



## Mobile Guide:

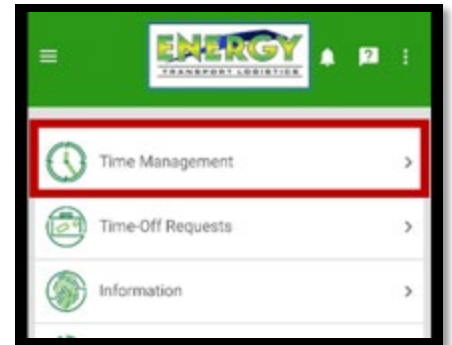
# How to Record Hours in Paycom

### **HOURLY** EMPLOYEES ONLY

1.) Login into the *Paycom* mobile app.



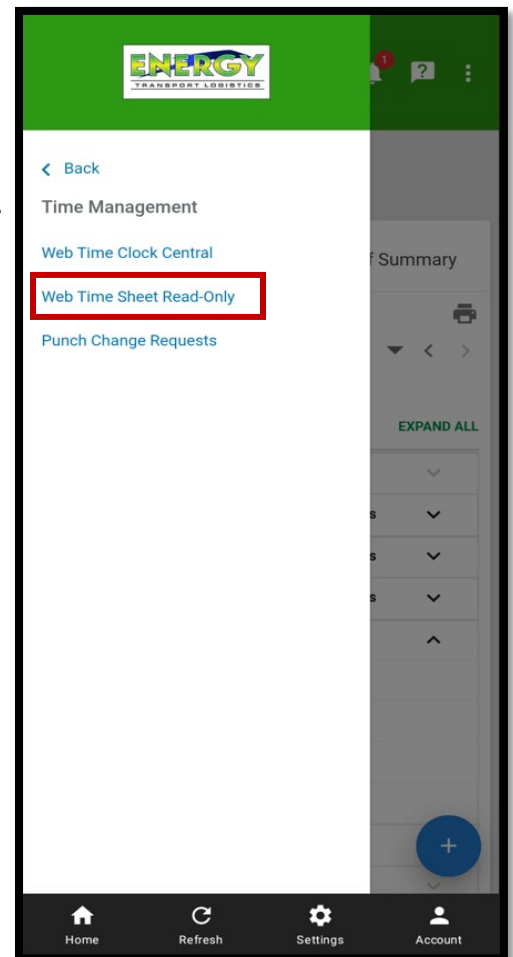
2.) Locate and select the **Time Management** tile.



3.) Choose **Web Time Sheet Read-Only** to **add** hours.

**Note:**

- **Web Time Clock** defaults to your time zone.
- Use **Punch Change Requests** to request a *punch change*.





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4.) Click on the blue + sign, to add hours.



5.) The “Request New Punch” screen will display. Enter date and time. Allocation will default.

Make appropriate selections from the dropdown menu(s) to ensure there is an **IN time** and an **OUT time** for **EACH in & out** event.

**Hourly employees must enter both an IN & OUT Time for their complete work day and an IN & OUT time for lunch, if you are required to a take a lunch.**

Web Time Sheet Read-Only

**Request New Punch** ✕

*This is a request to add a new punch to the time sheet. Adding a punch will not edit or replace a current punch. To edit a current punch, click on the individual punch on the time sheet.*

Date  
01/26/2023

IN DAY ▼

Punch Time  
08:00

Allocation  
IAH-Clerical Administration-FIASCO ENTERPRISES LLC

Reason for Punch Change Request

**CANCEL** **ADD REQUEST**

Total Hours 24.20  
Total Dollars \$0.00

Home Refresh Settings Account

Web Time Sheet Read-Only

**Read-Only Time Sheet** Time-Off Summary

01/22/2023 - 02/04/2023 (Current Period) ▼ < >

**EXPAND ALL**

Sun 01/22		▼
Mon 01/23	8.02 Hours	▼
Tue 01/24	8.00 Hours	▼
Wed 01/25	8.18 Hours	▼
Thu 01/26		^
IN	07:25 AM	
Allocation		
OUT	??	
Missing Punch		
Fri 01/27		▼
Sat 01/28		▼
Weekly Totals		
Total Hours	24.20	
Total Dollars	\$0.00	