

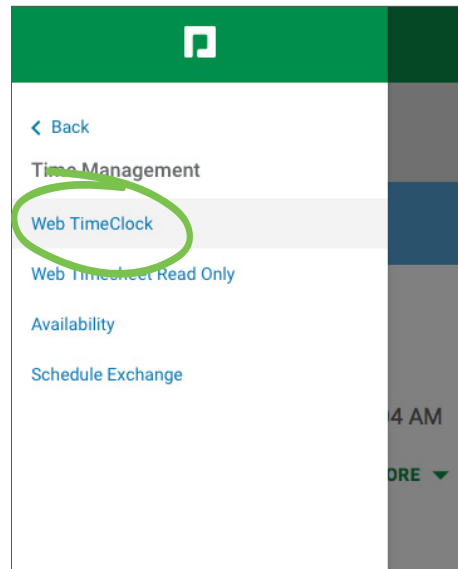
SHOW ME HOW

to Clock In/Out via Web TimeClock
Time and Attendance



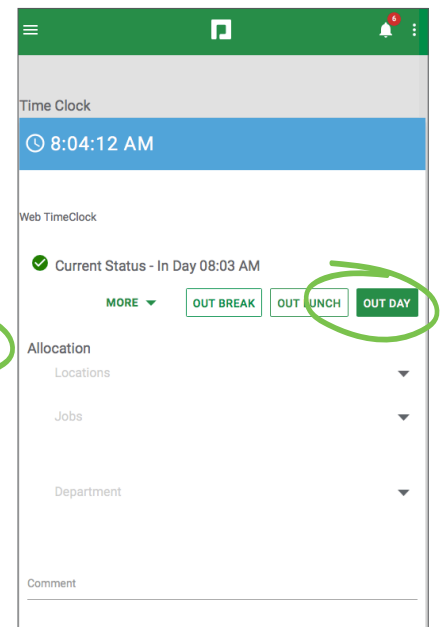
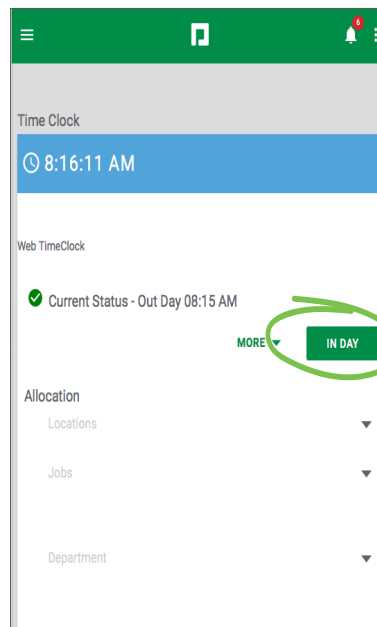
STEP 1

Log in to the Paycom app.
From the Time Management
tile, click "Web TimeClock".



STEP 2

Click the appropriate
option.
To clock in, click "IN DAY."
To clock out, click "OUT
DAY."



HELPFUL TIPS

- Not sure whether you are clocked in or out? Your current status appears next to the checkmark icon.

EMPLOYEES