

TIME-OFF REQUESTS

Employees

REQUESTING PAID TIME OFF ON MOBILE DEVICE



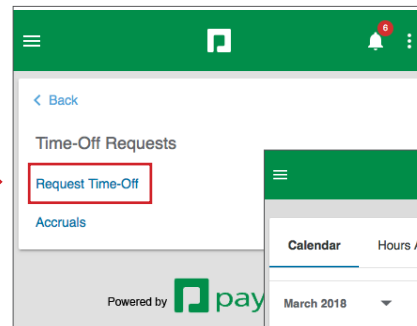
STEP 1

Log in to the Paycom app.



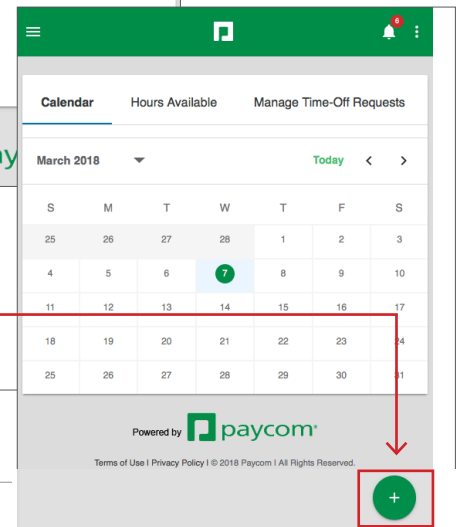
STEP 2

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."

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



HELPFUL TIP

- Ensure you select the correct type of time off (Vacation, Sick, etc.).