

## Requesting punches to add to your timecard -

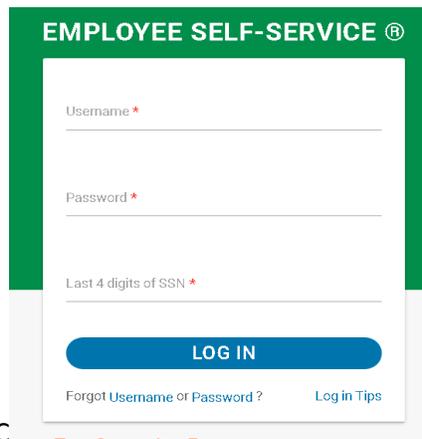
Log in to paycom.com or copy and paste this address into your web browser.

<https://www.paycomonline.net/v4/ee/web.php/app/login>



Note: use Chrome -  icon found bottom screen ribbon

Once on website – enter log-in information – if you cannot remember your password click forgot password or user name you can follow the steps and receive a temporary password. The temporary password can be sent to either your work or personal email addresses on file. You will then reset.



**EMPLOYEE SELF-SERVICE**

Username \*

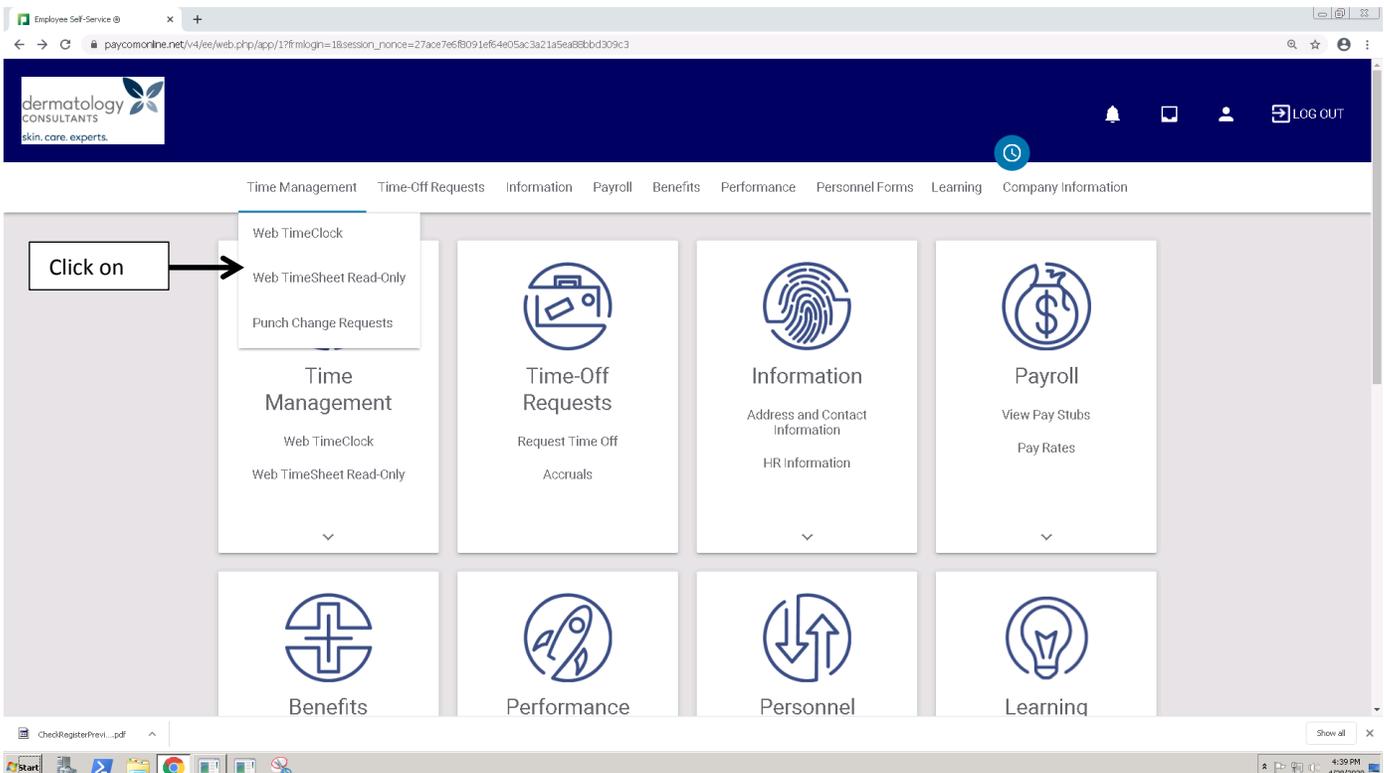
Password \*

Last 4 digits of SSN \*

**LOG IN**

[Forgot Username or Password ?](#) [Log in Tips](#)

### 1. Once in Click on Web TimeSheet Read-only under Time Management



The screenshot shows the Employee Self-Service dashboard for Dermatology Consultants. The dashboard is divided into several sections:

- Time Management:** Includes Web TimeClock, Web TimeSheet Read-Only, and Punch Change Requests. An arrow points to the Web TimeSheet Read-Only option.
- Time-Off Requests:** Includes Request Time Off and Accruals.
- Information:** Includes Address and Contact Information and HR Information.
- Payroll:** Includes View Pay Stubs and Pay Rates.
- Benefits:** Includes a cross icon.
- Performance:** Includes a rocket icon.
- Personnel:** Includes a double arrow icon.
- Learning:** Includes a lightbulb icon.

The dashboard also features a navigation bar with links to Time Management, Time-Off Requests, Information, Payroll, Benefits, Performance, Personnel Forms, Learning, and Company Information. A "LOG OUT" button is visible in the top right corner.

## 2. Click on “Request New Punch”

Time Management Time-Off Requests Information Payroll Benefits Performance Personnel Forms Learning Company Information

Web TimeSheet Read-Only

Read-Only Time Sheet Time-Off Summary

Apr 25, 2020 to May 08, 2020 04/25/2020 - 05/08/2020 (Current Period) < >

**REQUEST NEW PUNCH** **ADD COMMENT**

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Comments	Missing Punch
Sat 04/25												
Sun 04/26												

## 3. Next fill in the needed information to request proper in and out punches to be recorded on your timecard

**Request New Punch** [X]

**i** This is a request to add a new punch to the time sheet. Adding a punch will not edit or replace a current punch. To edit a current punch, click on the individual punch on the time sheet.

Date  
04/28/2020 **Can select a different date  
Click the calendar icon to the right** [Calendar Icon]

IN DAY **Default is “In Day” or  
Click down arrow and select appropriate punch type** [Dropdown Arrow]

Punch Time  
8:00 AM **Adjust time to your actual**

**All done - click** [Arrow pointing to ADD REQUEST]

CANCEL ADD REQUEST

**From here the request will be delivered to your manager for approval. Following their approval it will populate to your time card. You will need to repeat #3 “Request New Punch” Steps for each punch both in(start) and out (end).**