

How do I request time off or view how much time off I have?

If you work in a state that provides Sick time off you can view what your current balance is or request to use the time using the [Paycom Website](#) or Paycom App.

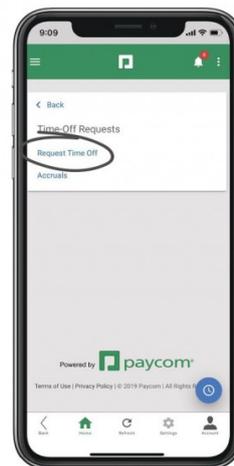
For specific instructions, view the instructions below. Attachments are available in the side bar of this page.

SHOW ME HOW

to Request Time-Off
Time-Off Requests

STEP 1

Log in to the Paycom app.
Navigate to Time-Off Requests >
Request Time-Off.



STEP 2

Click the plus sign to enter the details of your request. Ensure you select the correct type of time off (Vacation, Sick, etc.). After all details are entered, click "Add Request."

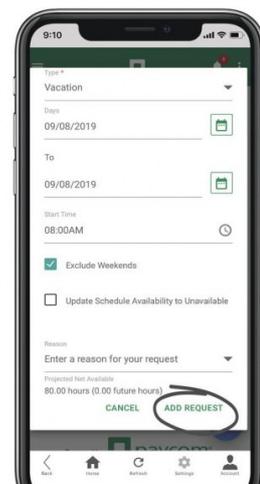
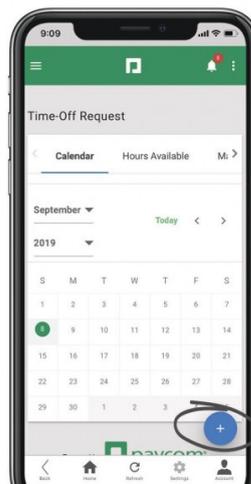


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