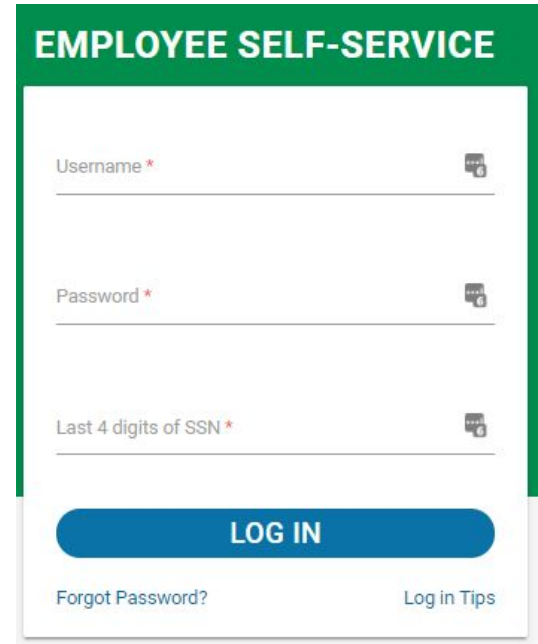
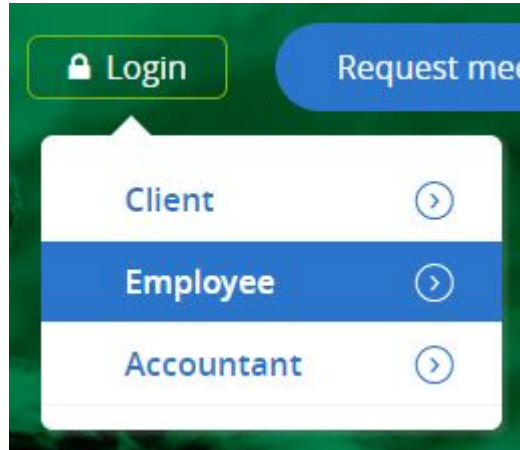




Paycom Instructions: Employee Time Entry

Login at [Paycom.com](https://www.paycom.com)

- Select “**Employee**” from the Login drop-down
- Enter account credentials

A screenshot of the Paycom Employee Self-Service login form. The form has a green header with the text "EMPLOYEE SELF-SERVICE". Below the header, there are three input fields: "Username *", "Password *", and "Last 4 digits of SSN *". Each field has a small icon to its right. Below the input fields is a large blue button with the text "LOG IN". At the bottom of the form, there are two links: "Forgot Password?" on the left and "Log in Tips" on the right.

Time Management

- Click on “**Web Time Sheet**” located on the homepage



Time Management Information Payroll Company Information My Learning



Time
Management

Web Time Sheet

Web Time Sheet Read-Only



Information

Address and Contact
Information

HR Information



Payroll

View Pay Stubs

Pay Rates



Company
Information






Help

Web Time Sheet

- Select the appropriate time period in the upper right hand corner
- Click on “Add Punch Pair”

Web Time Sheet

Time Sheet

May 19, 2019 to Jun 01, 2019 05/19/2019 - 06/01/2019 (Current Period)     



[ADD PUNCH](#) [ADD PUNCH PAIR](#)



Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Comments	Missing Punch	Delete
Sun 05/19													
Mon 05/20													
Tue 05/21													
Wed 05/22													
Thu 05/23													
Fri 05/24													
Sat 05/25													
Weekly Totals										\$0.00			

Add Punch Pair


- Enter the from and to date (usually the same date)
- Enter In and Out time for the date

Add Punch Pair ×

Day(s)  to  Exclude Weekends

Day  

Allocation



Add Punch Pair

- Select the Service code from the Allocation drop-down menu

Allocation

Service Code ▼

Search or Make Selection

Holiday Pay Job Coach - [93002]

1Reg - [51000]

Community Learning Services - [90100]

Dietician - [90420]

Emergency Back-Up - [90200]



