

# REQUESTING TIME OFF

## REQUESTING PTO

1. Open the Paycom app on device.
2. Navigate to the Time off Requests tab.
3. Choose the "Request Time Off".
4. Select the dating you would like to start the PTO.
5. Once the prompt for "Add Time Off Request" pops up, you can add in all information needed.
  - a. Accrual type (PTO, sick time)
  - b. Hours per day you would like to use.
  - c. Start date and end date.
6. Select "Add Request"

The image shows two screenshots from the Paycom app. The left screenshot displays a calendar for May 2026, with a 'Today' indicator and navigation arrows. The right screenshot shows the 'Add Time-Off Request' form, which includes fields for 'Accrual Type', 'Hours Per Day' (set to 8.00), and 'Start Date' (set to 05 / 13 / 2026). A '+ Add Accrual Type' button is also visible.

### Time-Off Requests

[Request Time Off](#)

[Time-Off Balances](#)

## BALANCES & MANAGING TIME OFF REQUESTS

In the Time-Off Requests section, you can view your available balances and manage your requests.

### TIME-OFF BALANCES:

This section shows the amount of PTO and sick time you currently have available.

It also includes a calculator that can help estimate how much time you will have accrued by a future date.

### MANAGE TIME-OFF REQUESTS:

In this section, you can add additional dates to an existing request or delete a request if needed.