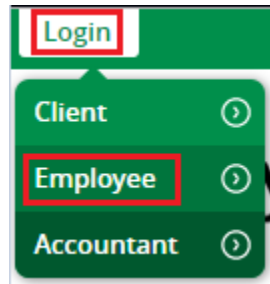
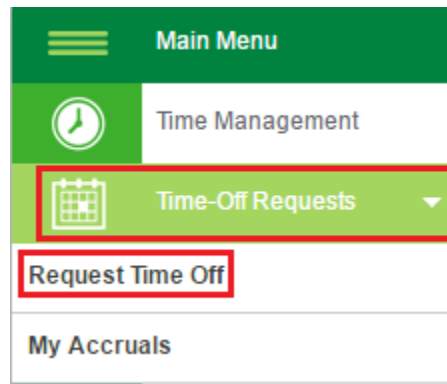


## Time-Off Request

1. Go to <http://www.paycomonline.com>
2. Mouse over "Login" and choose "Employee"



3. Enter your credentials and click "Log In"
  - o Username – Your full Dana Kepner email address
4. Click on "Time-Off Requests"
5. Click "Request Time Off"



6. Click "Add Time-Off Request"



7. Fill out the hours requested, type, day(s), and your normal start time

**Add Time-Off Request**

**\* Indicates Required Field**

**\* Hours per day**

**\* Type**

**Day(s)**  to

**Start Time**  :

Paid Time Off  
Personal  
Vacation

8. “Projected Net Available” will show up once a ‘Type’ is chosen
- This will take in to account accrued time up to the date chosen

**Projected Net Available**  **6.65 Hours (0 Future Hours)**

9. If you attempt to submit a time-off request, and you don’t have enough time available to cover it, you will see this message.

There was a problem with your submission.

Your request could not be processed due to the following issues:

- 1) This time-off request will take the employee's available accrual amount to less than 0.00 hours, which is not allowed..

Please click Back and try again.

Back

10. Once a request is successfully submitted, you will see it on the calendar

2 December 2016					Month	December ▼	Year	2016 ▼	Go
Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue
							1		
4	5 4.00 P ?	6	7				8		
11	12	13	14				15		

11. Your available hours will be adjusted automatically for any pending time off requests

Hours Requested ⬆	Net Available ⬆
4.00	2.65

12. You can click the Time Off request on the calendar and click “Remove” to delete the request if necessary