


TIME SHEETS

 Time Management >

 Time-Off Requests >

 Information >

 Payroll >

 Documents >

 Checklists >

APPROVING

1. Open the Paycom app on device.
2. Navigate to the Time Management tab.
3. Click on Web Time Sheet (Read Only)
4. Make sure all information is correct.
5. Input any punch change requests or time off requests as needed.
6. Click the Approve Pay Period button.
7. If unavailable, click the Approve by Date button for the days it is available to do so.

IMPORTANT NOTE

Time sheets are to be approved by 9 AM the Monday of the week of payday.

ALSO:

You cannot approve days that have pending PTO requests or unapproved punch change requests!

Web Time Sheet (Ready Only)

Read-Only Time Sheet

Schedule >

04/19/2026 - 05/02/2026
(Current Period)

EXPAND ALL

Set 05/02

Week Totals

Total Dollars \$0.00

Approve By Date

Approve Pay Period

Approval not allowed on days with pending requests or missing punches.

Totals

Approvals

Attestations