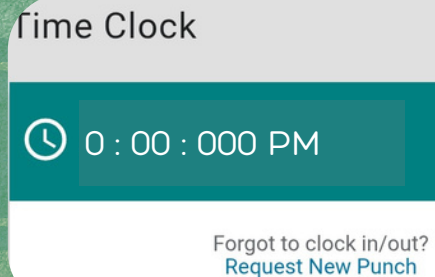
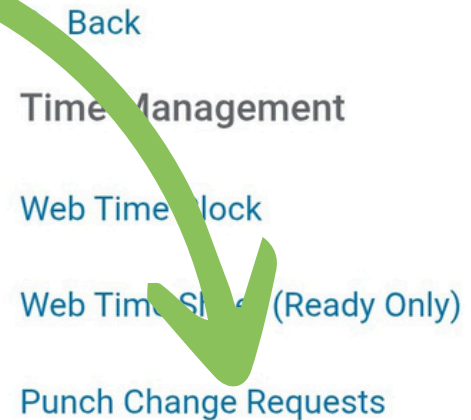


# PUNCH CHANGE REQUESTS

## REQUESTS

1. Open the Paycom app on device.
2. Navigate to the Time Management tab.
3. Click on Punch Change Requests.
4. Choose Request New Entry.
5. Enter all information such as date, punch detail like In Day, Out Day, In Lunch and Out Lunch, and time in or out.
6. Make sure you submit it!



You can also find Request New Punch located under the web time clock,

### Request New Entry



This is a request to add a new punch to the time sheet. Adding a punch will not edit or replace a current punch. To edit a current punch, click on the individual punch on the time sheet.

The request date must be on or before 04/24/2026.

Date \*

04/24/2026



IN DAY

Punch Details: Punch Time \*

8:00 AM

### Punch Change Requests



By default, all pending changes will be displayed below. To display additional options, use the Filter Icon.

Request New Entry

