Entering Hours –
A How to Guide for Hourly, Web Timesheet Employees

You may access the system anytime, anywhere by going to: www.paycom.com

Entering Hours

Time-Off Requests

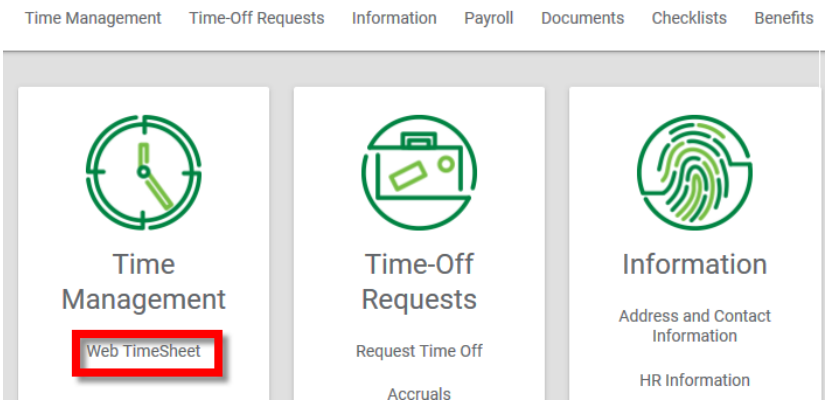
Adding Hours (Exceptions)

Reviewing & Approving Timesheets

Entering hours worked

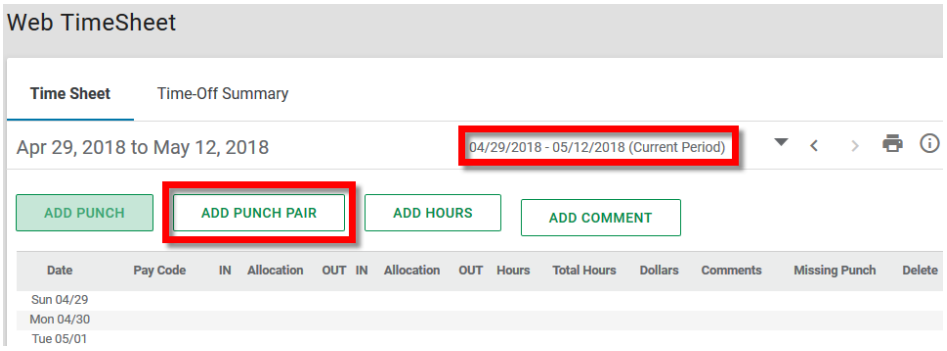
You will use this method to add your regular work hours. It is highly recommended that enter your hours daily. You should check your timesheet at the end of each workweek (usually Friday) to see if there are any missing punches and add if needed (instructions are at the end of this document).

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

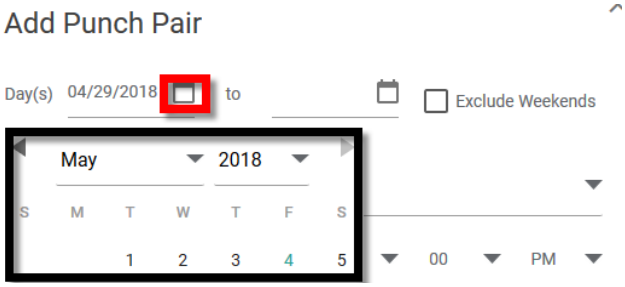


Step 2: When you are viewing your timesheet, be sure that you are in the correct pay period. If you need to change pay periods, you can use the drop down or the previous button to navigate between different pay periods.

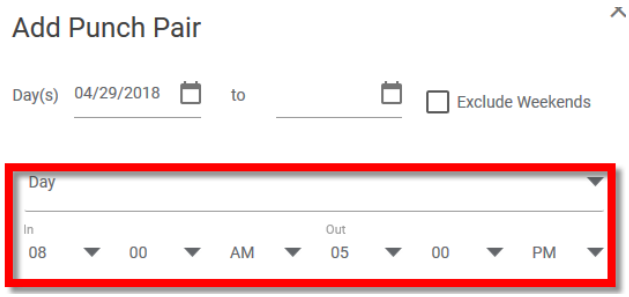
Step 3: To add hours onto your time card, click on "Add Punch Pair."



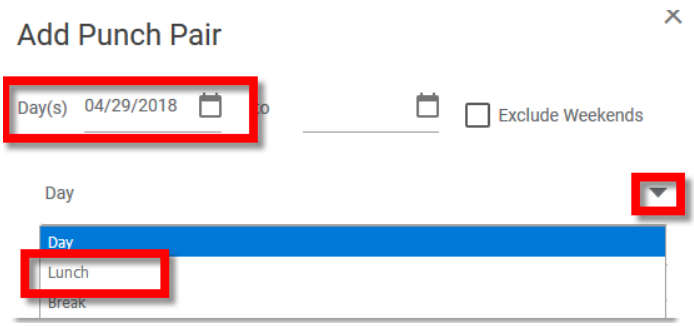
Step 4: Once you click on add punch pair, select the day you want to add the punches to



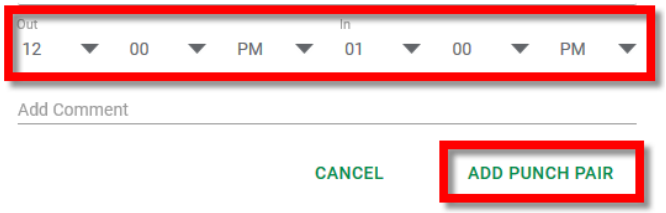
Step 5: The system will always default to "**Day**" with the "**IN"** (when you start work) time of **8:00 am** and an **"OUT"** (when you leave for day) time of **5:00 pm**. If you need to need to change the IN/OUT time then just click on the drop down and select the correct time with the appropriate am/pm indicator.



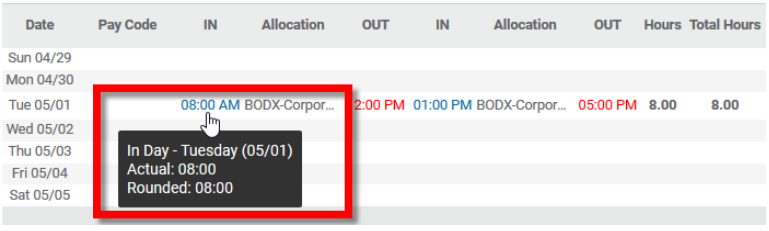
Step 6: To enter in the time for your lunch. Click on "Add Punch Pair." Select the appropriate day you want to add the punches to. You will select LUNCH from the drop down list.



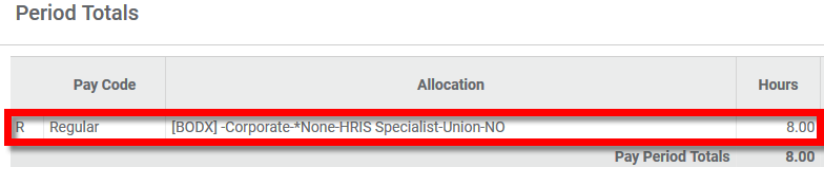
Step 7: Select the appropriate time for your **OUT – when you leave for lunch** and **IN – when you come back from lunch**. Verify that the "am" and "pm" are correct, click "Add Punch Pair.



Step 8: You are now back to viewing your timesheet and will see punches you just recorded. Hovering over it will provide you with the type of punch enter, in our case below it is an "In Day" punch.



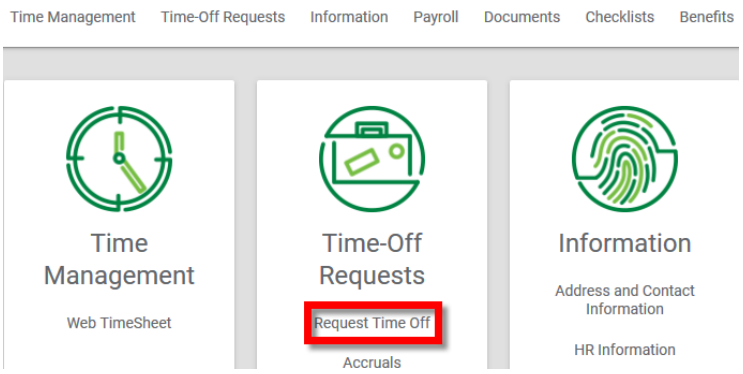
Step 9: You will see your total hours at the bottom of the timesheet. Your total hours for the week and for the pay period will be displayed, as well as any overtime or double time you may have worked.



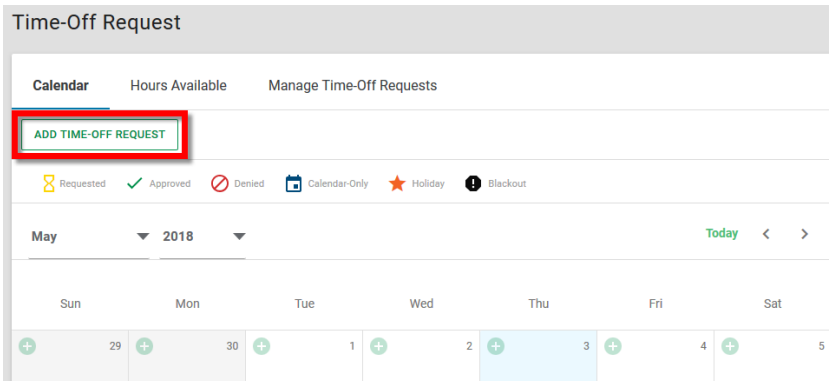
Requesting PTO or Sick hours

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.

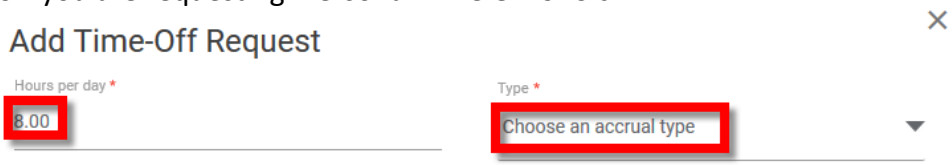
Step 1: To submit **PTO or Sick** hours, click on "Request Time Off" found under Time-Off Requests tile.



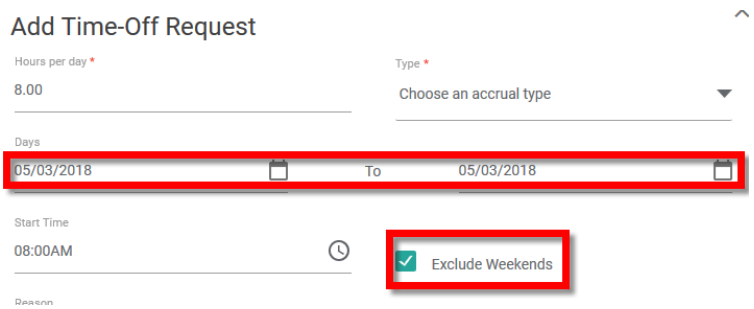
Step 2: Click on the "Add Time-Off Request."



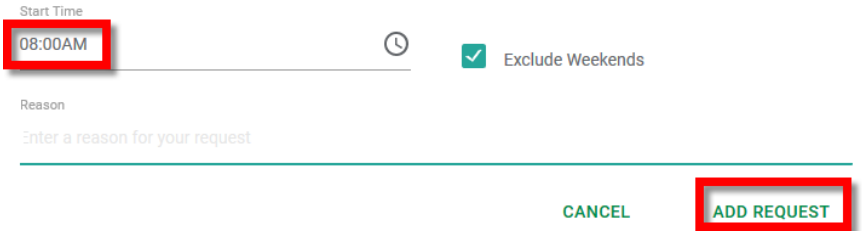
Step 3: The system defaults to requesting 8 hours off, however you will want to change this depending on the number of hours you are scheduled or if you are not requesting a full day. Then select which "Type" of time off you are requesting: Personal Time Off or Sick.



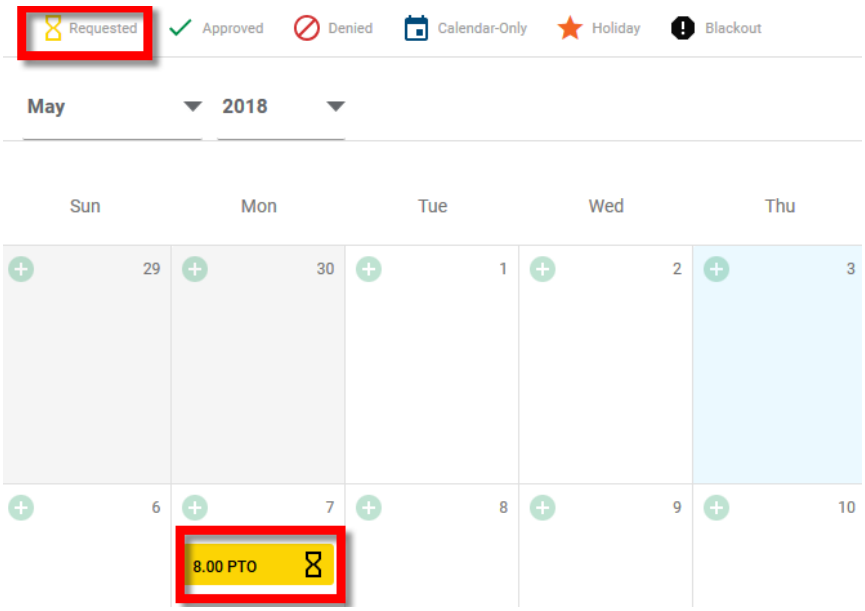
Step 4: Enter the day(s) that you're requesting off. You can select a date range for multiple days or a single day. The system will default to have "Ignore Weekends" checked, if you need to request off for a weekend day, just be sure to uncheck that box.



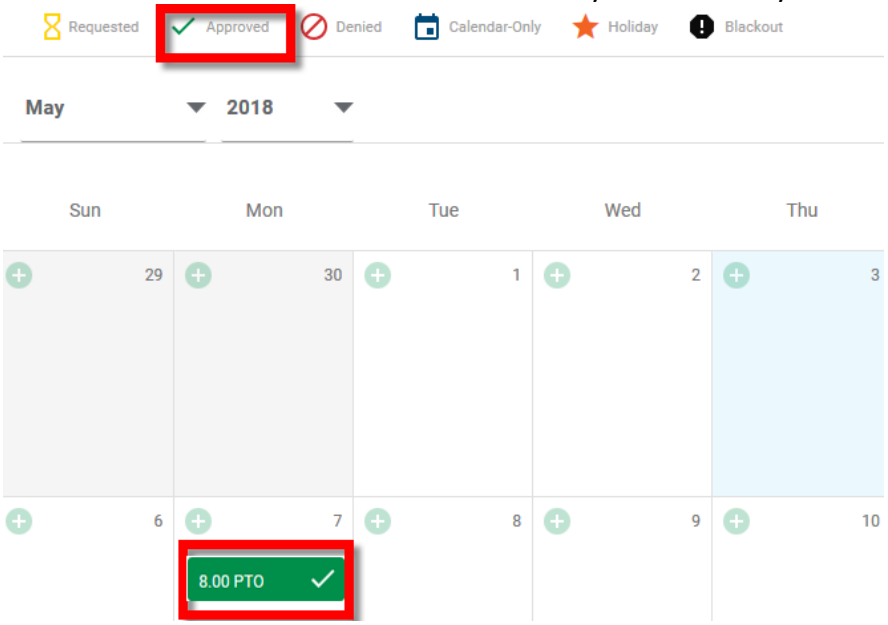
Step 5: The start time will default to 8:00 AM, but you can adjust if necessary (i.e. you are requesting a half day). Lastly, you can enter a reason. Once the reason is entered, press “Add Request”.



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.



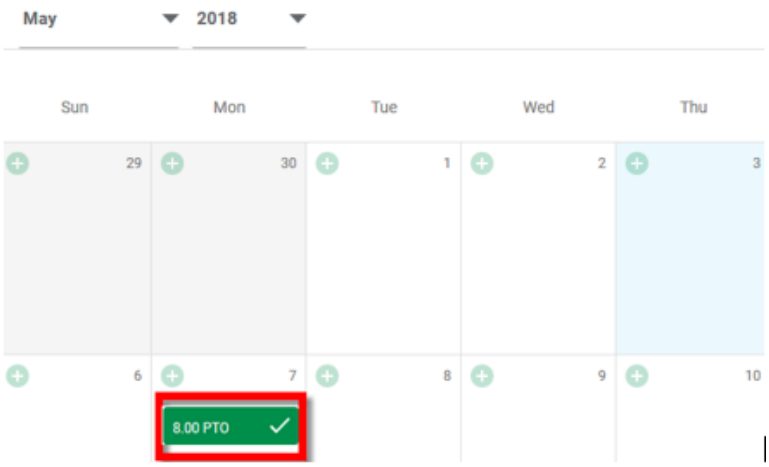
Step 7: After your supervisor has approved your request, the calendar day color will change to green with a check mark and these hours will automatically be added to your timesheet.



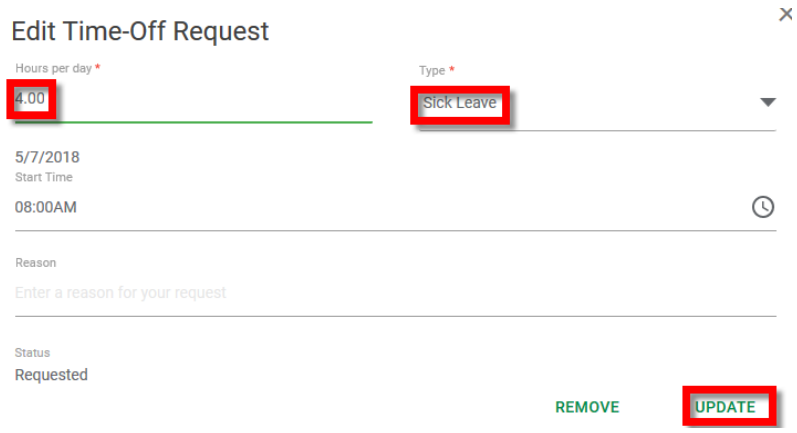
Changing or Deleting a request

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

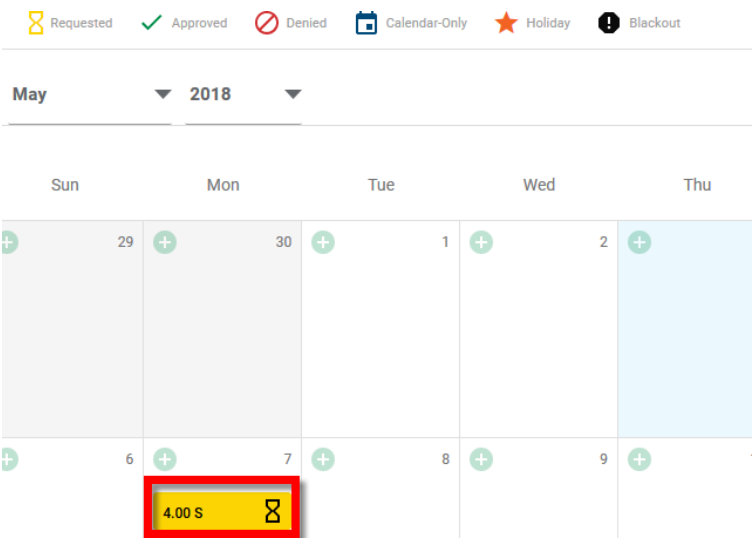
Step 1: Click on the request from the Time-Off Calendar.



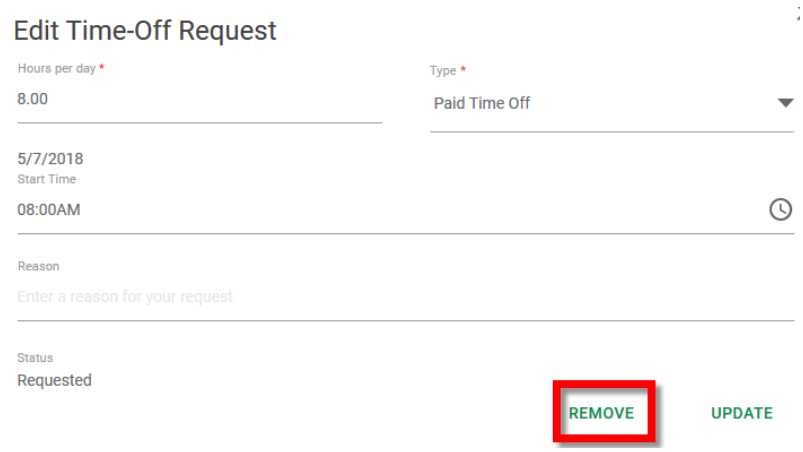
Step 2: Edit the appropriate fields. You can change the "Hours per Day" or "Type" then click "Update."



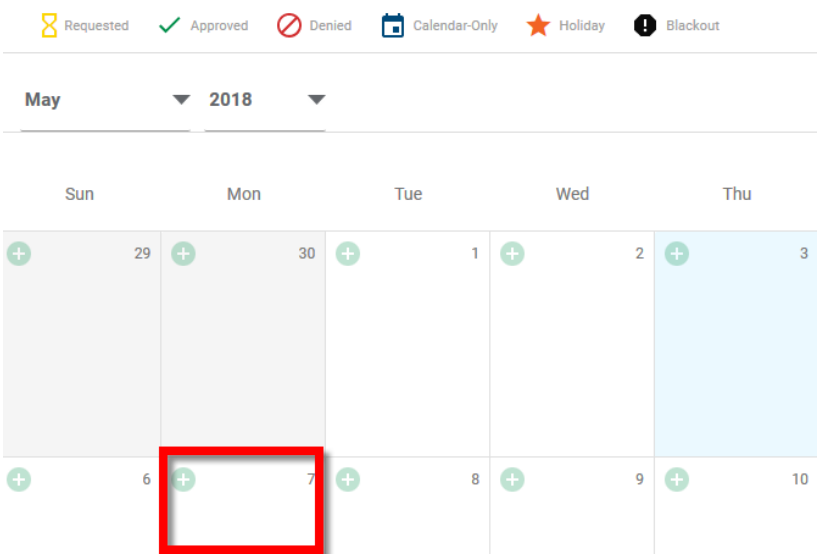
Step 3: Your edits will show on your calendar, and your supervisor will then need to approve or deny the request before it's finalized.



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.



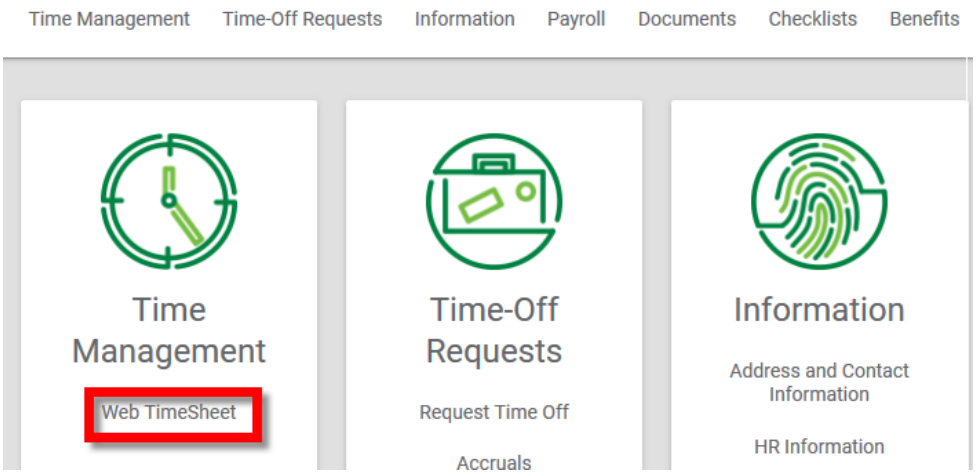
Step 5: Your request is no longer on the calendar.



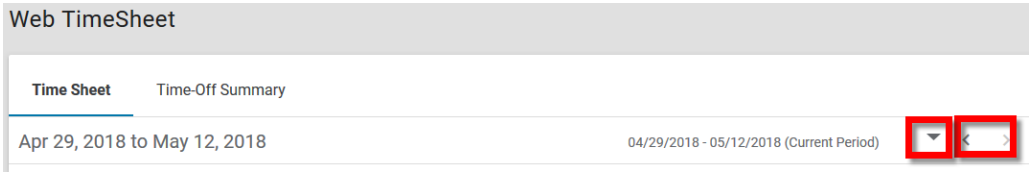
Adding Hours

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.*

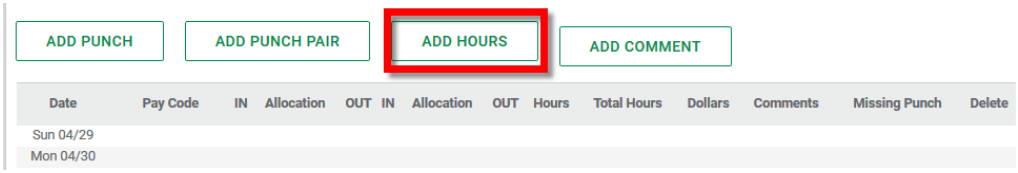
Step 1: To enter hours on your timesheet, select "Web TimeSheet" from the Time Management tile.



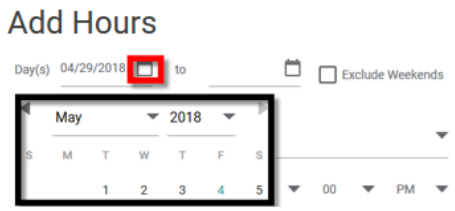
Step 2: When you are viewing your timesheet, be sure that you are in the correct pay period. If you need to change pay periods, you can use the drop down or the previous button to navigate between different pay periods.



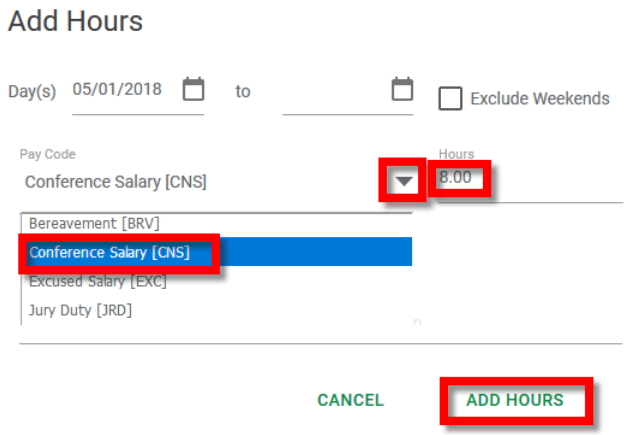
Step 3: To add hours onto your time card, click on "Add Hours."



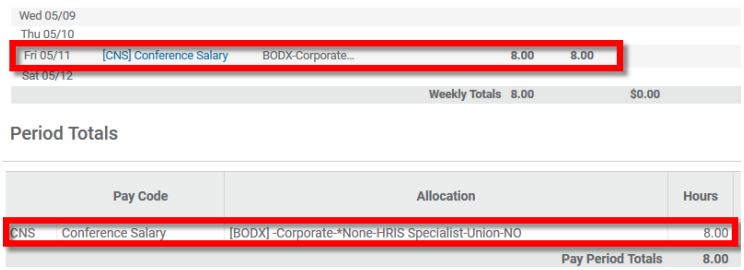
Step 4: Once you click on add hours, select the day you want to add the punches to



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."



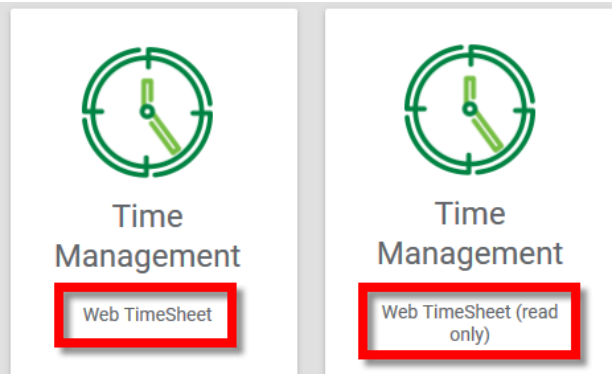
Step 6: Returning to the main Timesheet page, you will now see your added hours on your timesheet and included in the totals at the bottom.



Reviewing & Approving Your TimeSheet

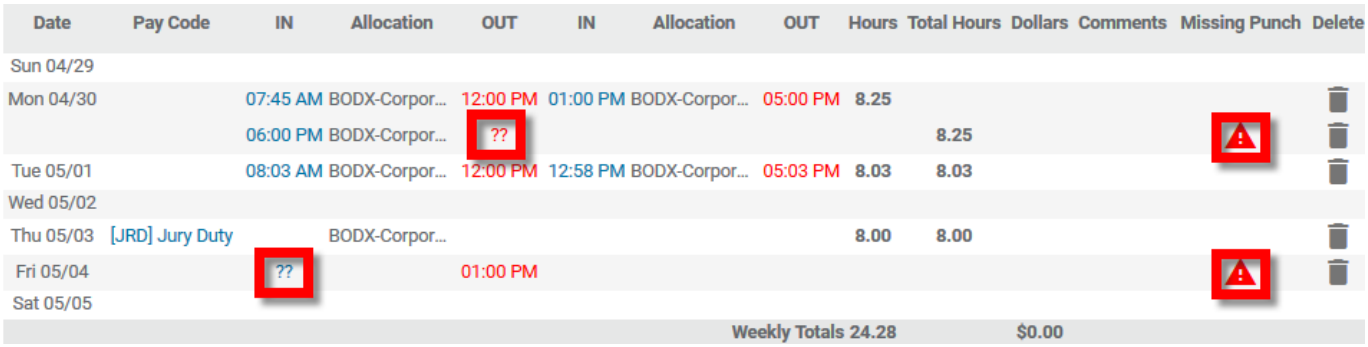
At the end of each pay period you will need to review and approve your timesheet in order to receive proper payment.

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



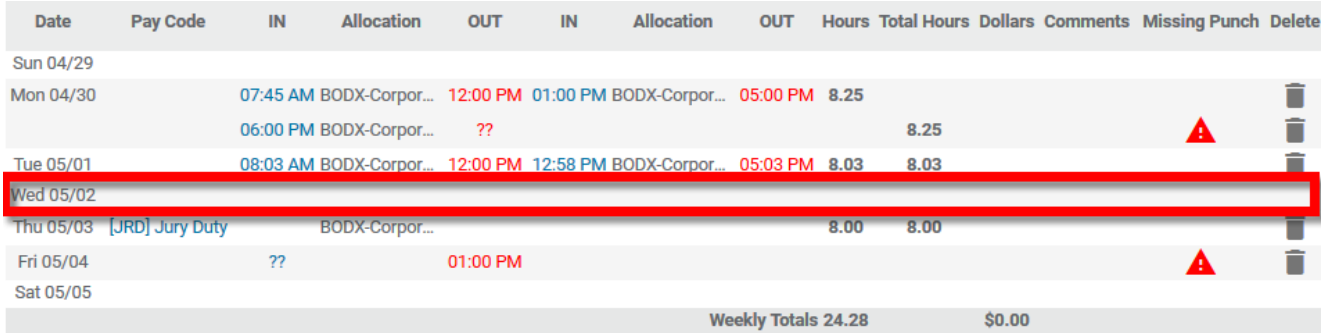
Step 2: When you are viewing your timesheet, be sure that you are in the correct pay period. If you need to change pay periods, you can use the drop down or the previous button to navigate between different pay periods.

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.



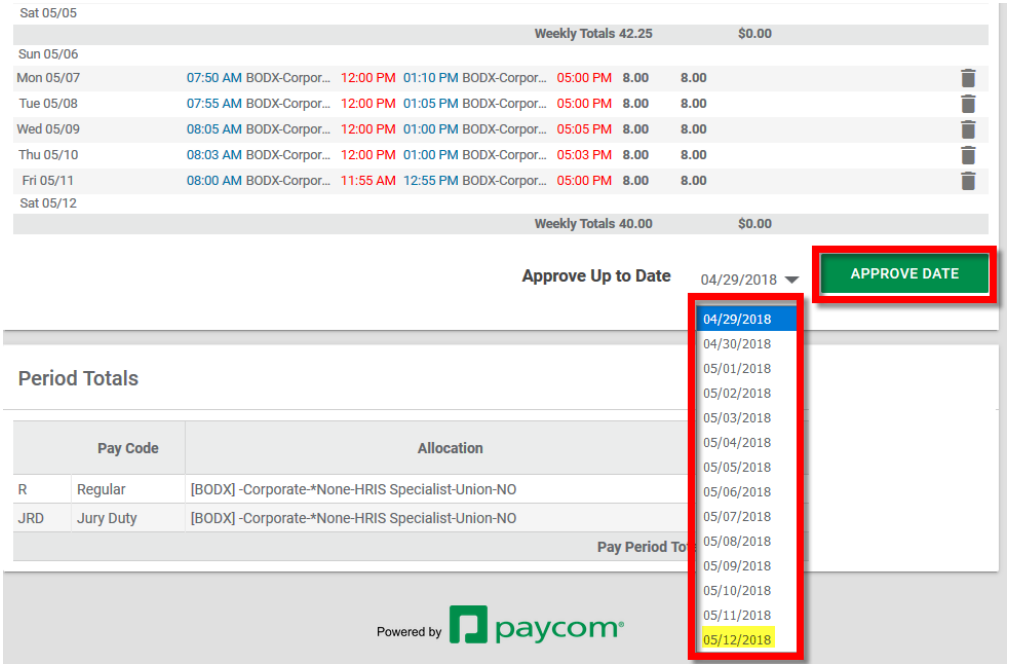
Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Comments	Missing Punch	Delete
Sun 04/29													
Mon 04/30		07:45 AM	BODX-Corpor...	12:00 PM	01:00 PM	BODX-Corpor...	05:00 PM	8.25					
		06:00 PM	BODX-Corpor...	??					8.25			⚠	
Tue 05/01		08:03 AM	BODX-Corpor...	12:00 PM	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			

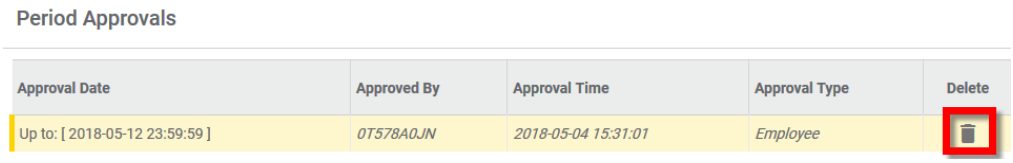
Step 5: When you are ready to approve your timesheet, scroll to the bottom of the page. Use the dropdown menu to select the "up to" date(s) you want to approve. If you are approving an entire pay period, choose the last date listed. Then click the Approve Date button.



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.



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