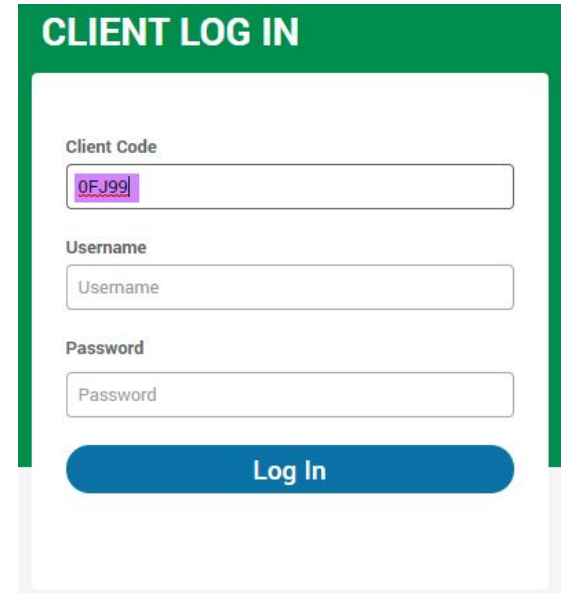
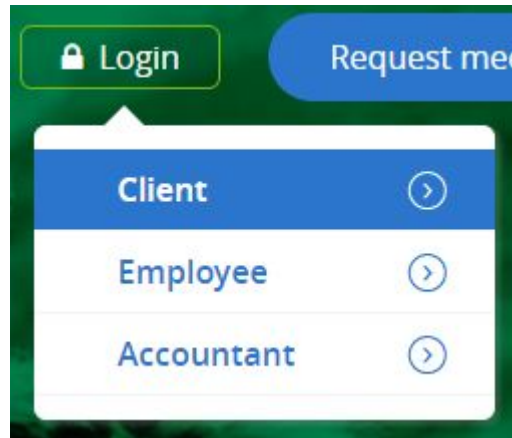




Paycom Instructions: Employer Time Entry & Approval

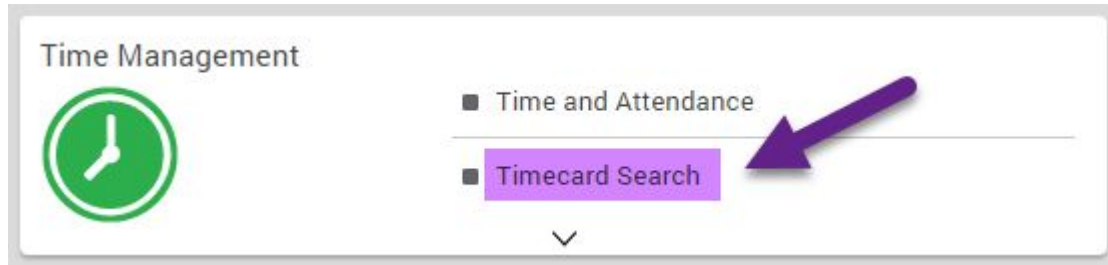
Login at [Paycom.com](https://paycom.com)

- Select “**Client**” from the Login drop-down menu
- Enter account credentials
 - Enter “**0FJ99**” for the Client Code

A screenshot of the "CLIENT LOG IN" form. The form has a green header with the text "CLIENT LOG IN" in white. Below the header are three input fields: "Client Code" with the value "0FJ99" entered, "Username" with the placeholder text "Username", and "Password" with the placeholder text "Password". At the bottom of the form is a blue button with the text "Log In".

Timecard Entry


- Click “Timecard Search” from the main menu






- Click on the employees name
 - Only active employees are visible for selection

Search

Previous 1 Next

Actions 

25 ▼

Select All	Employee Name	Status	Home Allocation	Position Title	Pay Class	Terminal	Pay Type
<input type="checkbox"/>	 	A			HHD	T01	Hourly

Timecard Entry

- Select the appropriate time period on the upper right corner



The screenshot displays the top section of the Timecard Entry interface. On the left, there is a dropdown menu and a placeholder for an employee's profile picture. To the right of the picture, the following employee information is listed: Name (blurred), Status ACTIVE, Dept (blurred), and Full/Part Time Part Time. In the center, there are navigation arrows and the text "1 of 1". Below this, the current pay period is shown as "05/19/2019 - 06/01/2019 (Current Period)", along with fields for Badge Number, Position, and Labor Allocation (Unassigned). On the right side, there is a purple bar containing a "Prev" button, a dropdown menu showing the selected time period "05/19/2019 - 06/01/2019 (Current Period)", and a "Next" button. Below the purple bar, the Hire Date (12/11/2011), Pay Type (Hourly), and Pay Class (HHD) are displayed.

- Click “Add Punch Pair” to begin time entry

Actions



The screenshot shows the "Actions" bar at the bottom of the interface. It contains three buttons: "+ Add Punch Pair", "+ Add Hours", and "+ Add/Edit/Delete Comment". A purple arrow points to the "+ Add Punch Pair" button.

Timecard Entry

- Enter the **date range** (usually the same day as highlighted)
- Enter **In** and **Out** times (Start and End of the work day)
- Select the correct **Service Code**
- Click “**Add Punch Pair**” to submit hours
- The remaining fields should be empty
- **Repeat the process for each day worked**

Day(s) To Exclude Weekends


New Punch Pair IN OUT

Pay Code

Service Code

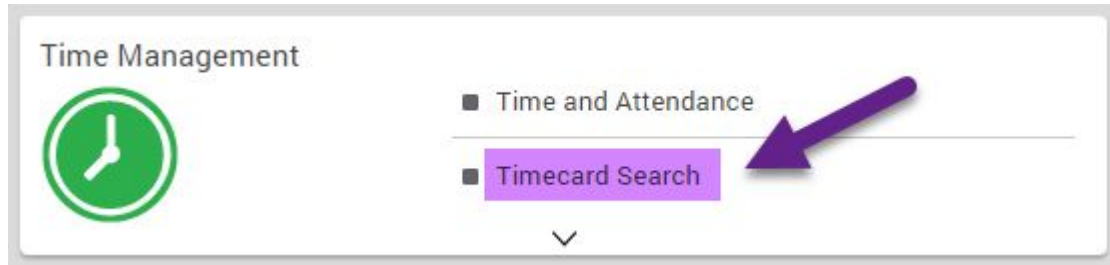
Comment

Tax Profile



Timecard Approval

- Click “Timecard Search” from the main menu



- Click on the employee name
 - Only active employees are visible for selection

Select All	Employee Name	Status	Home Allocation	Position Title	Pay Class	Terminal	Pay Type
<input type="checkbox"/>	<input type="checkbox"/> [Employee Name]	A	[Home Allocation]		HHD	T01	Hourly

Search [] [] Previous 1 Next Actions [] [] 25 []

Timecard Approval

- Select the appropriate time period on the upper right corner



Name [redacted]
Status ACTIVE
Dept [redacted]
Full/Part Time Part Time

< 1 of 1 >

Pay Period 05/19/2019 - 06/01/2019 (Current Period)
Badge Number [redacted]
Position [redacted]
Labor Allocation [redacted] Unassigned-
Unassigned

Prev 05/19/2019 - 06/01/2019 (Current Period) Next

Hire Date 12/11/2011
Pay Type Hourly
Pay Class HHD

- Confirm the Service Code (Allocation), Hours, and Rate are correct

Pay-Period Totals

Pay Code	Allocation (tax)	Hours	Rate	Dollars
DRR Dept Rates Regular	[3019]-Personal Supports (formerly CSLA I & II)-Unassigned	80.00	\$21.41	\$1,712.80
Totals		80.00		\$1,712.80

Timecard Approval

- Select the last day of the pay period from the drop-down menu
- Click on “Approve Date” to approve the timesheet for the selected pay period



- The timesheet is locked once approved

Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type	Delete
Up to: 05-04-2019		05-23-2019 11:38:34	Supervisor	

Timecard Corrections



- Unapprove the timecard by click the trashcan sign under Pay-Period Approvals


Pay-Period Approvals

Approve Dates	Approved By	Approved Time	Approve Type	Delete
Up to: 05-04-2019	3005ABBASI	05-23-2019 11:38:34	Supervisor	



- Click trash sign for the day which needs correction to remove time entry

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars		
SUN (04/21)		08:00 AM		03:00 PM	05:00 PM		01:00 AM	15.00	15.00			



- Follow previous Timecard Entry instructions to re-enter hours worked
- Follow previous Timecard Approval instructions to re-approve