

TIME-OFF REQUESTS

Employees

REQUESTING PAID TIME OFF AND VIEWING ACCRUALS



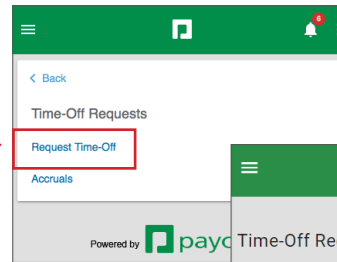
STEP 1

Log in to the Paycom app.



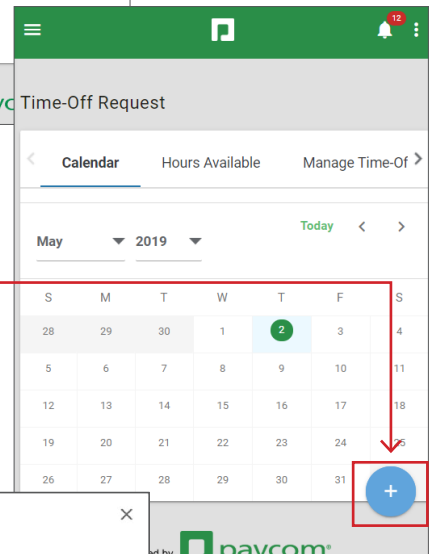
STEP 2

Navigate to Time-Off Requests > Request Time-Off.



STEP 3

Click the plus sign to enter the details of your time-off request.



STEP 4

Ensure you select the correct type of time off (Vacation, Sick, etc.). After all details are entered, click "Add Request."

Add Time-Off Request

Hours per day *
8

Type *
Choose an accrual type

Days
04/25/2018

To
04/25/2018

Start Time
08:00AM

☒ Exclude Weekends
☐ Update Schedule Availability to Unavailable

Reason
Enter a reason for your request

CANCEL ADD REQUEST

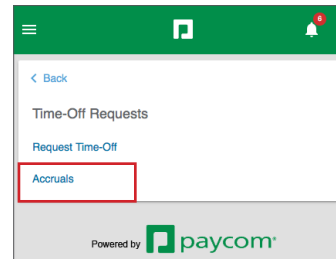
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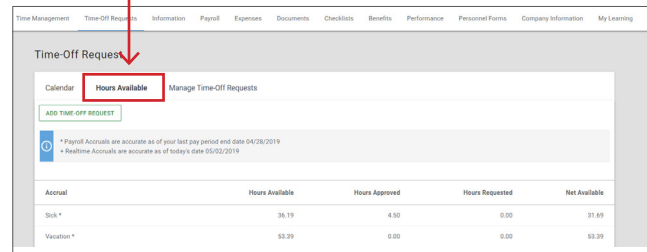
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STEP 5

Click Time-Off Requests > Accruals.






Then, click the Hours Available tab. Review how many hours of PTO are available in each category.



STEP 6

From Time-Off Requests > Accruals, you can see additional details about each category. Review hours available and taken and the history of those categories as well.

Accrual Summary							
Description	Schedule	Accrual Rate	Beginning	Awarded	Taken	Available	Dates
Sick	Bi-Weekly	0.033332	33.45	21.74	19.00	36.19	 
Limits							
History			