

# What is a Punch Change Request and how do I submit one?

Punch change requests allow you to submit a change on your timesheet to your manager.

They would be used if you missed a punch or if you punched in or out and the incorrect time.

You can submit punch change requests through the [Paycom website](#) or the Paycom App. For specific instructions on how to submit a punch change request review the info below. This guide is available for download in the attachments section in the sidebar.

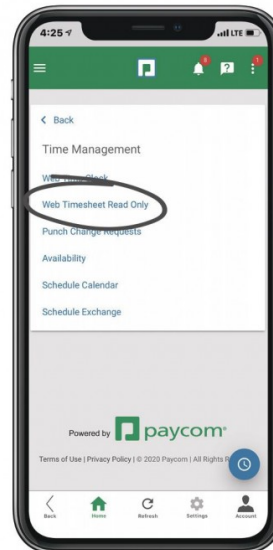
# SHOW ME HOW

to Request a Punch Change  
**Time and Attendance**



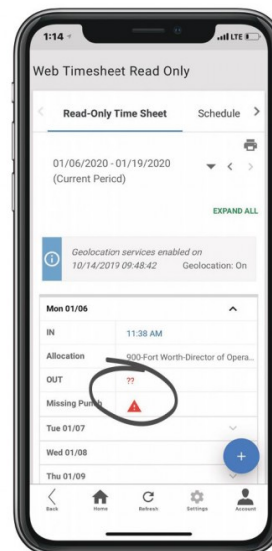
## STEP 1

Navigate to Time Management >  
Web Time Sheet Read Only.



## STEP 2

Any missing punches will be indicated with two question marks (??) and an exclamation point (!) within a red triangle. To correct a missed punch, click "??."



## EMPLOYEES

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



# SHOW ME HOW

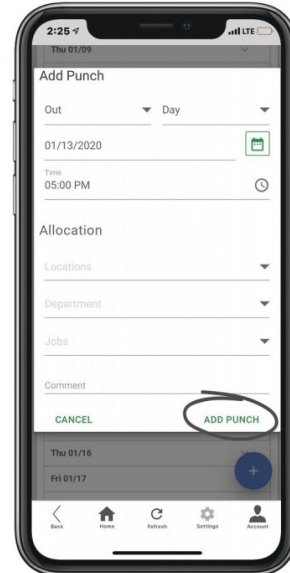
to Request a Punch Change  
**Time and Attendance**



## STEP 3

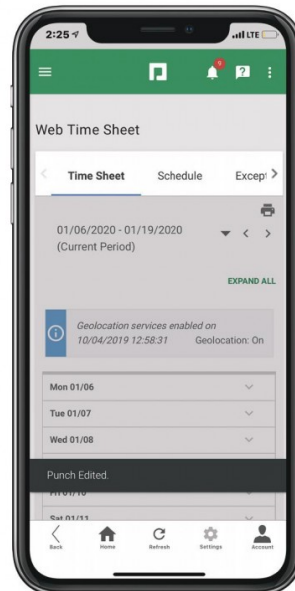
On the Add Punch pop-up window, enter the date and the time of your missed punch, then click "Add Punch."

*Make any change needed such as adding, editing or deleting a punch.*



## STEP 4

A confirmation message appears.



# EMPLOYEES

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