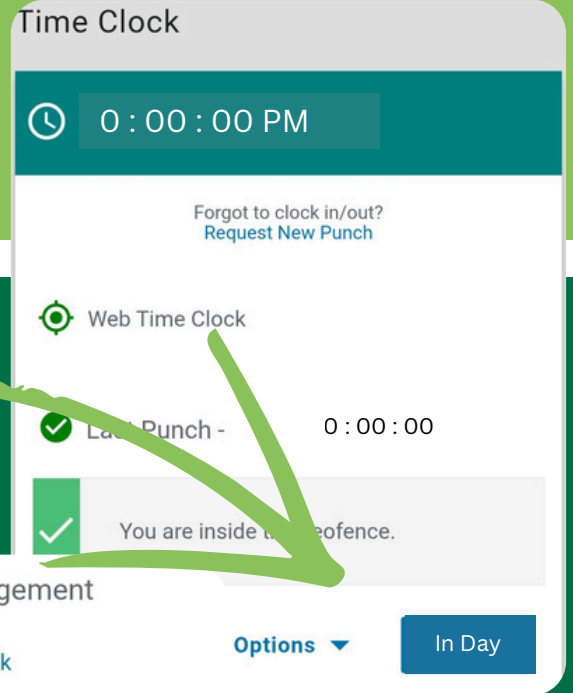


CLOCKING IN AND OUT

CLOCKING IN

1. Open the Paycom app on device.
2. Navigate to the Time Management tab.
3. Choose Web Time Clock.
4. Choose IN DAY at the start of your shift.
5. For those that clock in/out for lunch, you would choose IN LUNCH at the start of your lunch.



CLOCKING OUT

1. Open the Paycom app on device.
2. Navigate to the Time Management tab.
3. Choose Web Time Clock.
4. For those that clock in/out for lunch, you would choose OUT LUNCH at the start of your lunch.
5. At the end of your shift you choose OUT DAY.

Clocking in and out on time helps limit unauthorized overtime and reduces timecard issues.

