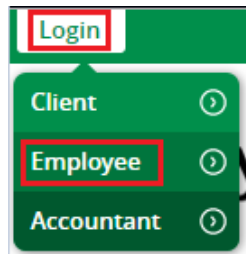
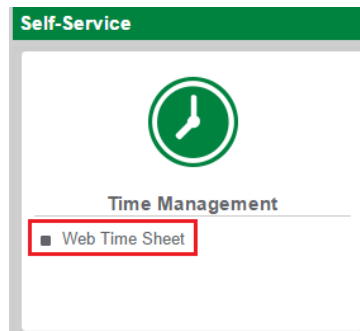


Filling Out Hourly Timesheet in PayCom

1. Go to <http://www.paycomonline.com>
 - o This can be done from a PC, iPad, or Smartphone
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 “Web Time Sheet”

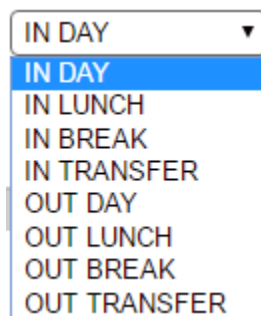


Regular Hours

1. Click “Add Punch”



2. Specify the date
3. Choose the New Punch (In Day, Out Day, etc)



4. Specify the time (24h Clock)
5. Choose Add Punch
6. Steps 1-5 will need to be completed for your lunch break, (In and out), and end of the day
 - Note – You may click the “Exclude Weekends” checkbox to enter dates which span multiple weeks

Vacation/Personal Time

1. If you need to record vacation/personal time, you'll click "Add Hours"



2. Specify the date
3. Specify the Pay Code (Personal, Vacation, Jury Duty, etc)

Pay Code

New Hours

Regular[R]

Funeral Pay[FNR]

Jury Duty[JUR]

Late Opening[LTE]

Overtime[O]

Personal[P]

Regular[R]

Vacation[V]

4. Specify the number of hours (Default is 8)

Once the timesheet is filled out, each week will look like this with your specified times

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours
SUN (11/27)									
MON (11/28)		07:30 AM	[1055]	01:00 PM	02:00 PM	[1055]	04:30 PM	8.00	8.00
TUE (11/29)		11:30 AM	[1055]	01:30 PM	02:30 PM	[1055]	04:30 PM	4.00	
**	[P] Personal		[1055]					4.00	8.00
WED (11/30)		07:30 AM	[1055]	01:00 PM	02:00 PM	[1055]	04:30 PM	8.00	8.00
THU (12/01)	[P] Personal		[1055]					8.00	8.00
FRI (12/02)		07:30 AM	[1055]	01:00 PM	02:00 PM	[1055]	04:30 PM	8.00	8.00
SAT (12/03)									

Approval

Once the entire timesheet is filled out, choose the approval date for the end of the pay period, and click "Approve Date". Under "Approve Date", you will see a summary for the pay period.

Approve Up to Date

12/10/2016

Approve Date

If you need to make adjustments before a supervisor approves the timecard, select the trashcan icon and make the necessary changes.

Period Approvals				
Approval Date	Approved By	Approval Time	Approval Type	Delete
Up to: [2016-10-23 23:59:59]	05683A016	2016-10-10 13:27:34	Employee	

** When you have multiple items on the same day, such as 4 hours of personal time and 4 hours of regular time, it will split out each item into its' own row.