I received an email that told me to approve my timesheet. What does that mean?

In Paycom you have the ability to review and approve your timesheet prior to your manager approving it.

While this is not required it is recommended. By approving your timesheet on the last day of the pay period you will be able to check that no edits are required.

You can review and approve your timesheet using the Paycom Website or Paycom App. For specific instructions refer to the guides below. These are available for download in the sidebar of this page.
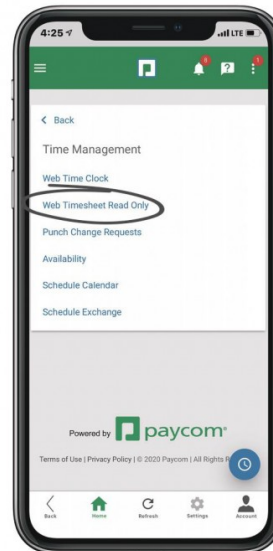
SHOW ME HOW

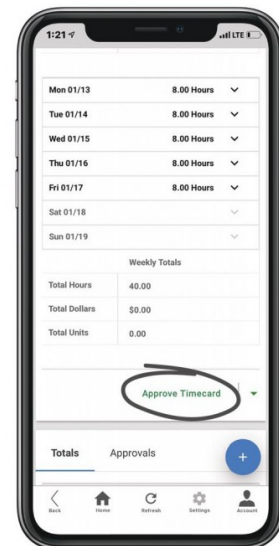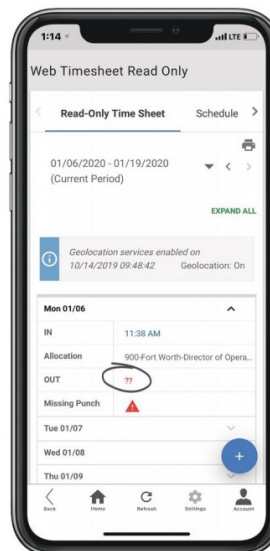## to Approve My Timecard
Time and Attendance

STEP 1

In Employee Self-Service®, navigate to Time Management > Web Timesheet Read Only.

STEP 2

Any missing punches will display with two question marks. Click "??," then "Add Punch Change Request." Once there are no missing punches, click "Approve Timecard."
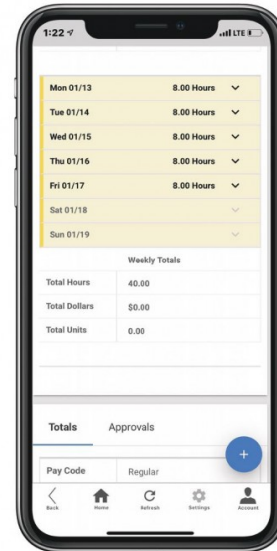
EMPLOYEES

paycom®

SHOW ME HOW

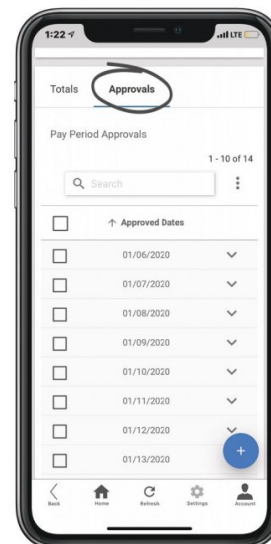to Approve My Timecard
Time and Attendance

⊙ STEP 3

Upon approval, punches will display in yellow.

⊙ STEP 4

An audit trail of approvals can be found under the Approvals tab at the bottom of the page.

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

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