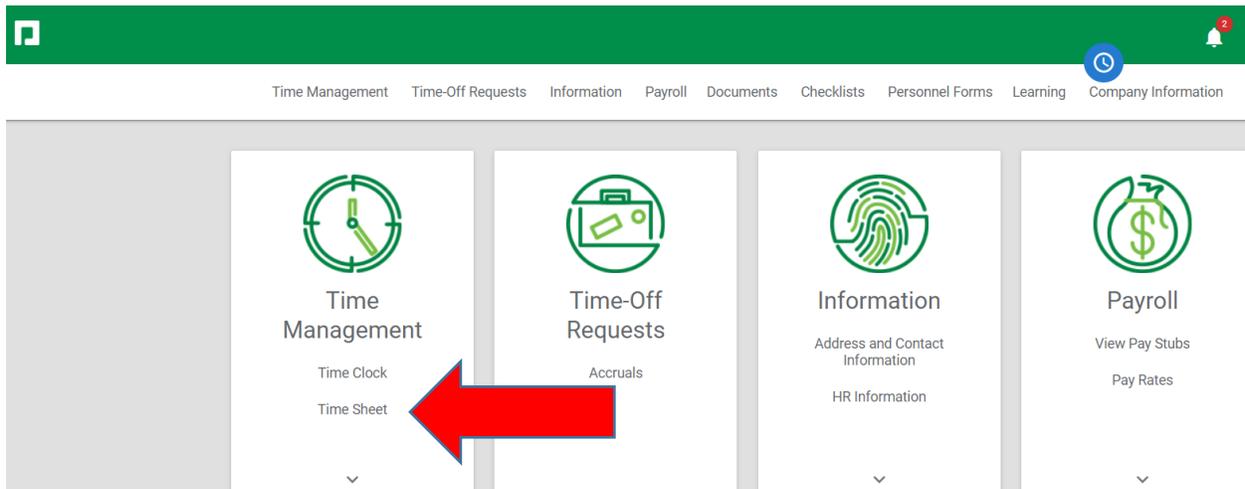


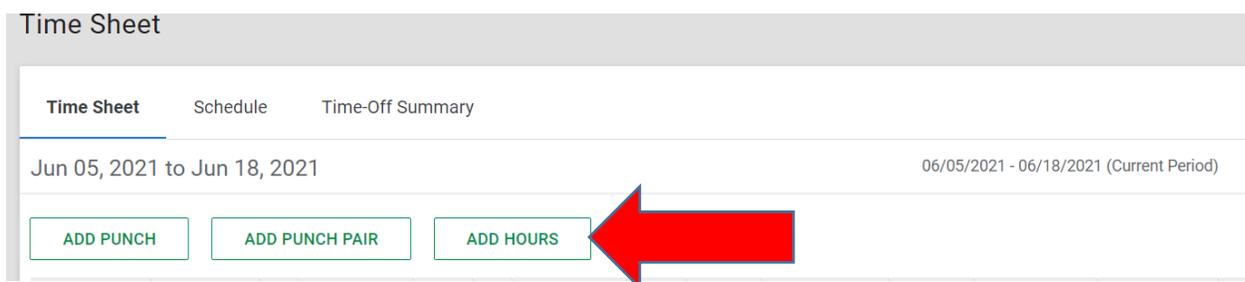


Paycom Time Entry Instructions

Main Menu under Time Management click on Time Sheet



Click on ADD HOURS



Make sure both Day(s) are the same for the date you are entering your hours for.

Add Hours



Day(s) 06/18/2021



to

06/18/2021



Exclude Weekends

Pay Code
Regular [R]

Hours
8.00

Allocation

Department



Fund Description



Org Description



Account Description



Program Description



Class ID



Add Comment

CANCEL

ADD HOURS

Pay Code you can choose your pay rate. Regular is Pay Rate 1, Pay Rate 2, and Pay Rate 3.

Enter amount of hours worked that day.

Pay Code
Regular [R]

Hours
8.00

Next you will enter your allocation. You can find this on your PAF in you Paycom account or you can get this from your supervisor. It consist of: Department, Fund Description, Org Description, Account Description, Program Description, and Class ID. Click on each for the drop down of options. You must enter the Allocation thread to complete your Time Sheet.

Click ADD HOURS bottom right corner.

Add Hours



Day(s) 06/18/2021  to 06/18/2021  Exclude Weekends

Pay Code Regular [R]  Hours 8.00

Allocation

Administration - 100  Fund Description 

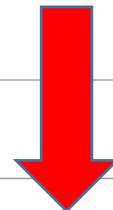
Org Description  Account Description 

Program Description  Class ID 

Add Comment

CANCEL

ADD HOURS



Your Time Sheet is complete. You must do this daily.

If you have question please reach out to your supervisor.