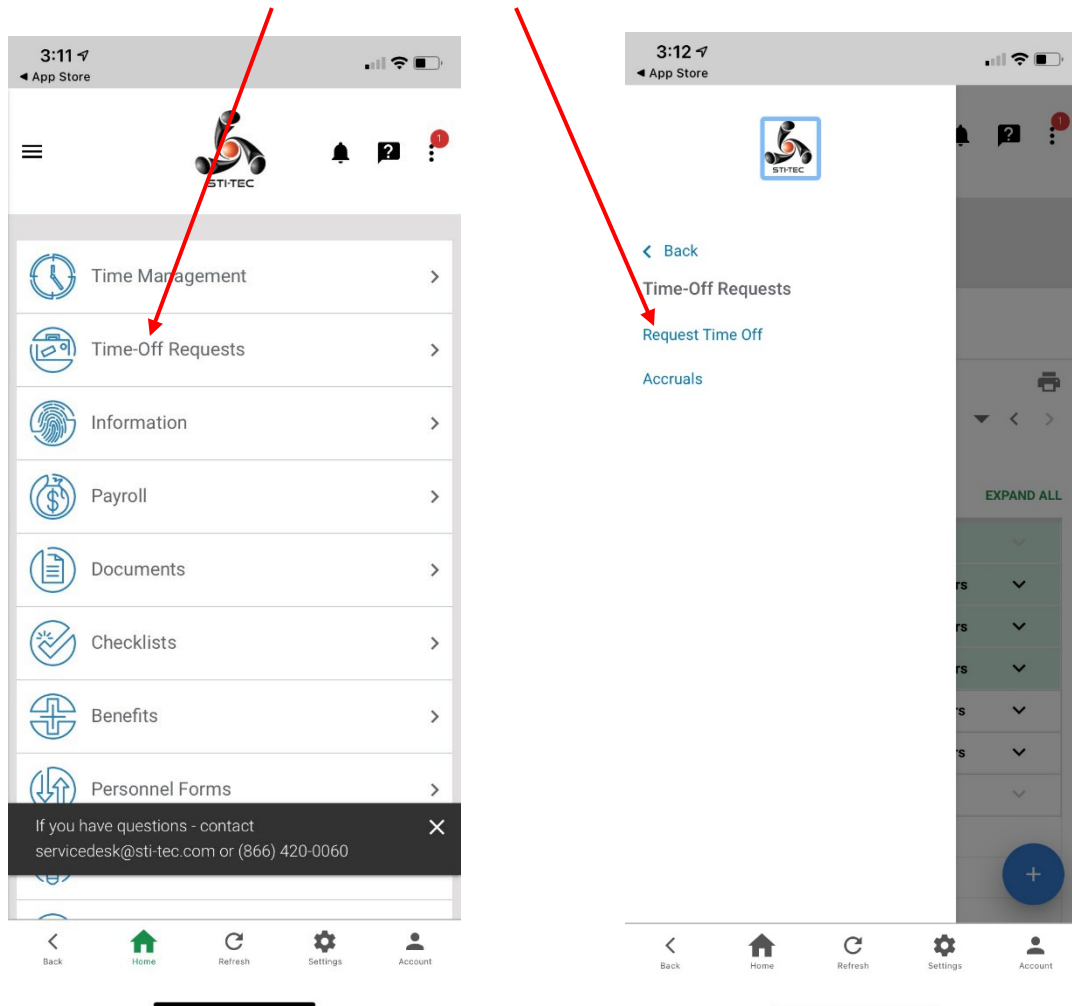
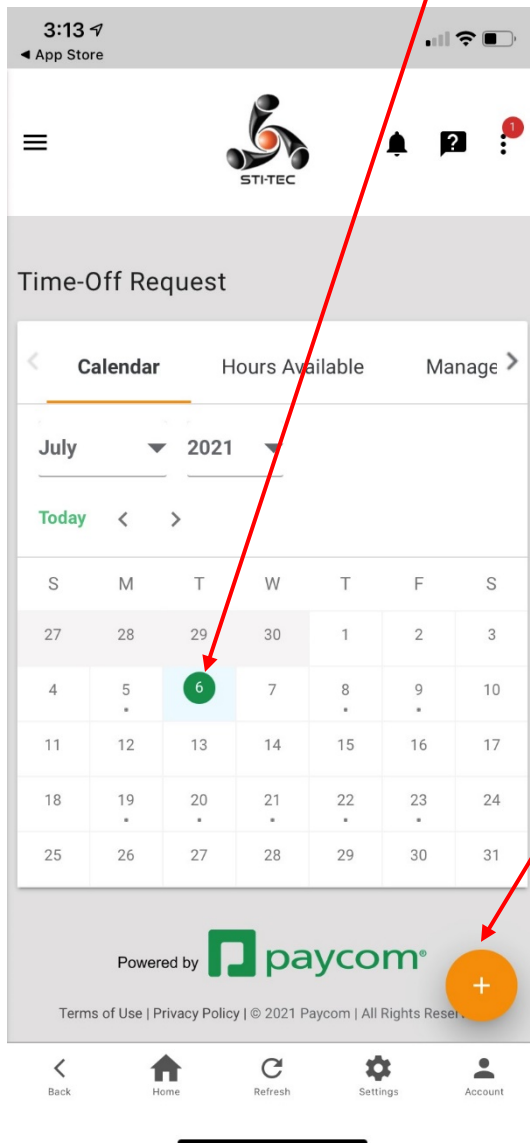


Timekeeping (on Mobile App)

1. Log in to your Employee Self Service account
2. Go to Time-Off Requests / Request Time Off



3. On the calendar, click on the first day of the period you are requesting, then click the “+”.



4. Type number of hours you are requesting off per day

3:13
App Store

Add Time-Off Request

Hours per day *

8.00

Type *

Choose an accrual type

Days

07/06/2021

To

07/06/2021

Start Time

08:00AM

☒ Exclude Weekends

Reason

Enter a reason for your request

CANCEL ADD REQUEST

Terms of Use | Privacy Policy | © 2021 Paycom | All Rights Reserved

Back Home Refresh Settings Account

5. Under "Type" choose "Paid Time Off".

The screenshot shows a mobile app interface for adding a time-off request. The form is titled "Add Time-Off Request" and includes the following fields and options:

- Hours per day ***: 8.00
- Type ***: A dropdown menu is open, showing the following options:
 - Emergency PSL Family/Dependent
 - Emergency PSL Dependent
 - Emergency PSL Self
 - Paid Time Off** (highlighted)
- Days**: 07/06/2021
- To**: 07/06/2021
- Start Time**: 08:00AM
- ☒ **Exclude Weekends**
- Reason**: (empty field)

At the bottom of the form, there are navigation arrows and a "Done" button.

6. Click on ADD REQUEST.

3:14 ◀ App Store

Hours per day *
8.00

Type *
Paid Time Off

Days
07/06/2021

To
07/06/2021

Start Time
08:00AM

☒ Exclude Weekends

Reason
Enter a reason for your request

Projected Net Available
99.18 hours (92.00 future hours)

CANCEL ADD REQUEST

Terms of Use | Privacy Policy | © 2021 Paycom | All Rights Reserved

Back Home Refresh Settings Account