Time-Off Requests; Employee

**Paycom Payroll
and HR Technology**

Time-Off Requests; Employee
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Time-Off Requests for Employees

To request time off, log in to Employee Self Service. To access the Paycom Employee Self-Service website go to www.PaycomOnline.com. Then select "Employee."
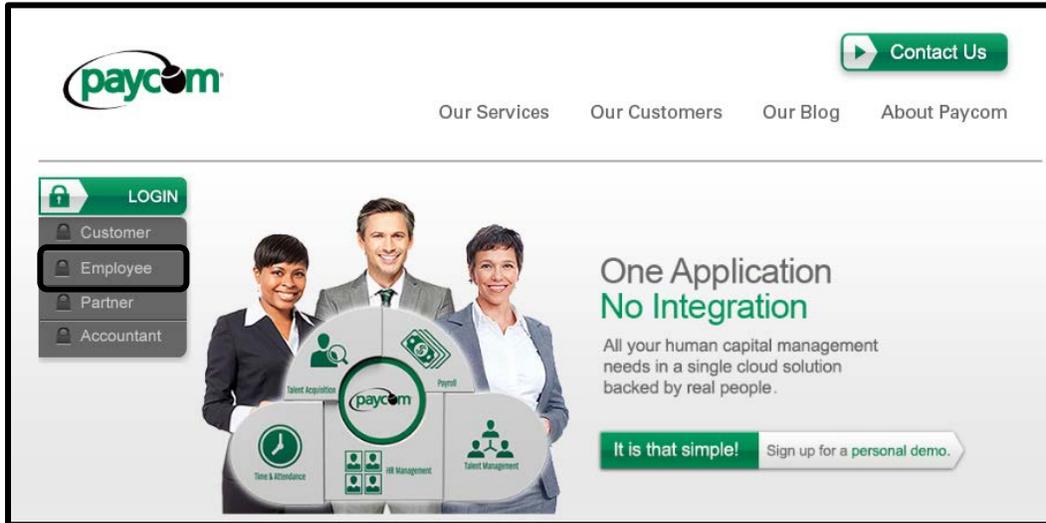
Enter your User Name, Password and the last four digits of your Social Security Number. Then select "Log In."

From the main menu, you can select "My Accruals" under the "Payroll Information" header to view your time-off accruals.

Clock In / Add Time

Web TimeClock (Web Time Clock)

Web TimeSheet Read Only (Web Time Sheet)

Request Time Off

Request Time Off

View Pay Stubs		**Payroll Information**
Check Listing:	[2013]	Electronic I-9
		My Address & Contact Information
		My Pay Rates
		My Tax Setup
		My Scheduled Earnings & Deductions
		My Accruals
		My Direct Deposit

From this screen you can view the accrual type, awardable hours, rollover amount, how much time is available, how much time has been taken previously, etc.

MY ACCRUALS

Sick (Award Hours Per Pay-Period)

Accrual Amounts

Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
1.54	24.00	1.54	0.00	25.54

Accrual Limits

Period Limit	Year to Date	Life To Date	Roll Over Amount
1.54	40.00	80.00	80.00

Vacation (Award Hours Per Pay-Period)

Accrual Amounts

Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
1.54	24.00	1.54	0.00	25.54

Accrual Limits

Period Limit	Year to Date	Life To Date	Roll Over Amount
1.54	40.00	40.00	40.00

Requesting Time Off

From the main menu screen, select "Request Time Off."

There are two ways to request time off:

Option 1) Under the "Request Time Off" Header
Option 2) Using the Time-Off 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."

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

Option 2) Time-Off Calendar

To request time off from the Time-Off 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."

Time-Off Requests; Employee

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.

Request Time Off +

Hours Available

Accrual	*Hours Available	Hours Approved	Hours Requested	Net Available
Sick(S)	21.54	0.00	0.00	21.54
Vacation(V)	40.00	0.00	16.00	24.00

*Note: Hours Available are current as of the last period end date on 02/01/2013

March 2013   << 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) 8.00 V	22) 8.00 V	23)
24)	25)	26)	27)	28)	29)	30)
31)						

PTO 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.

From:	☐ System Message
To:	
Cc:	
Subject:	[PaycomOnline] Time Off Request Response

Time Off Request Approved

Employee: MARIA HOWARD
Hours: 8.00
PTO Type: Vacation
Date: 03-21-2013 08:00:00