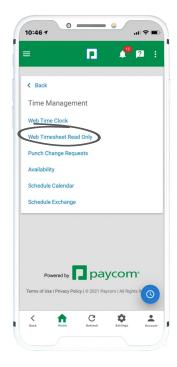
# **SHOW ME HOW**

#### to Approve My Timecard Time and Attendance

#### **STEP 1**

>)

From the Paycom App in Employee Self-Service<sup>®</sup>, navigate to Time Management > Web Timesheet Read Only.

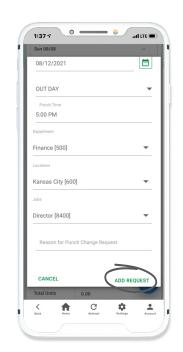




Any missing punches will display with two question marks. Tap "??."

Then, enter the punch details and tap "Add Request."





## **EMPLOYEES**

Visit the Help Menu for the most up-to-date version of this guide.



# SHOW ME HOW

### to Approve My Timecard Time and Attendance

### STEP 3

Once there are no missing punches, tap "Approve Timecard" to approve the entire timecard or "Approve Specific Days" to approve only certain days.

Your manager must approve your punch change requests before you can approve your timecard.

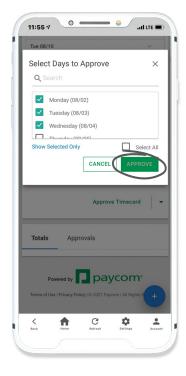
Ved 01/15         8.00 Hours         ~           hu 01/16         8.00 Hours         ~           nt 01/17         8.00 Hours         ~           at 01/18         ~         ~           un 01/19         ~         ~           btal Hours         40.00         ~           otal Dollars         \$0.00         ~	Mon 01/13	8.00 Hours	~
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Approve Timecard	Total Dollars	\$0.00	
	otal Units	0.00	
	Totals A		

Tue 08/10	~
Wed 08/11	~
Thu 08/12	~
Fri 08/13	~
Sat 08/14	~
Sun 08/15	~
	Weekly Totals
Total Dollars	\$0.00
Total Units	0.00
Totals /	Approve Specific Da
Powered t	by Daycom cy Policy   © 2021 Paycom   All Rights F



#### STEP 4

If approving individual days, check the box next to each desired day and tap "Approve."



## **EMPLOYEES**

Visit the Help Menu for the most up-to-date version of this guide.



# **SHOW ME HOW**

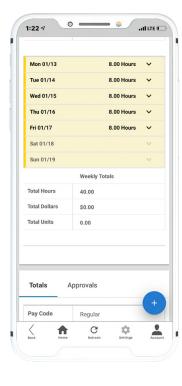
### to Approve My Timecard Time and Attendance

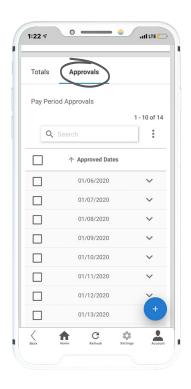


#### STEP 5

Approved days will appear in yellow on the timecard.

An overview of approvals will appear under the Approvals tab at the bottom of the screen.





## **EMPLOYEES**

