

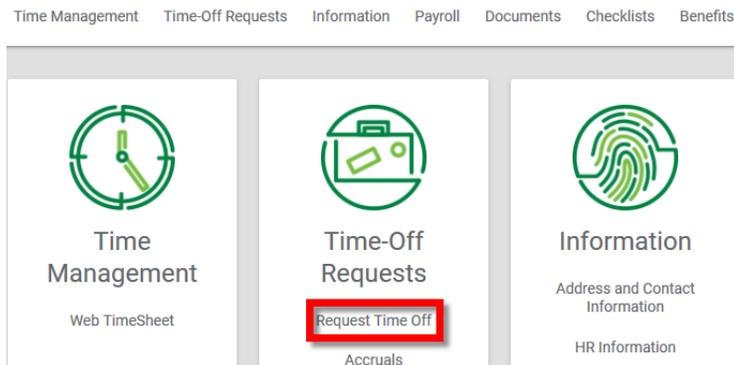
# Entering Exceptions – A How to Guide for Salaried Employees

You may access the system anytime, anywhere by going to: [www.paycom.com](http://www.paycom.com)

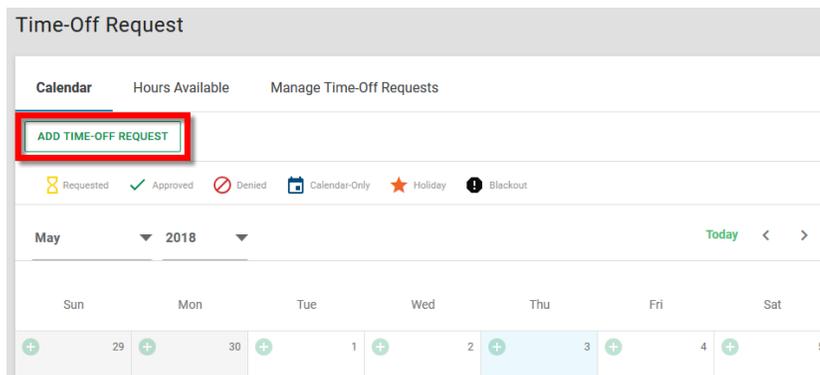
## Requesting PTO or Sick hours

*PTO and sick time are no longer added to the timesheets by employees, rather you will request the time that should be added to your timesheet and submit it for your supervisor's approval.*

**Step 1:** To submit **PTO or Sick** hours, click on “Request Time Off” found under Time-Off Requests tile.



**Step 2:** Click on the “Add Time-Off Request.”



**Step 3:** The system defaults to requesting 8 hours off, however you will want to change this depending on the number of hours you are scheduled or if you are not requesting a full day. Then select which “Type” of time off you are requesting: Personal Time Off or Sick.

The screenshot shows the 'Add Time-Off Request' form. The 'Hours per day \*' field is set to 8.00 and is highlighted in a red box. The 'Type \*' dropdown menu is also highlighted in a red box and shows the text 'Choose an accrual type'. There is a close button (X) in the top right corner.

**Step 4:** Enter the day(s) that you're requesting off. You can select a date range for multiple days or a single day. The system will default to have "Exclude Weekends" checked, if you need to request off for a weekend day, just be sure to uncheck that box.

Add Time-Off Request

Hours per day \* 8.00

Type \* Choose an accrual type

Days 05/03/2018 To 05/03/2018

Start Time 08:00AM

Exclude Weekends

**Step 5:** The start time will default to 8:00 AM, but you can adjust if necessary (i.e. you are requesting a half day). Lastly, you can enter a reason. Once the reason is entered, press "Add Request".

Start Time 08:00AM

Exclude Weekends

Reason  
Enter a reason for your request

CANCEL ADD REQUEST

**Step 6:** After you have added your time-off request, you will be brought back to the main Time-off Request screen and you will see your request added to the calendar.

Requested Approved Denied Calendar-Only Holiday Blackout

May 2018

Sun	Mon	Tue	Wed	Thu
29	30	1	2	3
6	7 8.00 PTO	8	9	10

**Step 7:** After your supervisor has approved your request, the calendar day color will change to green with a check mark and these hours will automatically be added to your timesheet.

Requested Approved Denied Calendar-Only Holiday Blackout

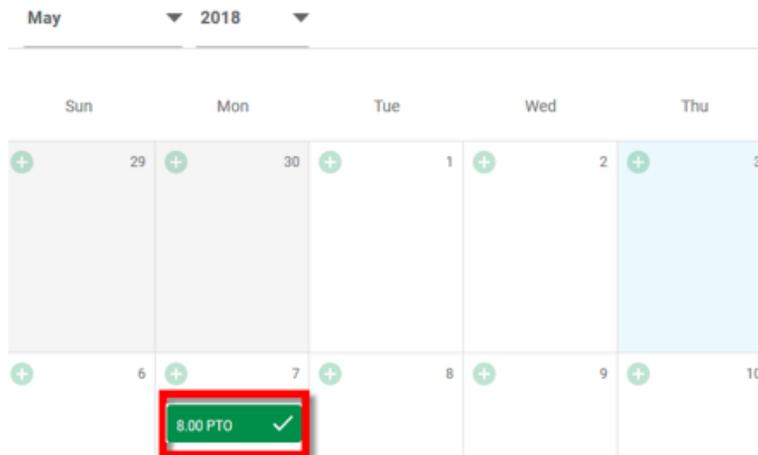
May 2018

Sun	Mon	Tue	Wed	Thu
29	30	1	2	3
6	7 8.00 PTO ✓	8	9	10

## Changing or Deleting a request

If you need to edit or remove a request, even after it's been approved, you can!

**Step 1:** Click on the request from the Time-Off Calendar.



**Step 2:** Edit the appropriate fields. You can change the "Hours per Day" or "Type" then click "Update."

Edit Time-Off Request ×

Hours per day \*  Type \*

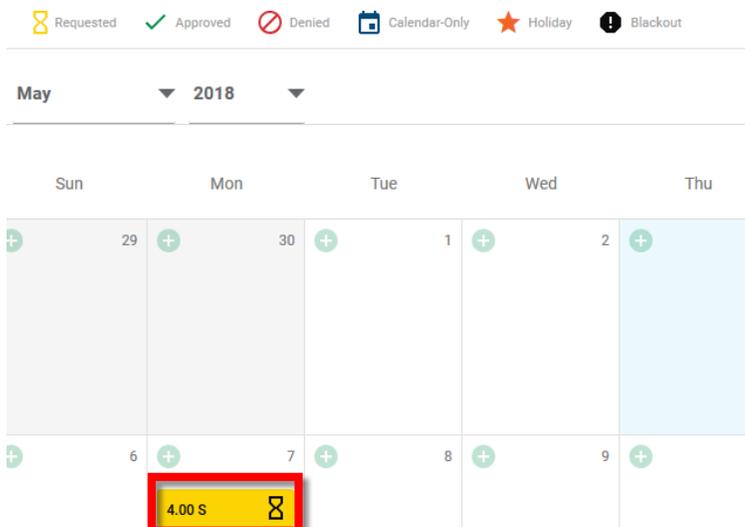
5/7/2018  
Start Time  
08:00AM 🕒

Reason  
Enter a reason for your request

Status  
Requested

[REMOVE](#) [UPDATE](#)

**Step 3:** Your edits will show on your calendar, and your supervisor will then need to approve or deny the request before it's finalized.



**Step 4:** If you need to change the date of your request then you will need to delete your request and add a new one.

### Edit Time-Off Request

Hours per day \* 8.00

Type \* Paid Time Off

5/7/2018  
Start Time 08:00AM

Reason  
Enter a reason for your request

Status Requested

**REMOVE** UPDATE

**Step 5:** Your request is no longer on the calendar.

⌚ Requested ✓ Approved ✗ Denied 📅 Calendar-Only ★ Holiday 🚫 Blackout

May 2018

Sun	Mon	Tue	Wed	Thu
+ 29	+ 30	+ 1	+ 2	+ 3
+ 6	+ 7	+ 8	+ 9	+ 10

### Adding Hours

You will use this function to submit hours for Jury Duty, Bereavement or Conference hours. **Do not** use this method to enter your regular working hours.

**Step 1:** To enter hours on your timesheet, select “Web TimeSheet” from the Time Management tile.

Time Management Time-Off Requests Information Payroll Documents Checklists Benefits

 <b>Time Management</b> <b>Web TimeSheet</b>	 <b>Time-Off Requests</b> Request Time Off Accruals	 <b>Information</b> Address and Contact Information HR Information
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**Step 2:** When you are viewing your timesheet, be sure that you are in the correct pay period. If you need to change pay periods, you can use the drop down or the previous button to navigate between different pay periods.

Web TimeSheet

Time Sheet    Time-Off Summary

Apr 29, 2018 to May 12, 2018      04/29/2018 - 05/12/2018 (Current Period) ▼ ◀

**Step 3:** To add hours onto your time card, click on “Add Hours.”

ADD PUNCH
ADD PUNCH PAIR
ADD HOURS
ADD COMMENT

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Comments	Missing Punch	Delete
Sun 04/29													
Mon 04/30													

**Step 4:** Once you click on add hours, select the day you want to add the punches to

### Add Hours

Day(s) 04/29/2018 📅 to 📅  Exclude Weekends

May 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	

:00 PM

**Step 5:** Select the appropriate pay code and enter in the number of hours you are to be paid. After these fields have been updated, click on “Add Hours.”

### Add Hours

Day(s) 05/01/2018 📅 to 📅  Exclude Weekends

Pay Code: Conference Salary [CNS] ▼ Hours: 8.00 📅

Bereavement [BRV]

Conference Salary [CNS]

Excused Salary [EXC]

Jury Duty [JRD]

CANCEL
ADD HOURS

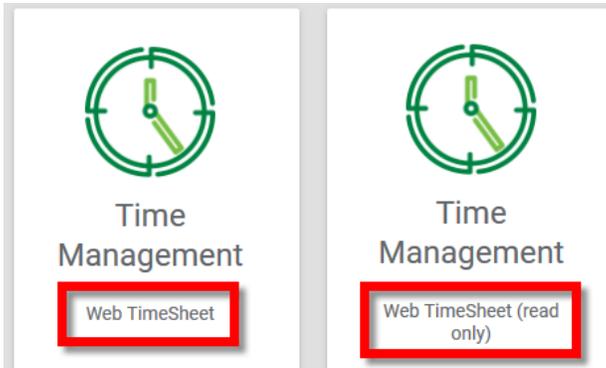
**Step 6:** Returning to the main Timesheet page, you will now see your added hours on your timesheet and included in the totals at the bottom.

Wed 05/09			
Thu 05/10			
Fri 05/11	[CNS] Conference Salary	BODX-Corporate...	8.00 8.00
Sat 05/12			
Weekly Totals		8.00	\$0.00
<b>Period Totals</b>			
Pay Code	Allocation		Hours
CNS	Conference Salary	[BODX]-Corporate*None-HRIS Specialist-Union-NO	8.00
Pay Period Totals			8.00

## Reviewing & Approving Your TimeSheet

At the end of each pay period you will need to review and approve your timesheet in order to receive proper payment.

**Step 1:** To review your timesheet, click on “Web TimeSheet” or “Web Timesheet (read only)” for biometric users found under Time Management tile.



**Step 2:** When you are viewing your timesheet, be sure that you are in the correct pay period. If you need to change pay periods, you can use the drop down or the previous button to navigate between different pay periods.

**Step 3:** While viewing your timesheet, you will need to correct missing punches noted as a double question mark (??) and the red caution sign. Simply click on the question marks and enter the appropriate in/out times. You will not be able to approve your timesheet until you have fixed the missing punches.

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Comments	Missing Punch	Delete
Sun 04/29													
Mon 04/30		07:45 AM	BODX-Corpor...	12:00 PM	01:00 PM	BODX-Corpor...	05:00 PM	8.25					
		06:00 PM	BODX-Corpor...	??					8.25			⚠	
Tue 05/01		08:03 AM	BODX-Corpor...	12:00 PM	12:58 PM	BODX-Corpor...	05:03 PM	8.03	8.03				
Wed 05/02													
Thu 05/03	[JRD] Jury Duty		BODX-Corpor...					8.00	8.00				
Fri 05/04		??		01:00 PM								⚠	
Sat 05/05													
Weekly Totals									24.28		\$0.00		

**Step 4:** Verify that you have not missed punching for entire days. The system alerts you when there missing punches when at least one punch has been entered for the day. However, if you forget to input all punches for a given day, the system will allow you to approve the timesheet. You will want to check to see if each of your workdays has punches and/or hours recorded.

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Comments	Missing Punch	Delete
Sun 04/29													
Mon 04/30		07:45 AM	BODX-Corpor...	12:00 PM	01:00 PM	BODX-Corpor...	05:00 PM	8.25					
		06:00 PM	BODX-Corpor...	??					8.25			⚠	
Tue 05/01		08:03 AM	BODX-Corpor...	12:00 PM	12:58 PM	BODX-Corpor...	05:03 PM	8.03	8.03				
Wed 05/02													
Thu 05/03	[JRD] Jury Duty		BODX-Corpor...					8.00	8.00				
Fri 05/04		??		01:00 PM								⚠	
Sat 05/05													
Weekly Totals									24.28		\$0.00		

**Step 5:** When you are ready to approve your timesheet, scroll to the bottom of the page. Use the dropdown menu to select the “up to” date(s) you want to approve. If you are approving an entire pay period, choose the last date listed. Then click the Approve Date button.

Weekly Totals 42.25 \$0.00

Weekly Totals 40.00 \$0.00

Approve Up to Date 04/29/2018

APPROVE DATE

04/29/2018  
04/30/2018  
05/01/2018  
05/02/2018  
05/03/2018  
05/04/2018  
05/05/2018  
05/06/2018  
05/07/2018  
05/08/2018  
05/09/2018  
05/10/2018  
05/11/2018  
05/12/2018

Period Totals

Pay Code	Allocation
R Regular	[BODX] -Corporate-*None-HRIS Specialist-Union-NO
JRD Jury Duty	[BODX] -Corporate-*None-HRIS Specialist-Union-NO

Pay Period To

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**Step 6:** Your time sheet will then display in yellow, signifying your approval. After your supervisor has approved your time sheet, it will display in blue.

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours
Sun 04/29									
Mon 04/30		07:45 AM	BODX-Corpor...	12:00 PM	01:00 PM	BODX-Corpor...	05:00 PM	8.25	
		06:00 PM	BODX-Corpor...	08:00 PM				2.00	10.25
Tue 05/01		08:03 AM	BODX-Corpor...	12:00 PM	01:00 PM	BODX-Corpor...	05:03 PM	8.00	8.00
Wed 05/02		07:50 AM	BODX-Corpor...	12:10 PM	01:10 PM	BODX-Corpor...	04:50 PM	8.00	8.00
Thu 05/03	[JRD] Jury Duty		BODX-Corpor...					8.00	8.00
Fri 05/04		08:00 AM	BODX-Corpor...	11:55 AM	12:55 PM	BODX-Corpor...	05:00 PM	8.00	8.00
Sat 05/05									
Weekly Totals 42.25									
Sun 05/06									
Mon 05/07		07:50 AM	BODX-Corpor...	12:00 PM	01:10 PM	BODX-Corpor...	05:00 PM	8.00	8.00
Tue 05/08		07:55 AM	BODX-Corpor...	12:00 PM	01:05 PM	BODX-Corpor...	05:00 PM	8.00	8.00
Wed 05/09		08:05 AM	BODX-Corpor...	12:00 PM	01:00 PM	BODX-Corpor...	05:05 PM	8.00	8.00
Thu 05/10		08:03 AM	BODX-Corpor...	12:00 PM	01:00 PM	BODX-Corpor...	05:03 PM	8.00	8.00
Fri 05/11		08:00 AM	BODX-Corpor...	11:55 AM	12:55 PM	BODX-Corpor...	05:00 PM	8.00	8.00
Sat 05/12									
Weekly Totals 40.00									

**Step 7:** If you need to make changes after you have approved your timesheet, but before your supervisor has approved it, click on the trash can icon. This will remove the approval and allow you to make changes to the dates that have been approved. You will then need to reapprove your timesheet after you have made the necessary changes.

#### Period Approvals

Approval Date	Approved By	Approval Time	Approval Type	Delete
Up to: [2018-05-12 23:59:59]	0T578A0JN	2018-05-04 15:31:01	Employee	

**Step 8:** You have now successfully entered your hours, approved and submitted your timesheet for the pay period.