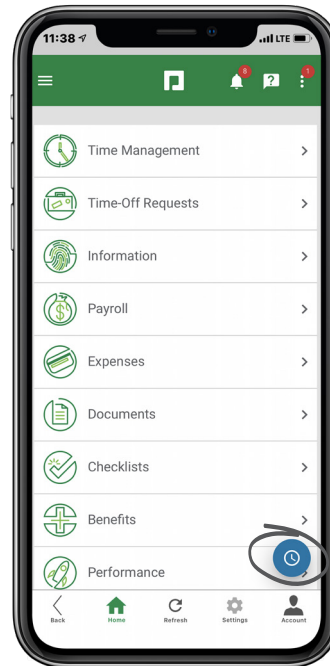# SHOW ME HOW

to Clock In/Out via Quick Punch
Time and Attendance

STEP 1

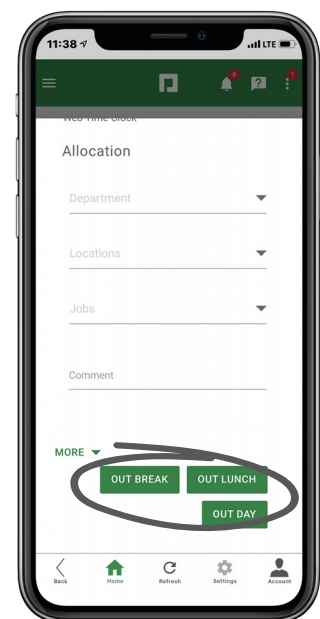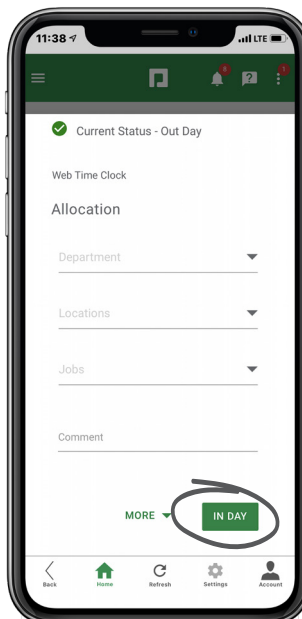From the Paycom app, tap the quick punch icon.

STEP 2

To clock in, click "IN DAY."

If you need to clock out, you'll click the appropriate option, such as "OUT DAY" or "OUT LUNCH."

If you need to update your Allocation, such as the Department, Location or Job, you can make the change from the Allocation section.

EMPLOYEES

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

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