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"





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"

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■ □ Hourly - Read Only	▲ :	05/19/2024 - 0 Period)	6/01/2024 (Current 👻 < >
Read-Only Time Sheet Sch	edule	Sun 05/19	EXPAND ALL
	ē	Mon 05/20	5.32 Hours 🔨
07/14/2024 - 07/27/2024 (Current Period)	nt 🔻 < 🚿	IN	07:21 AM
		Allocation	12-603 Member Service Administrat
	COLLAPSE ALL	OUT	12:40 PM
Sun 07/14	~	IN	01:08 PM
Mon 07/15	~	allocation	12-603 Member Service Administrat
Tue 07/16	~	OUT	22 000 Michilder Oct Mice Administration
Wed 07/17	~		"
Thu 07/18	~	Hours	5.32
Fri 07/19	~	Total Hours	5.32
Sat 07/20	~	Missing Punch	
Weekly Totals		Tue 05/21	~
Total Dollars \$0.00		Wed 05/22	~
		Thu 05/23	Add Entry
Sup 07/01	Add Entry	Fri 05/24	
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Add Entry

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Account

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