

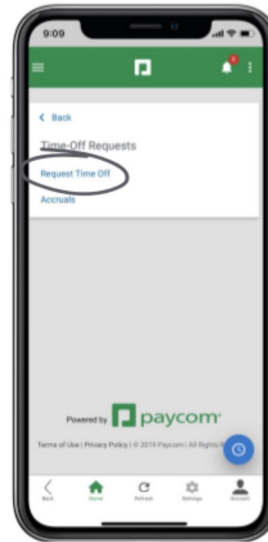
SHOW ME HOW

to Request Time-Off and View Accruals
Time-Off Requests



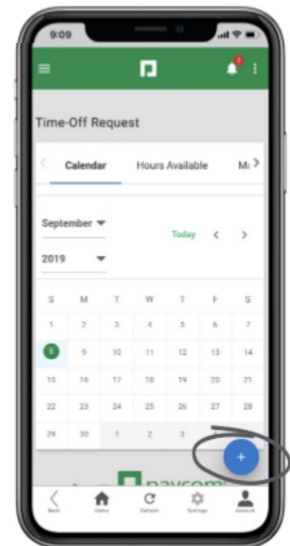
STEP 1

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



STEP 2

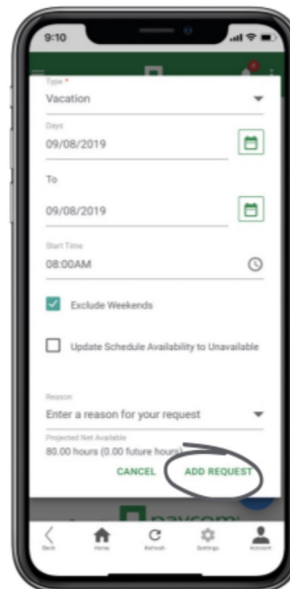
Click the plus sign to enter the
details of your time-off request.



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."*



EMPLOYEES

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



SHOW ME HOW

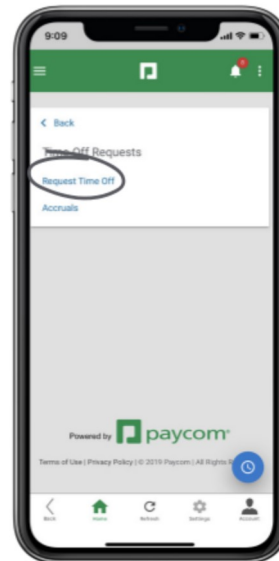
to Request Time-Off and View Accruals
Time-Off Requests



STEP 4

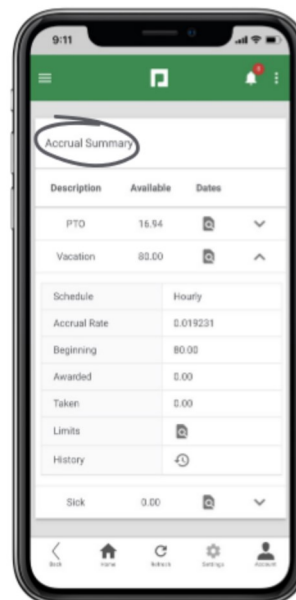
Click Time-Off Requests > Request Time-Off.

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.



EMPLOYEES

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