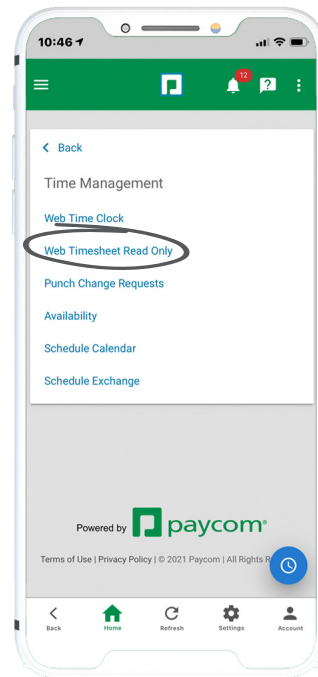# SHOW ME HOW

to Approve My Timecard
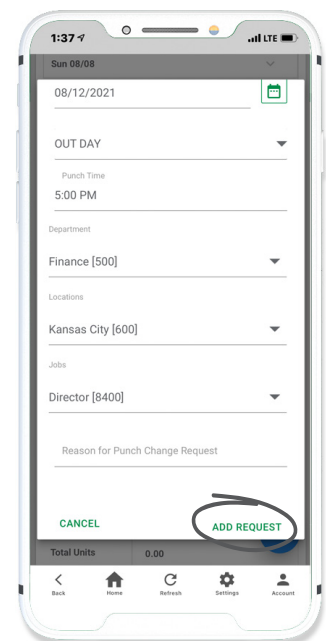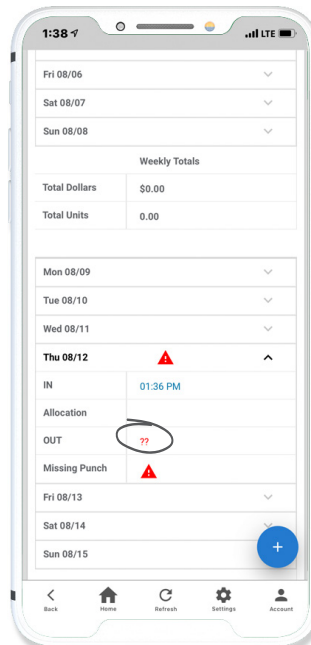### Time and Attendance

STEP 1

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

STEP 2

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

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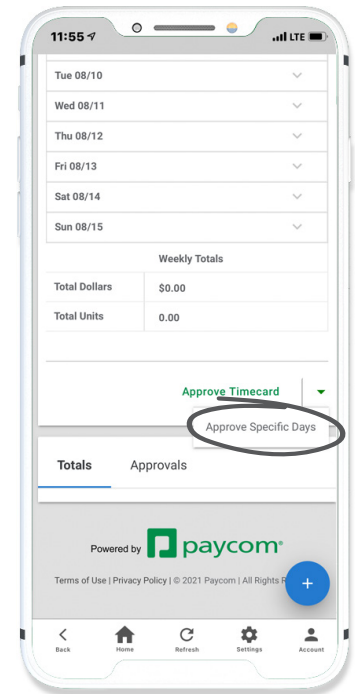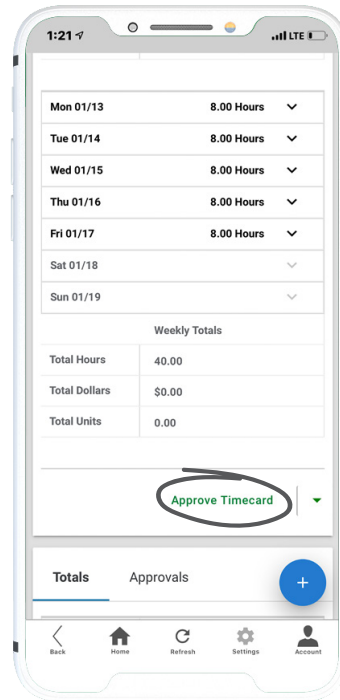
EMPLOYEES

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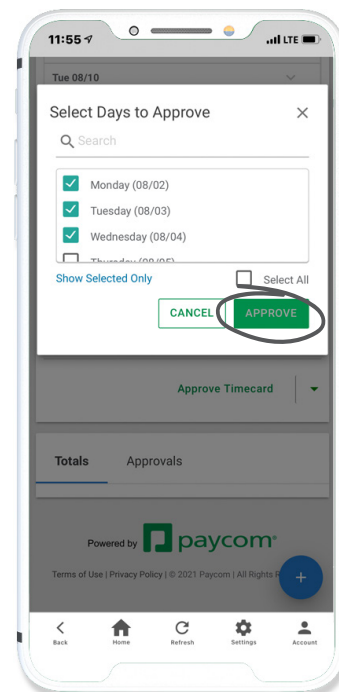## to Approve My Timecard
Time and Attendance

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.

STEP 4

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

Visit the Help Menu for the most up-to-date version of this guide.
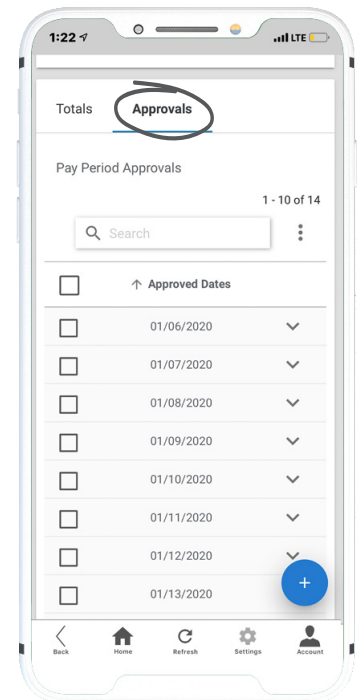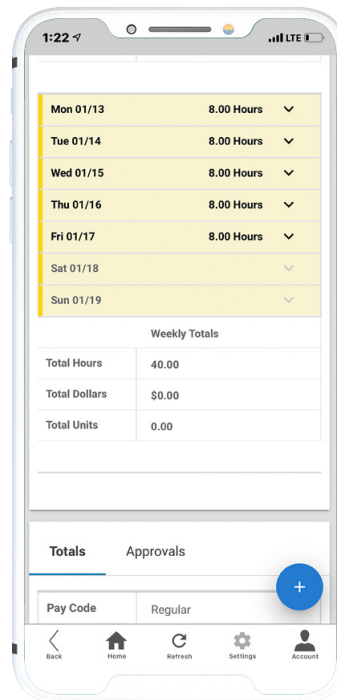
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to Approve My Timecard
Time and Attendance

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

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