

# Time Management: Web Time Clock



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# Time Management: Web Time Clock

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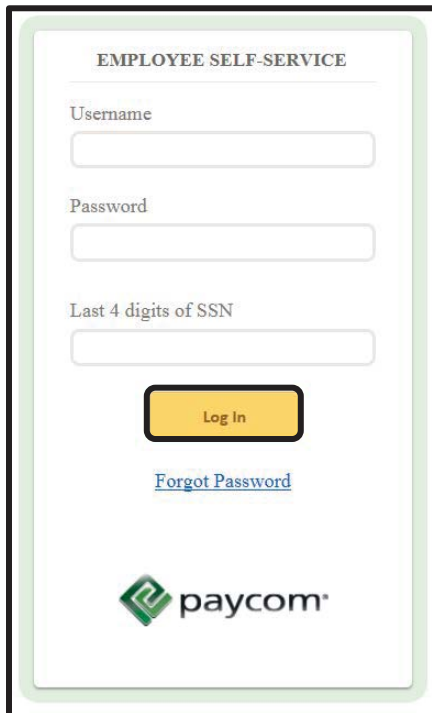
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## Using the Web Time Clock through Employee Self-Service

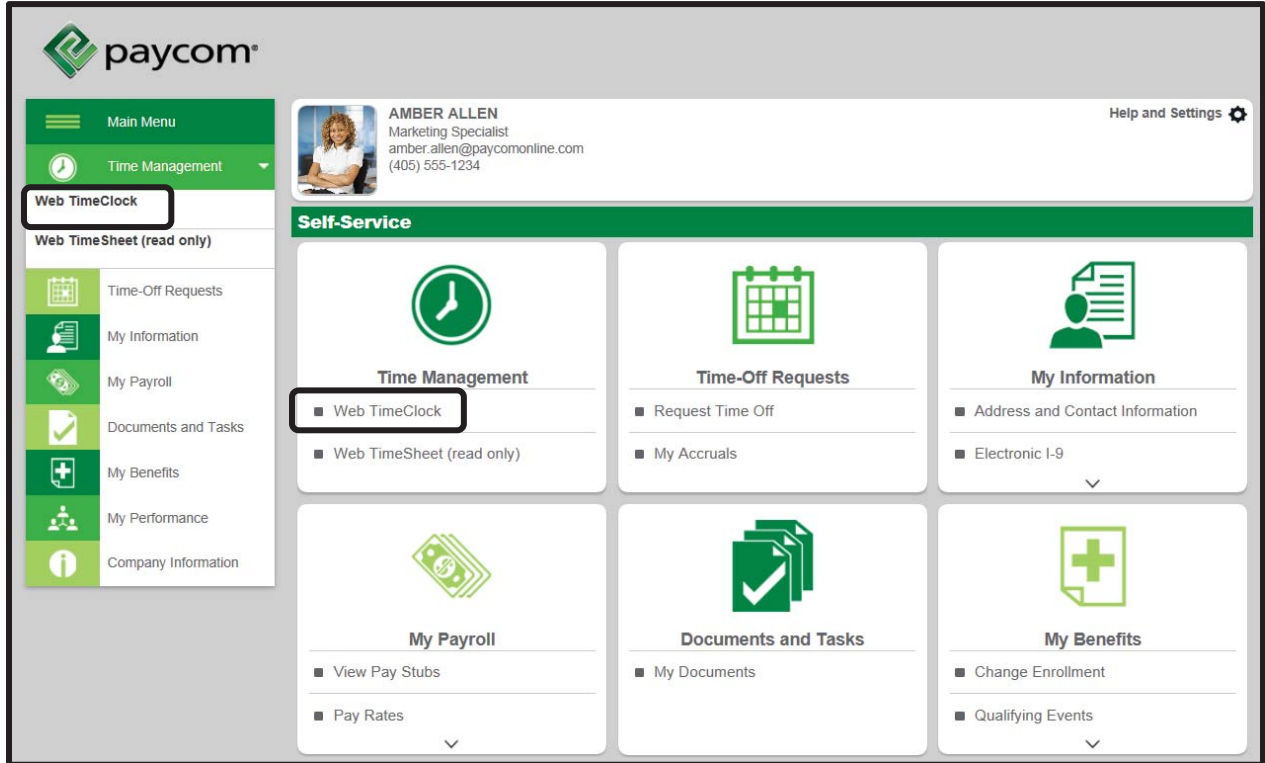
To begin using the Web Time Clock, first log in to Employee Self-Service. To access the Paycom Employee Self-Service website go to [www.Paycom.com](http://www.Paycom.com). Then select “Employee.”



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



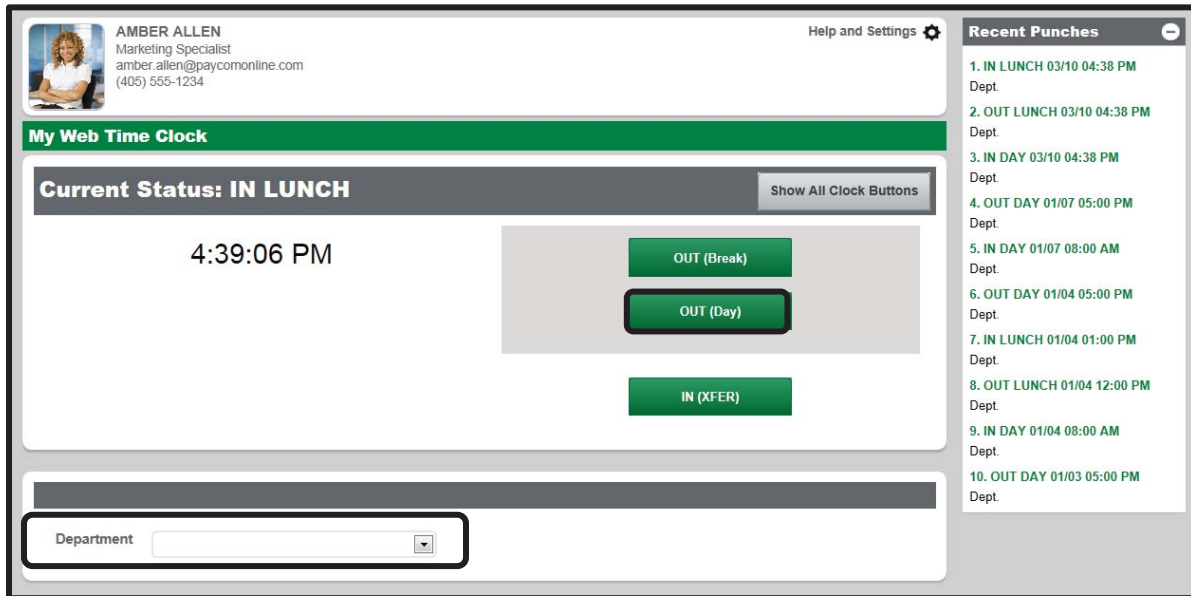
From the main menu screen, select “Web Time Clock” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.



On the Web Time Clock screen, click the appropriate button to Clock In/Out.

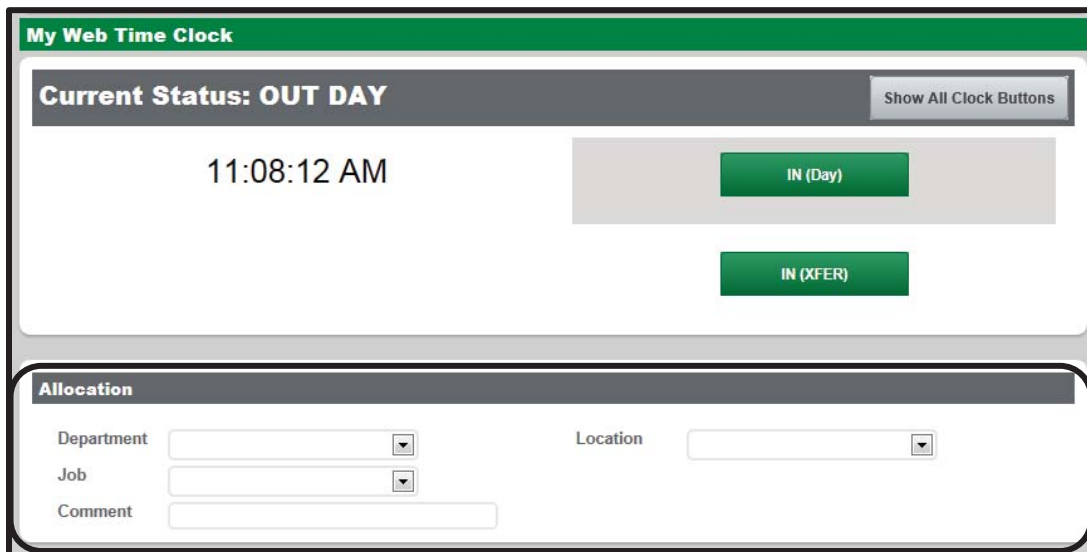
You can allocate this punch to a department if you worked in a department that is not your home department by selecting the appropriate option from the “Department” drop-down.

Your recent punches will display on the right side of your screen. To collapse this section, click the minus sign.



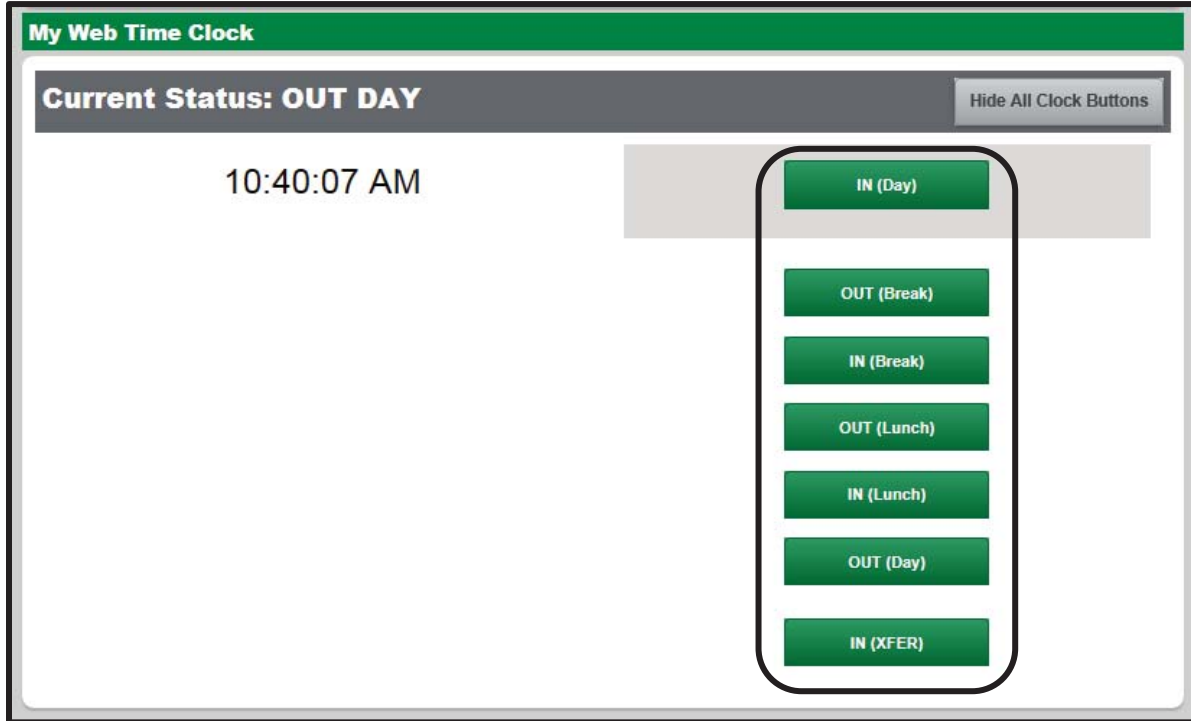
The screenshot shows the 'My Web Time Clock' interface. At the top left, there is a user profile for Amber Allen, Marketing Specialist, with contact information. To the right is a 'Help and Settings' gear icon. Below the profile is a green header 'My Web Time Clock'. The main area displays 'Current Status: IN LUNCH' and the time '4:39:06 PM'. There are three buttons: 'OUT (Break)', 'OUT (Day)', and 'IN (XFER)'. A 'Show All Clock Buttons' link is also present. At the bottom, there is a 'Department' dropdown menu. On the right side, there is a 'Recent Punches' list with 10 entries, each showing a punch type, date, and time.

If your employer allows you to allocate time to different locations and/or positions, select the appropriate information from the drop-downs under the “Allocation” section, then select the applicable clock button.

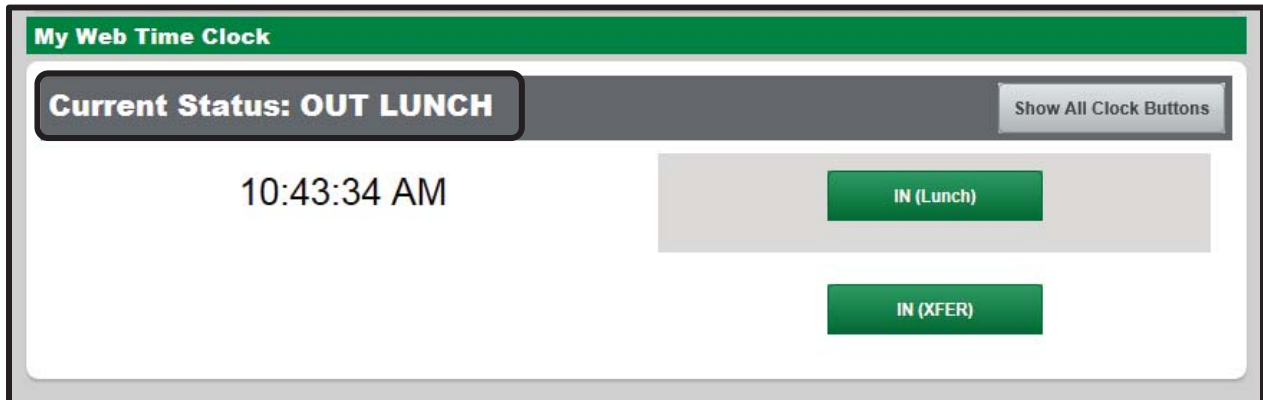


The screenshot shows the 'My Web Time Clock' interface. At the top, there is a green header 'My Web Time Clock'. Below it is a grey bar with 'Current Status: OUT DAY' and the time '11:08:12 AM'. There are two buttons: 'IN (Day)' and 'IN (XFER)'. A 'Show All Clock Buttons' link is also present. At the bottom, there is an 'Allocation' section with three dropdown menus: 'Department', 'Job', and 'Location', and a text field for 'Comment'.

If the punch you need to make is not listed, click “Show All Clock Buttons” on the Web Time Clock screen shown above. Once all clock buttons are visible, select the appropriate button.



After you've made your punch, your Web Time Clock will update to display your current status.



## Web Time Sheet (Read Only)

The read only Web Time Sheet allows you to view your time/punches by pay period. To view the Web Time Sheet (read only) select “Web Time Sheet (read only)” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.

The screenshot displays the Paycom Self-Service user interface. At the top left is the Paycom logo. Below it is a navigation menu with options: Main Menu, Time Management (selected), Web TimeClock, and Web TimeSheet (read only) (highlighted with a red box). The top right shows the user profile for AMBER ALLEN, Marketing Specialist, with contact information and a Help and Settings gear icon. The main content area is titled 'Self-Service' and contains six tiles: Time Management (with a clock icon), Time-Off Requests (with a calendar icon), My Information (with a person icon), My Payroll (with a dollar bill icon), Documents and Tasks (with a document icon), and My Benefits (with a plus sign icon). The 'Time Management' tile is expanded to show 'Web TimeClock' and 'Web TimeSheet (read only)' (highlighted with a red box). Other tiles show sub-options like 'Request Time Off', 'My Accruals', 'Address and Contact Information', 'Electronic I-9', 'View Pay Stubs', 'Pay Rates', 'My Documents', 'Change Enrollment', and 'Qualifying Events'.

To change the viewing period, select the appropriate time frame from the drop-down. To easily view the previous pay period, select “Prev.”

**Time Sheet**

**Actions**

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

Prev

02/23/2014 - 03/08/2014 (Current Period) ▼

View Schedule

Legend

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>								<b>40.00</b>		<b>0.00</b>				
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>								<b>24.00</b>		<b>0.00</b>				

**Period Totals**

Pay Code	Department	Hours	Dollars
R	Regular		64.00
			<b>64.00</b>

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

✕

Comments

Missing Punch

Delete Row





## 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				
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