TIME-OFF REQUESTS
Employees

REQUESTING PAID TIME OFF ON MOBILE DEVICE

STEP 1
Log in to the Paycom app.

STEP 2
Select "Request Time-Off" under Time-Off Requests.
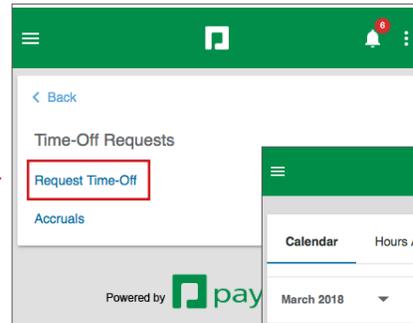
STEP 3
Select the plus sign to enter the details of your time-off request.
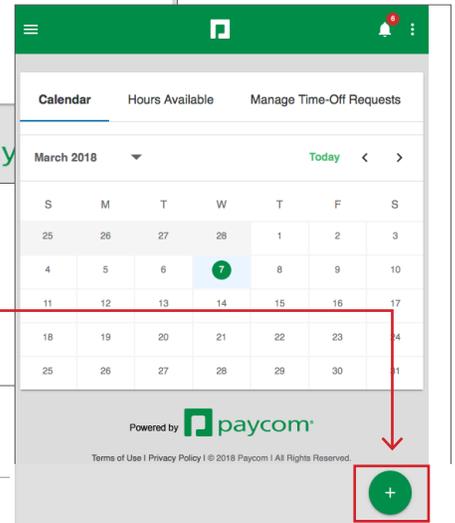
STEP 4
Once the details are entered, click "Add Request."
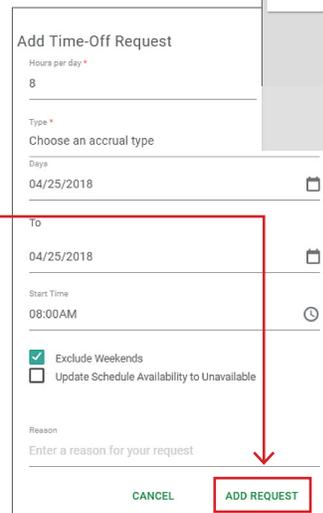
HELPFUL TIP
- Ensure you select the correct type of time off (Vacation, Sick, etc.).