SHOW ME HOW

to Request Time-Off and View Accruals

**Time-Off Requests**

**STEP 1**
Log in to the Paycom app. Navigate to Time-Off Requests > Request Time-Off.

**STEP 2**
Click the plus sign to enter the details of your time-off request.

**STEP 3**
Ensure you select the correct type of time off (Vacation, Sick, etc.). After all details are entered, click “Add Request.”

*If your time-off request falls on a weekend, uncheck “Exclude Weekends.”*
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Time-Off Requests

STEP 4
Click Time-Off Requests > Request Time-Off.

Then, click the Hours Available tab. Review how many hours of PTO are available in each category.

STEP 5
From Time-Off Requests > Accruals, review additional details about each category. Review hours available and taken and the history of those categories as well.

Visit the Help Menu for the most up-to-date version of this guide.