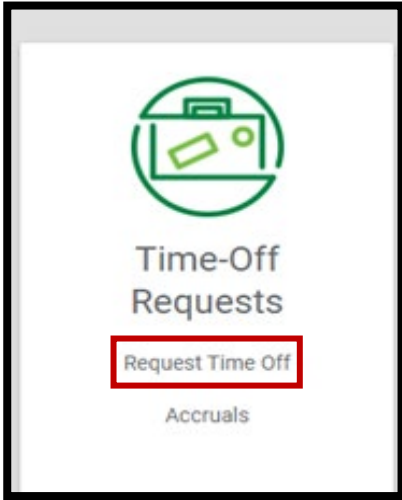


# Desktop Guide: How to Request & Manage Time Off in Paycom




## Request Time Off

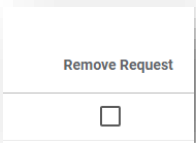
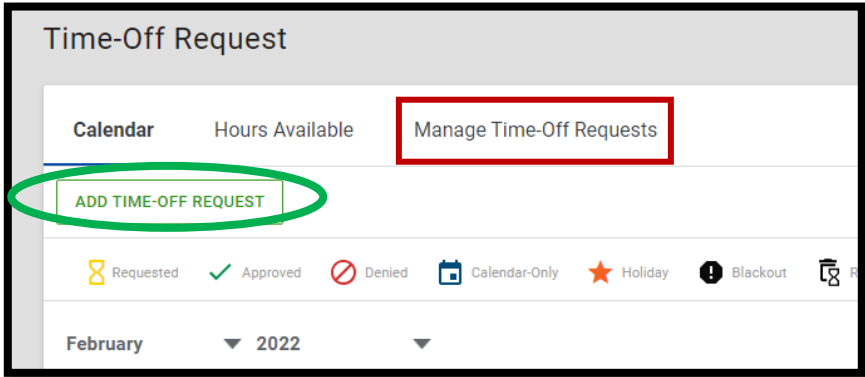
- 1.) Log into [Paycom](#), as an employee.
- 2.) Locate the **Time-Off Requests** tile.
- 3.) Select **Request Time Off**.



- 4.) Click on the last tab, **Manage Time-Off Requests**.

- **Add Time Off-Request** will allow you to *request* time off.
- **Manage Time Off Request** will allow you to *remove* prior requests.

 **Note:** Check the Remove Request box for the days you will be canceling.





## Desktop Guide:

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4.) If you selected **Add Time Off-Request**, the next screen will allow you to enter the details of your request. Enter all fields.

- Hours per day\*: This would be the amount of time you need off for the selected time period.  
Example: If you normally work 10 hours, but only need half-day off, you would enter 5.00 under Hours per day\*.
- Accrual Type\*: This is where you would choose time off as paid or unpaid, etc.
- Exclude Weekends: *Optional*

**Add Time-Off Request**

Hours per day \* 10.00

Type \* Choose an accrual type

Days 08/09/2022 To 08/09/2022

Start Time 08:00AM  Exclude Weekends

Reason Enter a reason for your request

**CANCEL** **ADD REQUEST**

5.) When all fields are completed, select **Add Request**. This will submit your request off and bring you back to the Time Request Calendar, where you can *Manage Requests Off*, as needed.

**Time-Off Request**

Calendar Hours Available Manage Time-Off Requests

ADD TIME-OFF REQUEST

Requested Approved Denied Calendar-Only Holiday Blackout

February 2022