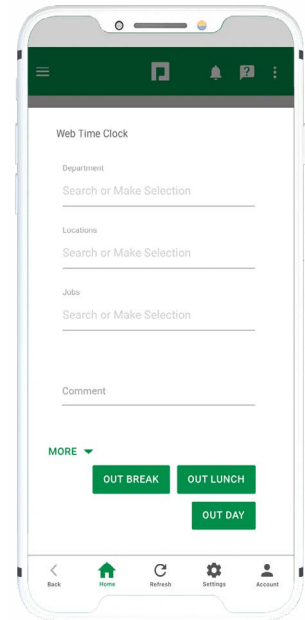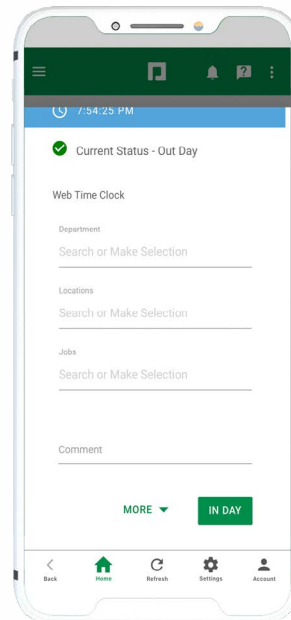
TIME AND ATTENDANCE

STEP 1

From Employee Self-Service® on the Paycom app, tap the quick punch icon.

STEP 2

To clock in, tap "In Day." To clock out, tap the appropriate option, such as "Out Day" or "Out Lunch."

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.

8-4-22

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