

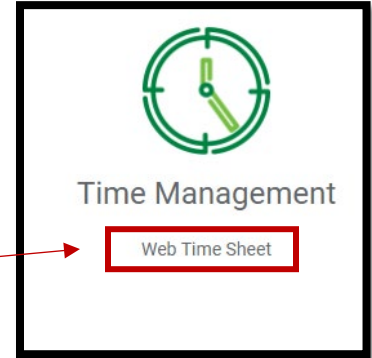
Desktop Guide: How to Record Hours in Paycom

SALARY EMPLOYEES ONLY

1.) Log into [Paycom](#), on the desktop app, as an employee.



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



3.) Select **Web Time Sheet**.

4.) Select **ADD PUNCH**.

Web Time Sheet

Time Sheet | Time-Off Summary

Jan 22, 2023 to Feb 04, 2023 01/22/2023 - 02/04/2023 (Current Period) [dropdown] [print] [info]

ADD PUNCH | ADD HOURS | ADD COMMENT

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Override	Comments	Missing Punch	Delete
Sun 01/22														
Mon 01/23		06:30 AM		??									▲	🗑️
Tue 01/24		06:30 AM		??									▲	🗑️
Wed 01/25		06:30 AM		??									▲	🗑️
Thu 01/26		06:30 AM		??									▲	🗑️
Fri 01/27		06:30 AM		??									▲	🗑️
Sat 01/28														
Weekly Totals										\$0.00				
Sun 01/29														
Mon 01/30		06:30 AM		??									▲	🗑️
Tue 01/31		06:30 AM		??									▲	🗑️
Wed 02/01		06:30 AM		??									▲	🗑️
Thu 02/02		06:30 AM		??									▲	🗑️
Fri 02/03		06:30 AM		??									▲	🗑️
Sat 02/04														
Weekly Totals										\$0.00				

APPROVE BY DATE | APPROVE PAY PERIOD



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4.) Select or enter the required details for a salary employee.




These are:

- **Date**
- Screen will default to **IN**. **OUT** is **not** needed for salary employees.
- **Time** that starts your work day. An IN or OUT time is not needed for lunch.


Select **ADD PUNCH**.


Add Punch

Day(s) 01/30/2023  to mm/dd/yyyy  Exclude Weekends

In  Day  Time 08:00 

Allocation

Sub Department 

Add Comment 

CANCEL **ADD PUNCH**



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4.) Review your Web Time Sheet.

The Web Time Sheet will display date, hours worked, and time in and out. You may edit changes, before the week is up.

- REMEMBER:
Salary employees will *only* need an **IN TIME** punch on the date worked. Please **disregard** the missing punch notification for any out time punches.

Web Time Sheet

Time Sheet | Time-Off Summary

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Weekly Totals										\$0.00				

APPROVE BY DATE | APPROVE PAY PERIOD