

# Time Management: Web Time Sheet



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# Time Management: Web Time Sheet

## Table of Contents:

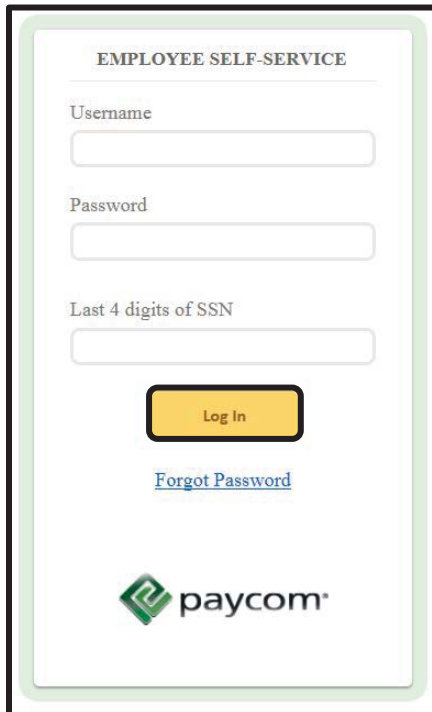
<b>Using the Web Time Sheet through Employee Self-Service .....</b>	<b>3</b>
Add Punch.....	6
Add Hours .....	7
<b>Approving Timecards .....</b>	<b>8</b>

## Using the Web Time Sheet through Employee Self-Service

To begin using the Web Time Clock, first 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.”

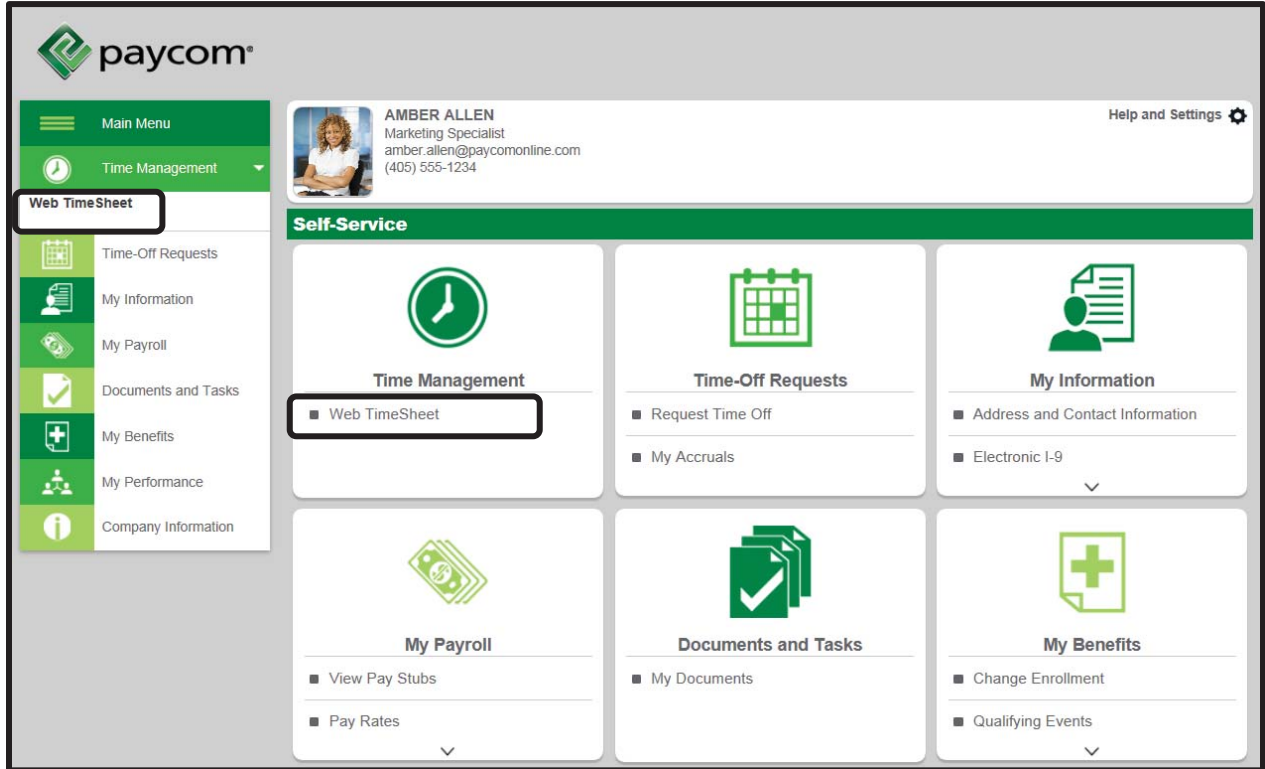


Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”



The image shows the "EMPLOYEE SELF-SERVICE" login form. It has a title "EMPLOYEE SELF-SERVICE" at the top. Below the title are three input fields: "Username", "Password", and "Last 4 digits of SSN". Below the input fields is a yellow "Log In" button. Below 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 “Web Time Sheet” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.



On the Time Sheet screen, you can select “Add Punch” to record Time In/Out, or click on “Add Hours” to record the total number of hours worked that day.

**Time Sheet**

**Actions**

+ Add Punch
+ Add Hours

*Note: Only the days on or after 02/09/2014 can be edited*

Prev
02/23/2014 - 03/08/2014 (Current Period)
View Schedule

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/23)														
MON (02/24)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/25)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/26)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/27)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/28)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (03/01)														
<b>Weekly Totals</b>								40.00		0.00				
SUN (03/02)														
MON (03/03)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (03/04)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (03/05)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (03/06)		10:43 AM		10:43 AM					0.00					
FRI (03/07)														
SAT (03/08)														
<b>Weekly Totals</b>								24.00		0.00				

Period Totals		Pay Code	Department	Hours	Dollars
R	Regular			64.00	
				64.00	

Select “Legend” to view a pop-up legend of the symbols in the Web Time Sheet.

×

- Comments
- Missing Punch
- Delete Row

\*\*Dead Only Time Sheet\*\*

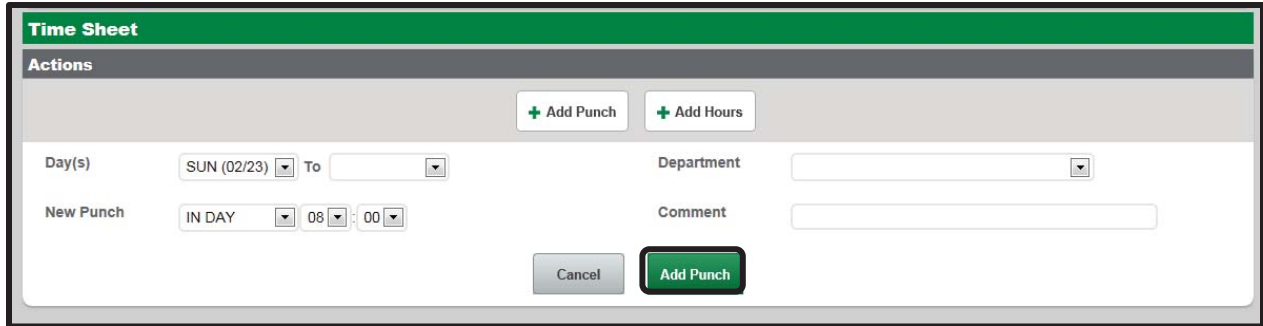
## Add Punch

If you selected “Add Punch” on the Time Sheet screen, the screen below is what you will see to add your punch.

You can assign the same punch to multiple days by filling in the “To” drop-down box if the same punch will apply to multiple days.

You can select the type of punch under the “New Punch” drop-down box and select the time you want that punch to record.

You can also allocate the punch to a different department from your home department as well as add a comment that will be linked to that punch. When you’ve finished, click the “Add Punch” button, which will record the punch.



The screenshot shows the 'Add Punch' form within the 'Time Sheet' application. The form includes the following fields and buttons:

- Buttons:** '+ Add Punch' and '+ Add Hours' at the top.
- Day(s):** A dropdown menu set to 'SUN (02/23)' and a 'To' dropdown menu.
- Department:** A dropdown menu.
- New Punch:** A dropdown menu set to 'IN DAY', and two time selection dropdowns set to '08' and '00'.
- Comment:** A text input field.
- Buttons:** 'Cancel' and 'Add Punch' at the bottom.

After you’ve made your punch(es), you will see those times show up on your Web Time Sheet.

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)	Chat	Alert	Delete
SUN (02/23)														
MON (02/24)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					



## Add Hours

You can follow a similar procedure for adding hours. By selecting “Add Hours” from the Employee Timecard screen you can select the day for the hours and insert the amount of hours for that day.

Also, you can allocate these hours to a department if you worked in a department that is not your home department. You can also add a comment if you choose.

When finished, select “Add Hours.”

After you’ve added your hour(s), you will see them show on your Web Time Sheet.

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)	🗨️	🚨	🗑️
SUN (02/23)														
MON (02/24)	[R] Regular							8.00	8.00					🗑️



## Approving Timecards

If your employer requires you to approve your timecard, do so by selecting “Approve” next to “Employee Approval.”

**Time Sheet**

**Actions**

\*\*Read Only Time Sheet\*\*

Prev

02/09/2014 - 02/22/2014 (Previous Period)

Next

View Schedule

Legend

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/09)														
MON (02/10)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/11)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/12)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/13)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/14)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (02/15)														
<b>Weekly Totals:</b>								40.00		0.00				
SUN (02/16)														
MON (02/17)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/18)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/19)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/20)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/21)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (02/22)														
<b>Weekly Totals:</b>								40.00		0.00				

Employee Approval
(Approve)

Supervisor Approval

**Period Totals**

Pay Code	Department	Hours	Dollars
R	Regular	80.00	
		80.00	

Once you have approved the timecard the date, time and your employee username will appear next to “Employee Approval.” If you need to make adjustments before a supervisor approves the timecard, select “Revoke” and make the necessary changes.

Employee Approval
(Revoke)
03/06 11:04 AM - 05050ALLA

Supervisor Approval