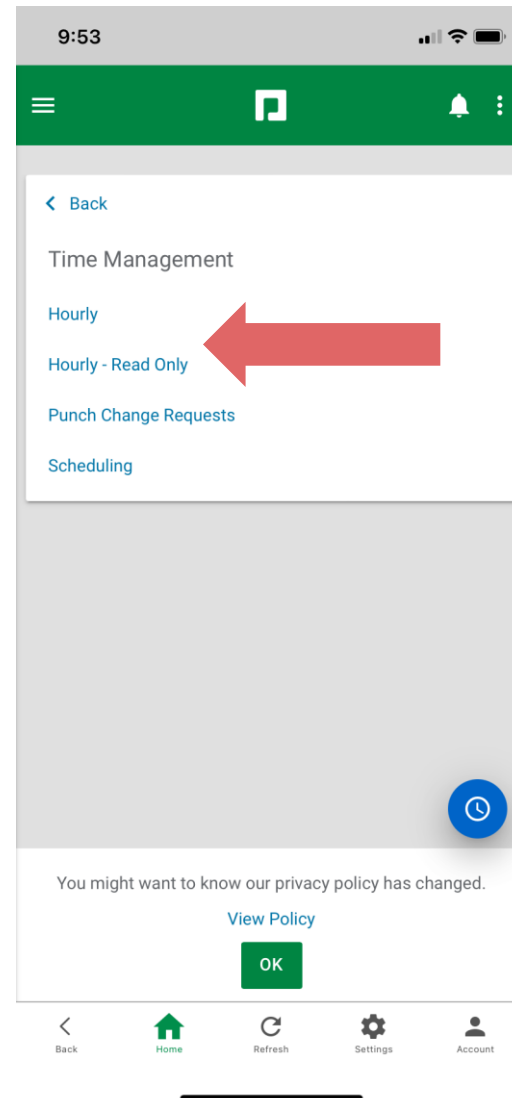
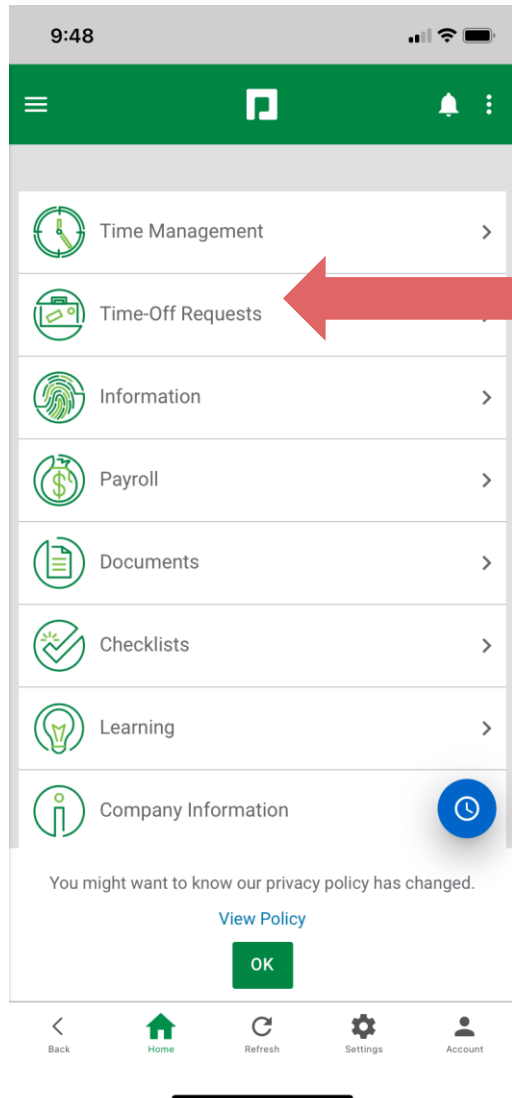


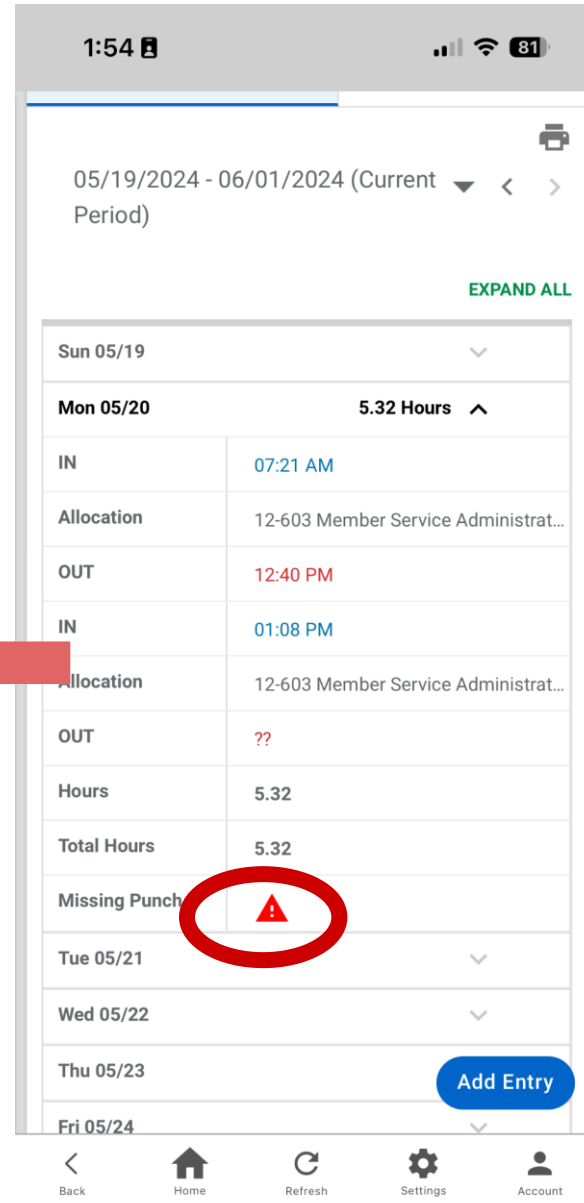
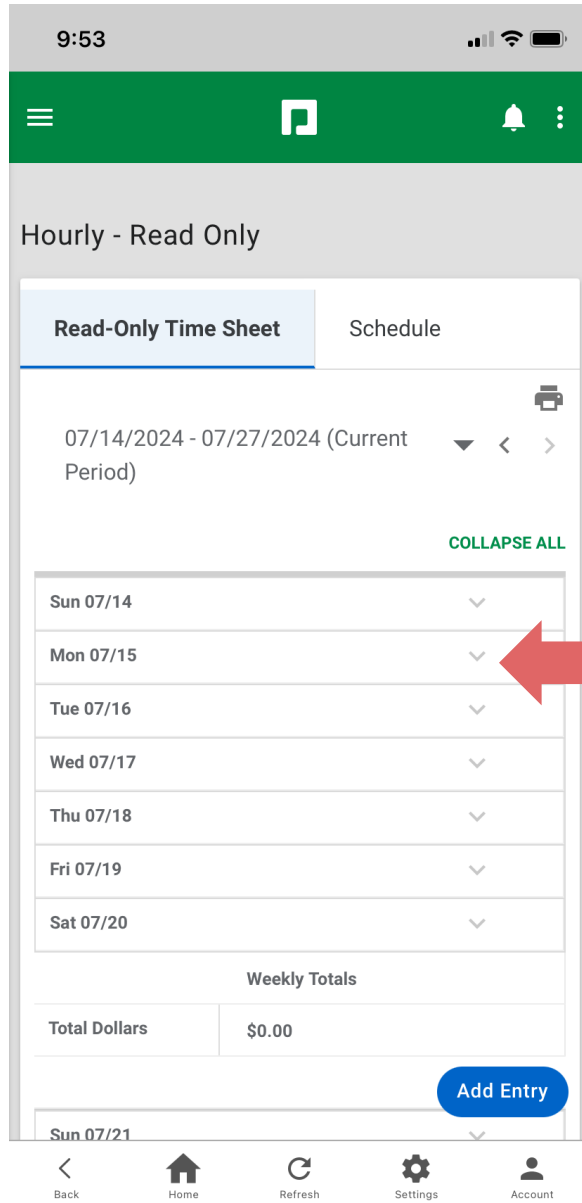
Time Punch Edit in Paycom

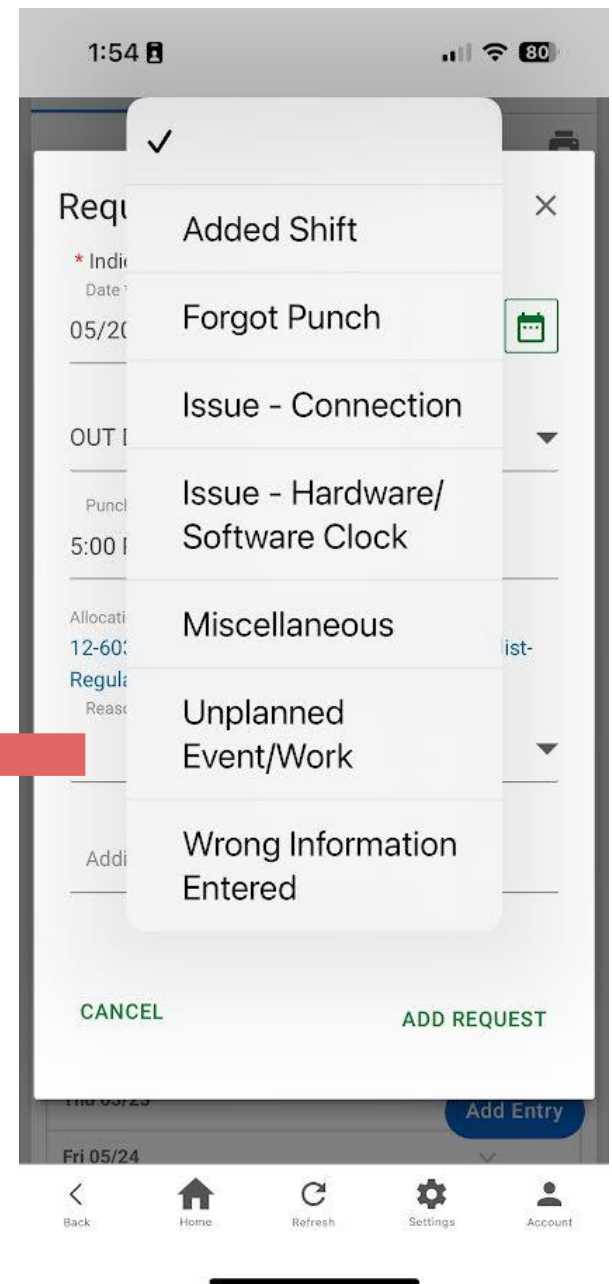
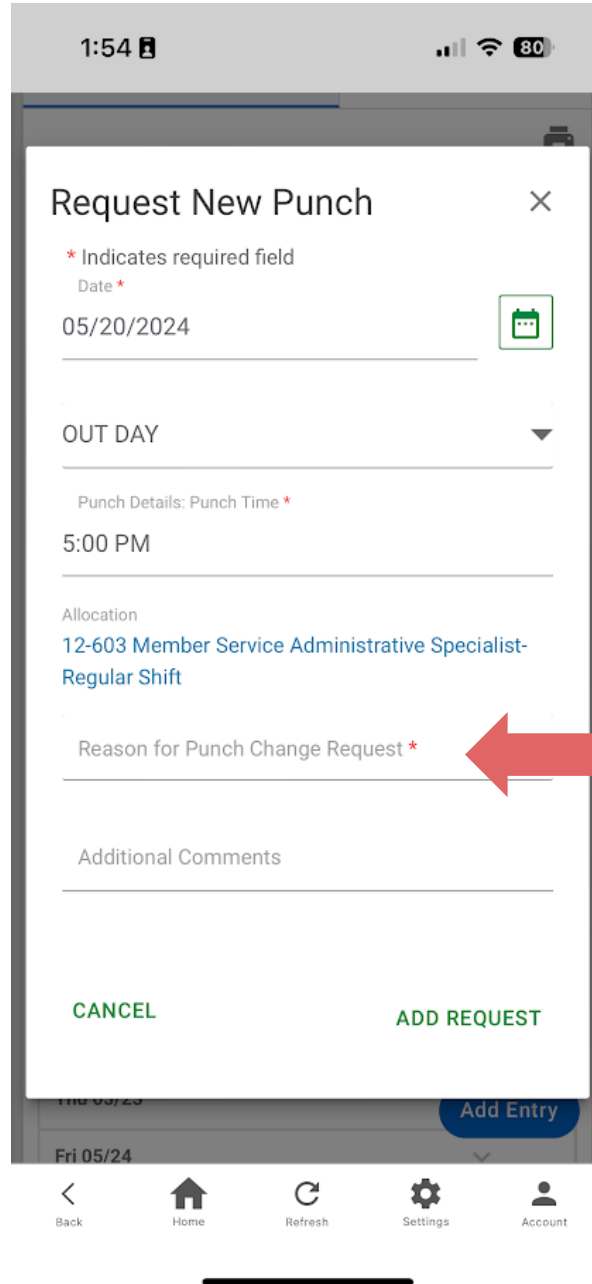
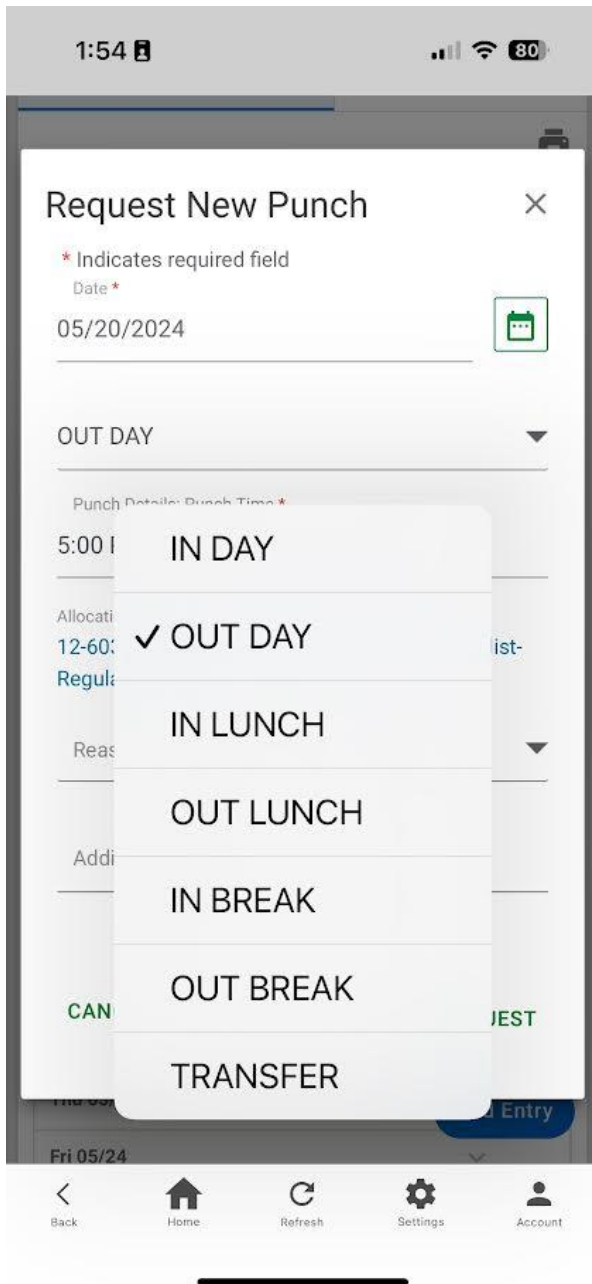
If you have missed a punch, forgotten to clock in or out for lunch, or punched in under the wrong job code, you can submit a Time Punch Edit through Paycom.

1. Log into Paycom.com and Select "Time Management" > "Hourly - Read Only"



2. Select the punch you need to change and edit to what you need. Select the reason for the missed punch. When complete, select "Add Entry"





3. This will then be submitted to your supervisor for approval.