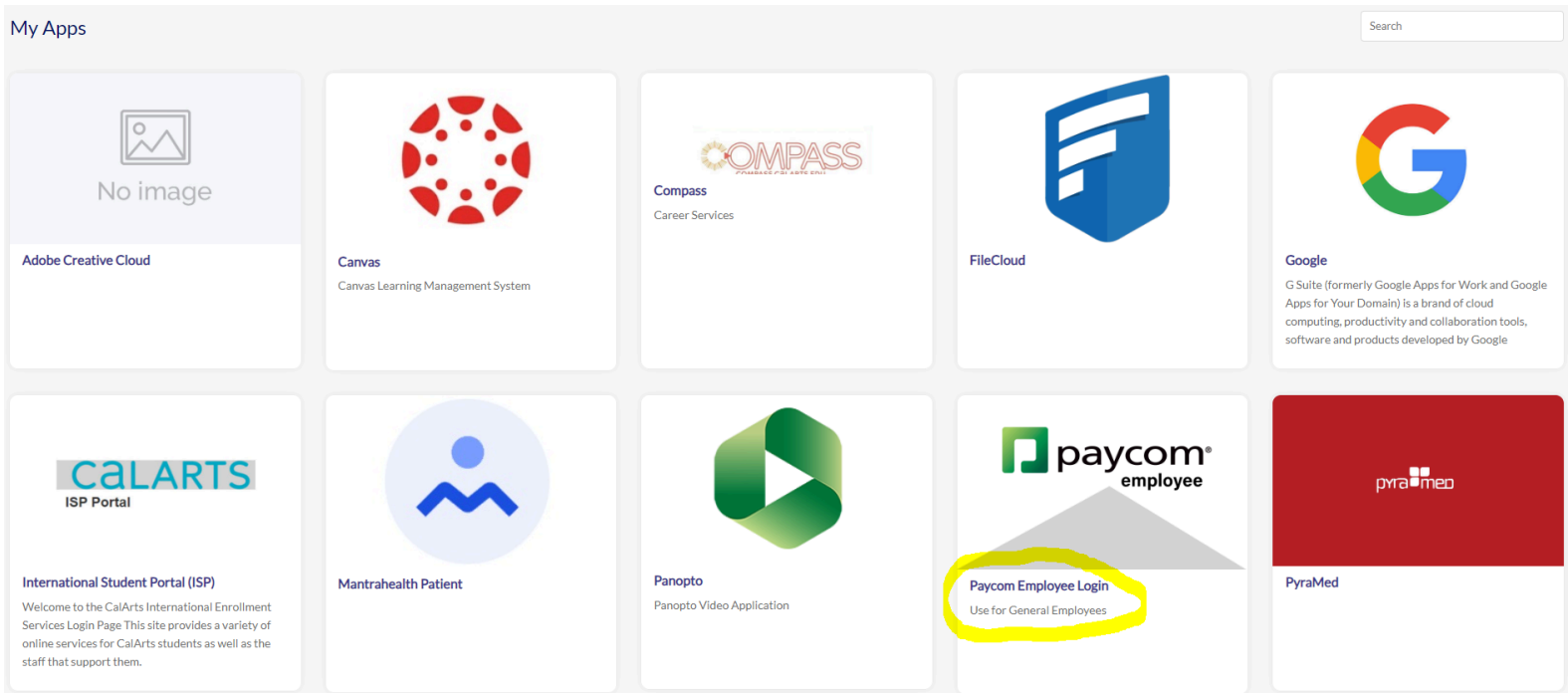


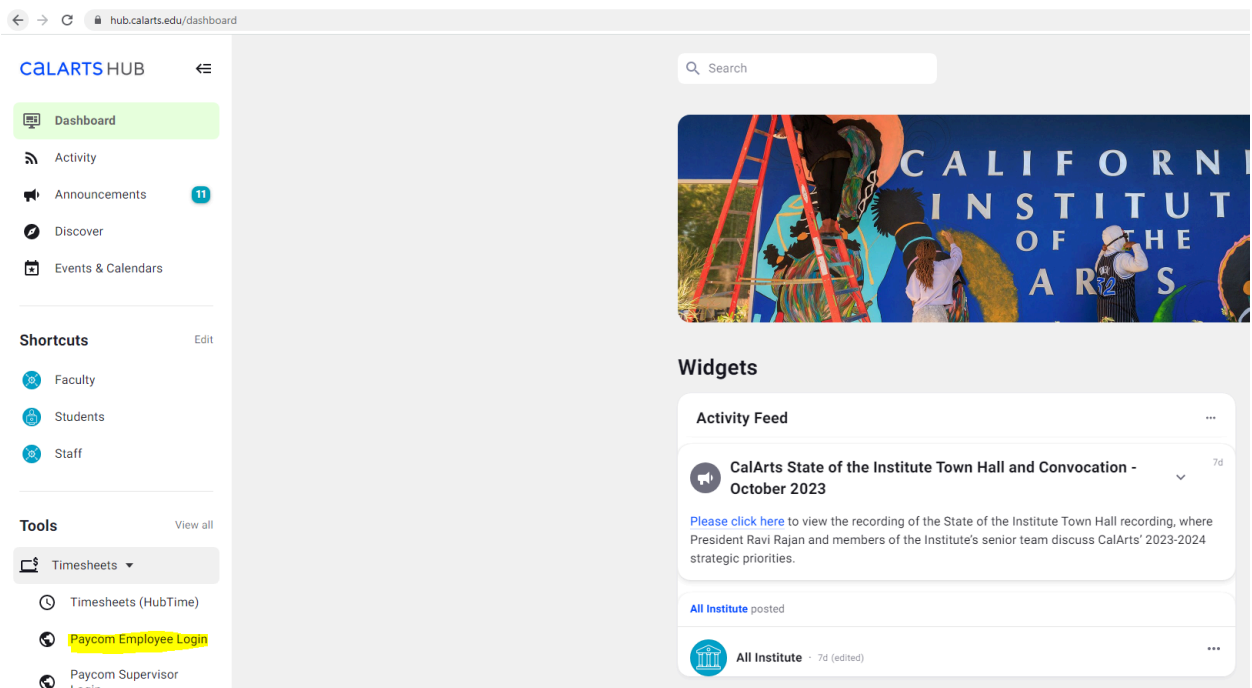


Paycom Time  
Reporting For  
Student Workers

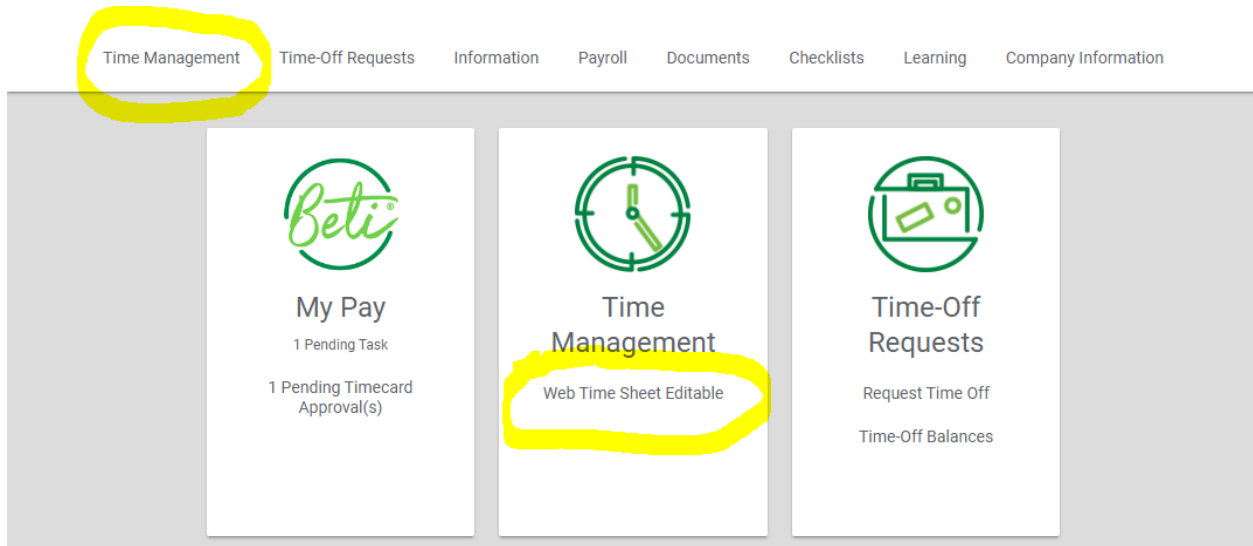
To begin the time entry process, either [log into the SSO dashboard](#) then click on "Paycom Employee Login".



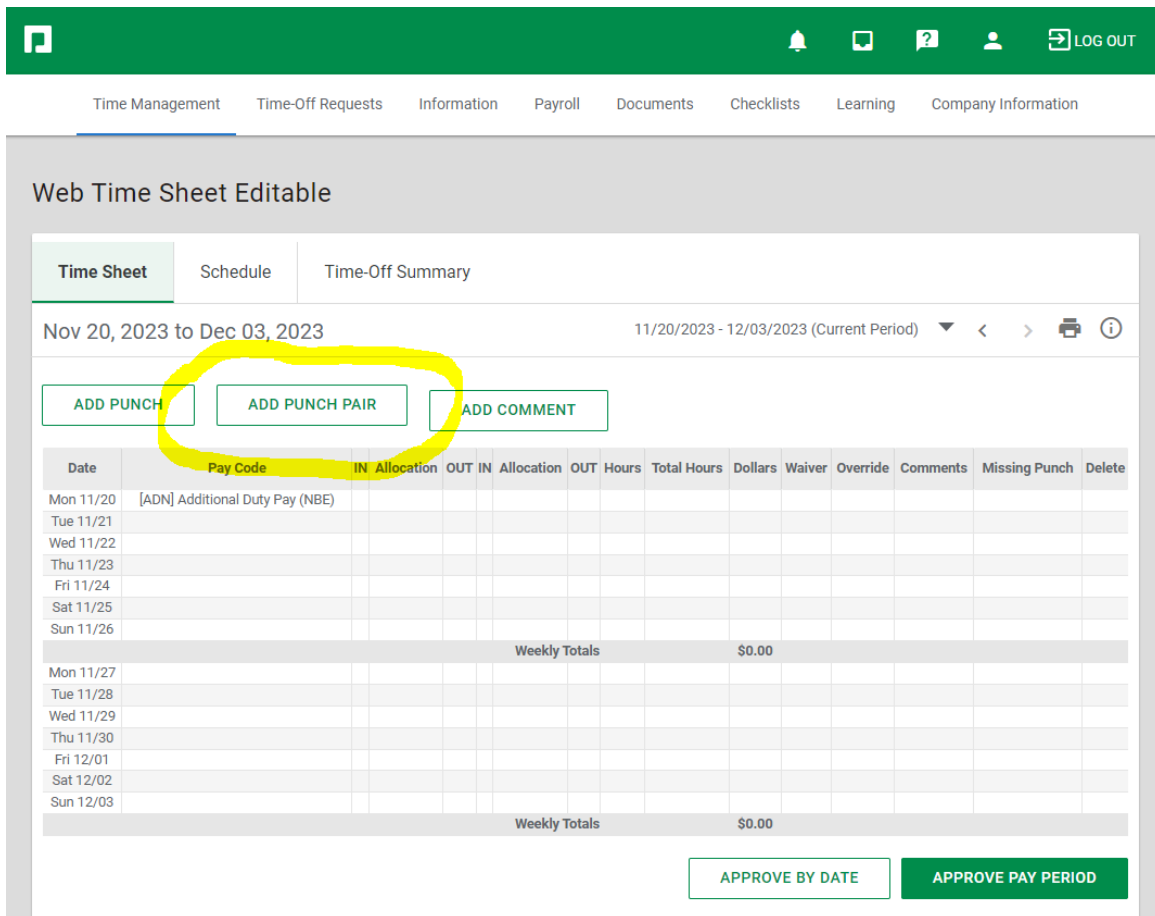
Or you can access your Timesheet through [the Hub](#) under "Tools" then click on "Paycom Employee Login"



From there, you will be taken to the Paycom website. To edit and submit your timesheet, go under “Time Management”, then select “Web Time Site Editable”



To log an entire shift, select “ADD PUNCH PAIR” and enter your hours for each position.



Be sure to add the appropriate date, time and allocation (position title). Then, "ADD PUNCH PAIR" when complete.

**Add Punch Pair** [Close]

Day(s) insert date here

11/21/2023 [Calendar Icon]

to

mm/dd/yyyy [Calendar Icon]

Exclude Weekends

If you are submitting weekend hours, be sure to uncheck the box labelled "exclude weekends"

Day insert time range of shift here

In 08:00 AM [Clock Icon]

Out 05:00 PM [Clock Icon]

9.00 Hours

You can submit the same shift for multiple days if you work the same times and can edit them at any point if needed before the pay period ends.

## FOR STUDENTS WITH MULTIPLE JOBS

Please pay attention to the labor allocation section when submitting time for your position/s you will need to know your position ID#

You will select "Position" and be able to search for your positions. Be aware your hourly rate is linked to your position so make sure you are adding the right hours to the right roles

Position

Q 575

(None)

1575 Executive Director CAP - [1575]



575 Technical - [575]


CANCEL ADD PUNCH PAIR

Weekly Totals 37.50 \$0.00

To add a lunch break, use the punch pair screen again. Then, select the drop down menu under days to select "Lunch". Then, input the times you left and returned from lunch. This time will be deducted from your total hours worked.

### Add Punch Pair

Day(s) 11/22/2023  to mm/dd/yyyy   Exclude Weekends

Lunch  Out 1:00 PM In 2:00 PM 1.00 Hours





Repeat this process until you have completely logged all of your work hours for that week.

Web Time Sheet Editable

Time Sheet | Schedule | Time-Off Summary

Nov 20, 2023 to Dec 03, 2023 11/20/2023 - 12/03/2023 (Current Period) < > 🖨️ ⓘ

ADD PUNCH | ADD PUNCH PAIR | ADD COMMENT


Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Waiver	Override	Comments	Missing Punch	Delete
Mon 11/20	[ADN] Additional Duty Pay (NBE)														
Tue 11/21		10:30 AM		12:30 PM				2.00	2.00						
Wed 11/22		09:00 AM		12:30 PM				3.50	3.50						
Thu 11/23		02:30 PM		05:00 PM				2.50	2.50						
Fri 11/24															
Sat 11/25															
Sun 11/26															
Weekly Totals								8.00		\$0.00					
Mon 11/27															
Tue 11/28															
Wed 11/29															
Thu 11/30															

Lastly, you must submit for approval by clicking "Approve BY DATE" or "APPROVE PAY PERIOD"

Time Sheet | Schedule | Time-Off Summary

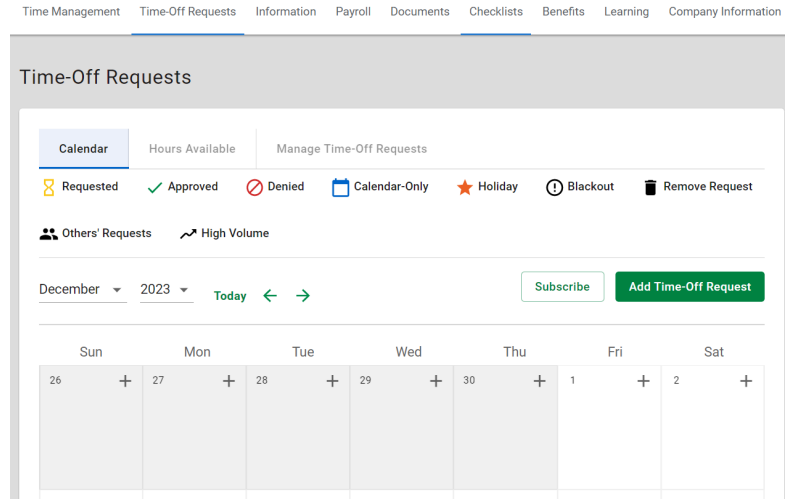
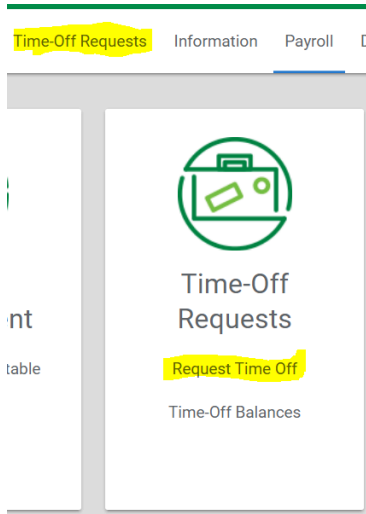
Nov 06, 2023 to Nov 19, 2023 11/06/2023 - 11/19/2023 (Previous Period) < > 🖨️ ⓘ

ADD PUNCH | ADD PUNCH PAIR | ADD COMMENT

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Waiver	Override	Comments	Missing Punch	Delete
Mon 11/06															
Tue 11/07		09:00 AM		05:00 PM				8.00							
Wed 11/08	[CMP] California Meal Penalty							1.00	9.00						
Thu 11/09															
Fri 11/10															
Sat 11/11															
Sun 11/12															
Weekly Totals								9.00		\$0.00					
Mon 11/13															
Tue 11/14															
Wed 11/15															
Thu 11/16															
Fri 11/17															
Sat 11/18															
Sun 11/19															
Weekly Totals										\$0.00					

# Adding Sick Hours onto your Timesheet

When adding sick hours to your timesheet you can locate that by logging in then either select Time off request on the top screen or under in the box. Then you can select add time off or click the date on the calendar you are requesting off

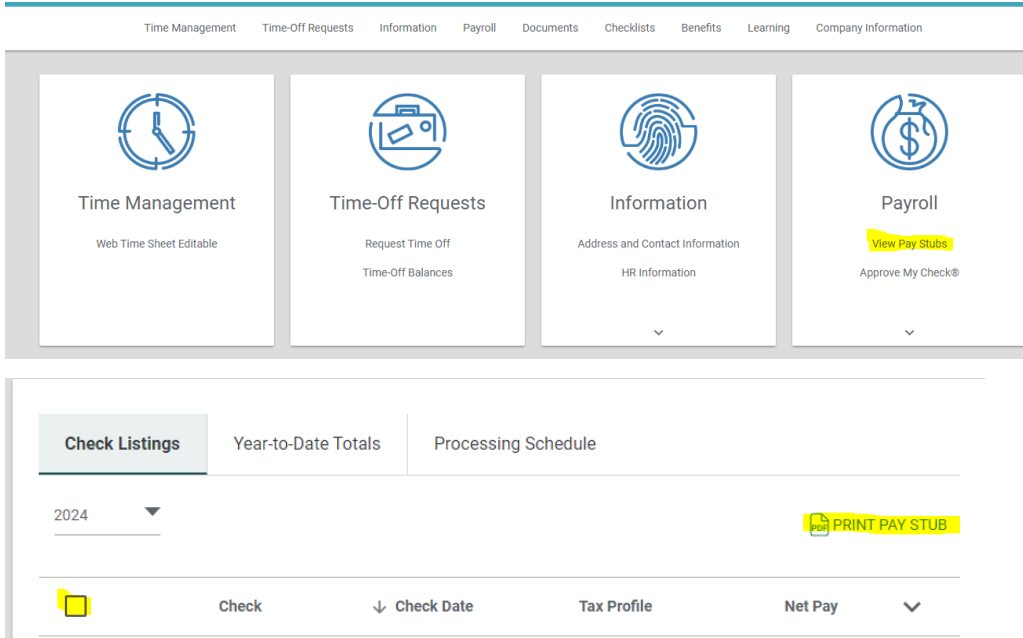


You will then be brought to a screen where you can add the amount of hours you are using and the start time for that shift you are claiming hours for

This screenshot shows the 'Add Time-Off Request' form. It includes a 'Close' button and a title 'Add Time-Off Request'. A note states '\* Indicates required field'. The form fields are: 'Time-Off Type\*' set to 'Sick', 'Hours Per Day\*' set to '4.00', 'Start Date\*' set to '12 / 13 / 2023' (December 13, 2023), 'End Date\*' set to '12 / 13 / 2023' (December 13, 2023), 'Starting Time' set to '09:00 AM', a checked 'Exclude Weekends' checkbox, and 'Reason\*' set to 'Self'.

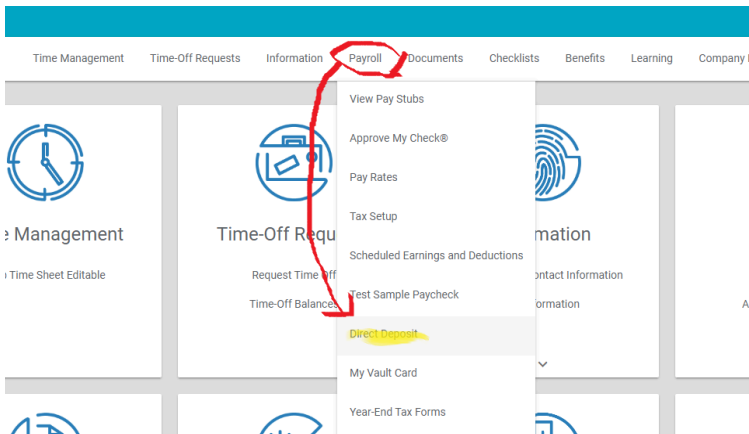
## Accessing your pay stubs

Once you receive your paycheck you will be able to log onto your Paycom account select view pay stub then select the box for the pay stub you want then select print pay stub.

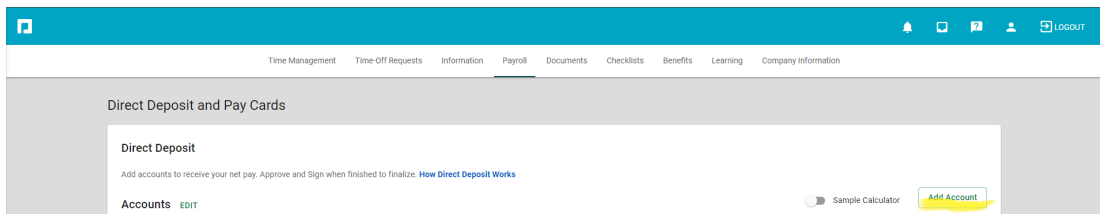


## Adding/updating Direct Deposit information

Go to the payroll tab and select “Direct Deposit”




When you get to the page, go to the top portion labeled “Direct Deposit and Pay Cards” and select “Add Account”.



Then just fill in your bank information and enter the new account.

**Direct Deposit** ×

 To keep accounts secure, a one-time password is required to update sensitive information.

Active \* Indicates Required Fields

**Bank Details** ACCOUNT LIST

Bank Name

Select account type:

Checking

Savings

Routing Number \*

Re-Enter Routing Number \*

Account Number \*

Re-Enter Account Number \*

**Deposit Details \***

\$ (flat dollar amount of net pay)

% (of net pay)