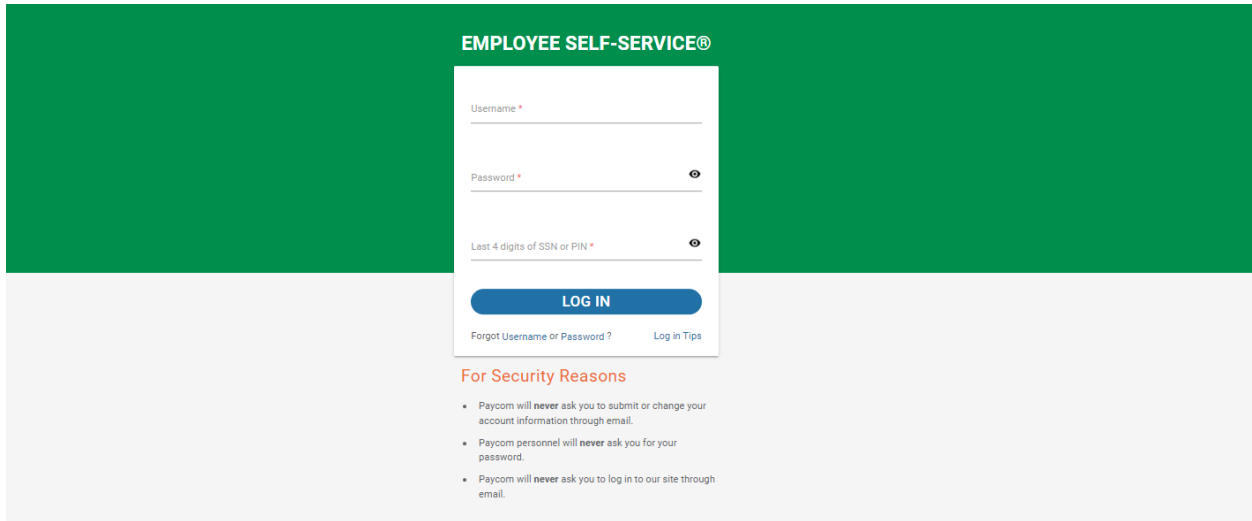


How To:

Complete Timesheet

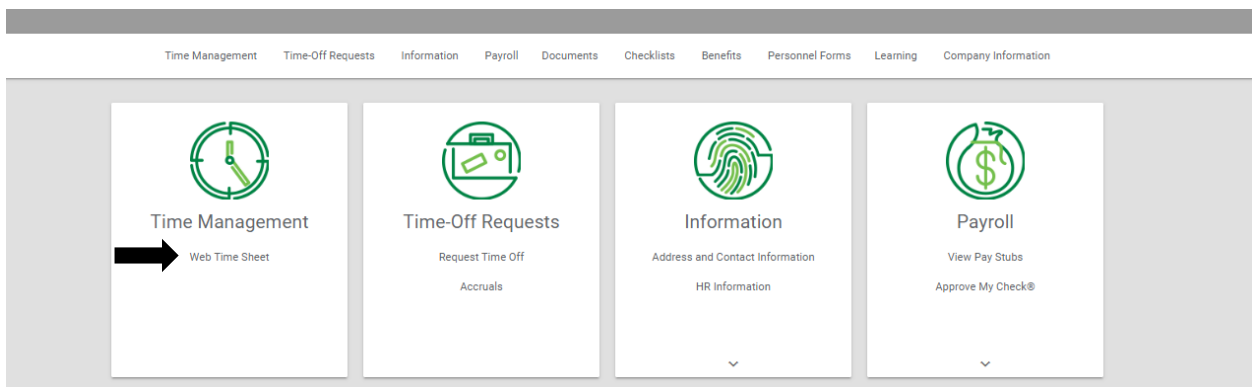
Step 1:

Log-on to **Paycom Employee Self-Service**.



Step 2:

Access **Web Timesheet** through the Self-Service Portal



Step 3:

Select **Add Punch Pair** to clock-in/clock-out

The screenshot shows the 'Web Time Sheet' interface. At the top, there are tabs for 'Time Sheet' and 'Time-Off Summary'. Below the tabs, the date range 'Jul 29, 2023 to Aug 11, 2023' is displayed, along with the current period '07/29/2023 - 08/11/2023 (Current Period)'. A black arrow points to the 'ADD PUNCH PAIR' button. Below the buttons, there is a notification bar indicating 'Geolocation services enabled on 07/31/2023 13:14:11' and 'Geolocation: On'. The main area is a table with columns for Date, Pay Code, IN, Allocation, OUT, IN, Allocation, OUT, Hours, Total Hours, Dollars, Override, Comments, Missing Punch, and Delete. The table shows data for dates from Sat 07/29 to Fri 08/04, followed by a 'Weekly Totals' row with a value of \$0.00. Below the table, there are buttons for 'APPROVE BY DATE' and 'APPROVE PAY PERIOD'. At the bottom, there are tabs for 'Totals', 'Approvals', and 'Attestations'.

Step 5:

Ensure that the day/time is correct when clocking-in/out. You must also select for which Position for which you are clocking-in/out.

The screenshot shows the 'Add Punch Pair' dialog box. It has a title bar with a close button (X). The dialog contains the following fields and controls:

- Day(s)**: A date field showing '07/31/2023' with a calendar icon. An arrow points to the date field.
- mm/dd/yyyy**: A date format field with a calendar icon. An arrow points to the format field.
- Exclude Weekends**: A checkbox that is currently unchecked.
- Day**: A field for the day of the week.
- In**: A time field showing '08:00' with a clock icon. An arrow points to the 'In' time field.
- Out**: A time field showing '17:00' with a clock icon. An arrow points to the 'Out' time field.
- 9.00 Hours**: A field for the total hours, with a clock icon.
- Allocation**: A section with a dropdown menu for 'Position'. An arrow points to the 'Position' dropdown.
- Add Comment**: A text input field.
- CANCEL** and **ADD PUNCH PAIR**: Buttons at the bottom. An arrow points to the 'ADD PUNCH PAIR' button.

When your time is entered correctly, click **Add Punch Pair**.