

# Time-Off Requests: Request Time Off



paycom®



## **Time-Off Requests: Request Time Off**

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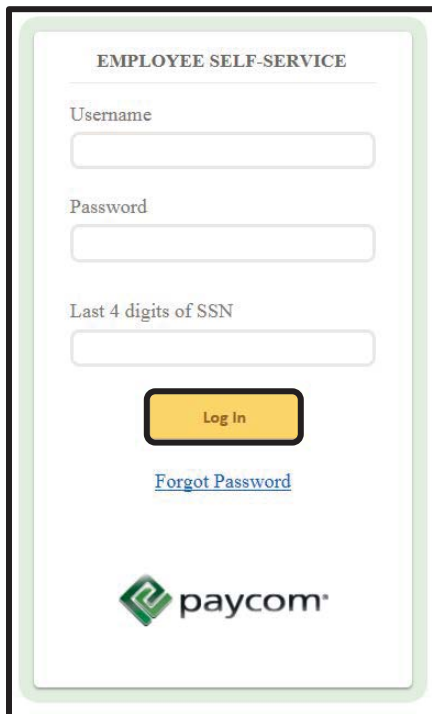
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## Request Time Off

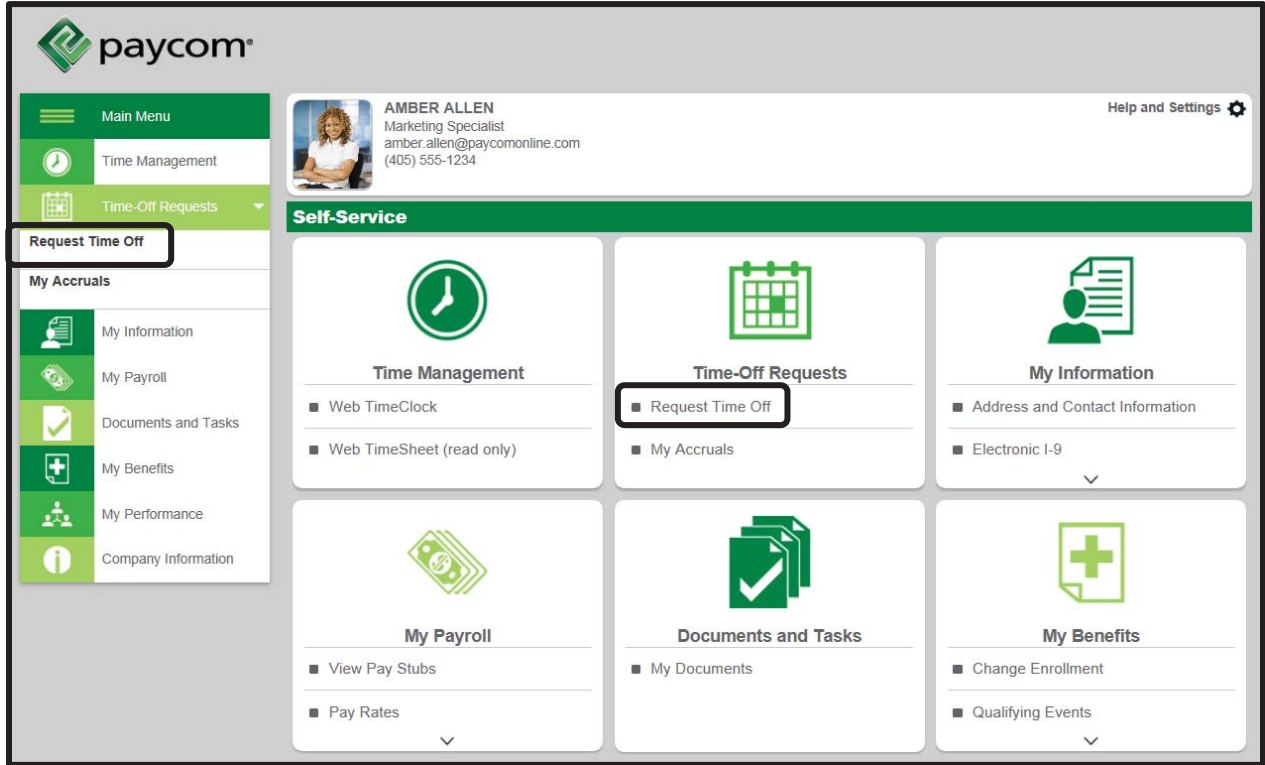
To request time off, log in to Employee Self Service. To access the Paycom Employee Self-Service website go to [www.Paycom.com](http://www.Paycom.com). Then select “Employee.”



Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”

A screenshot of the Employee Self-Service login form. The form is titled "EMPLOYEE SELF-SERVICE" and is enclosed in a light green border. It contains three input fields: "Username", "Password", and "Last 4 digits of SSN". Below the input fields is a yellow "Log In" button. Underneath the button is a blue link that says "Forgot Password". At the bottom of the form is the Paycom logo.

From the main menu screen, select “Request Time Off” from the Time-Off Requests tile in the center of the screen or from the Main Menu navigation on the left side of the page.

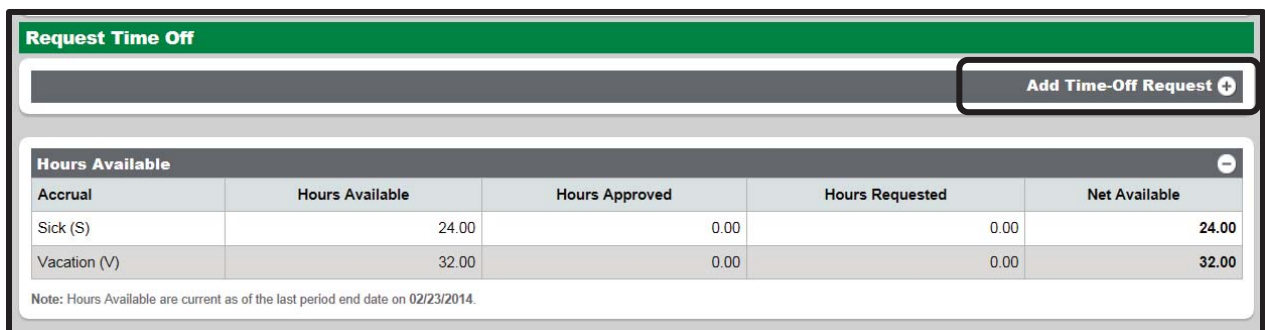


There are two ways to request time off:

- Option 1) Under the “Request Time Off” Header
- Option 2) Using the Calendar

### Option 1) “Request Time Off” Header

To request time off from the Request Time Off header, select “Request Time Off” or the plus sign.





Enter the amount of hours you need to request off as well as the accrual type. You are able to select the date or date range you would like to request off. *Note: Your available time is listed below under the “Hours Available” header.*

Enter in a Start Time depending on the time the time-off request will begin. You also have the ability to add a reason for the time-off request.

If you have a request that spans over a weekend, the “Ignore Weekends” check box is selected as a default and will skip placing requests on the weekend. Uncheck this box if you are taking time off on a weekend.

You can view your available balance as of your last pay period end date as well as the future hours you have had approved and the total amount of time that has been requested. You will see the “Net Available” amount that shows what is left after your approved and requested amounts are taken.

When finished, select “Add Request.”

**Request Time Off**

**Add Time Off Request**

\* Indicates Required Field

Hours per day  \* Type

Day(s)  To  Start Time  :   Ignore Weekends

Reason

---

**Hours Available**

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick(S)	24.00	0.00	0.00	24.00
Vacation(V)	32.00	0.00	0.00	32.00

Note: Hours Available are current as of the last period end date on 09/22/2013.

If your employer chooses, once you have made your request an email will be sent to your supervisor for approval.

## Option 2) Calendar

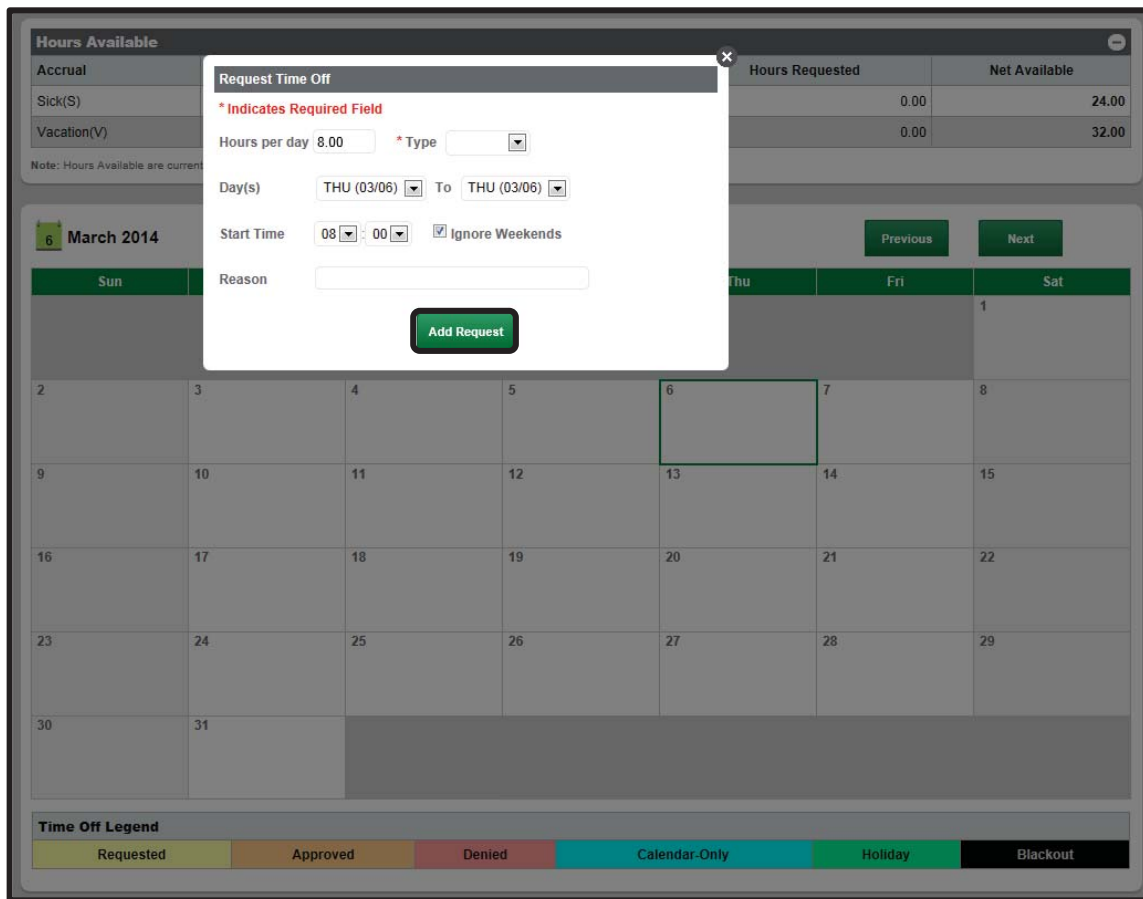
To request time off from the Calendar, select the plus sign on the day to be requested off. *Note: Today's date will always have a solid outline on the calendar.*

Enter the amount of hours you need to request off as well as the accrual type. You are able to select the date or date range you would like to request off. *Note: Your available time is listed below under the "Hours Available" header.*

Enter in a Start Time depending on the time the time-off request will begin. You also have the ability to add a reason for the time-off request.

If you have a request that spans over a weekend, the "Ignore Weekends" check box is selected as a default and will skip placing requests on the weekend. Uncheck this box if you are taking time off on a weekend.

When finished, select "Add Request."



Hours Available	Hours Requested	Net Available
Sick(S)	0.00	24.00
Vacation(V)	0.00	32.00

**Request Time Off**

\* Indicates Required Field

Hours per day: 8.00 \* Type: [dropdown]

Day(s): THU (03/06) To THU (03/06)

Start Time: 08:00  Ignore Weekends

Reason: [text box]

**Add Request**

Sun	Mon	Tue	Thu	Fri	Sat
					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

**Time Off Legend**

- Requested
- Approved
- Denied
- Calendar-Only
- Holiday
- Blackout



After your request is submitted, you will be able to view the time-off request in the time-off calendar. The requests will be color coded so you can easily see what has happened with the request by viewing the PTO Legend.

When your supervisor approves or denies the request it will automatically update the calendar so you know if the time has been approved or not. If you would like to see the details of the time-off request, you can select the link to show the time-off request.

You are also able to edit or delete your request by selecting the link within the calendar day.

Hours Available				
Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick (S)	24.00	0.00	0.00	24.00
Vacation (V)	32.00	0.00	24.00	8.00

Note: Hours Available are current as of the last period end date on 02/23/2014.

23 May 2014

Month May Year 2014 Go

Previous Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 8.00 V	24
25	26 8.00 V	27 8.00 V	28	29	30	31

**Time-Off Legend**

Requested	Approved	Denied	Calendar-Only	Holiday	Blackout
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If your employer chooses, the system will automatically send you an email letting you know if your request has been approved or denied.

