

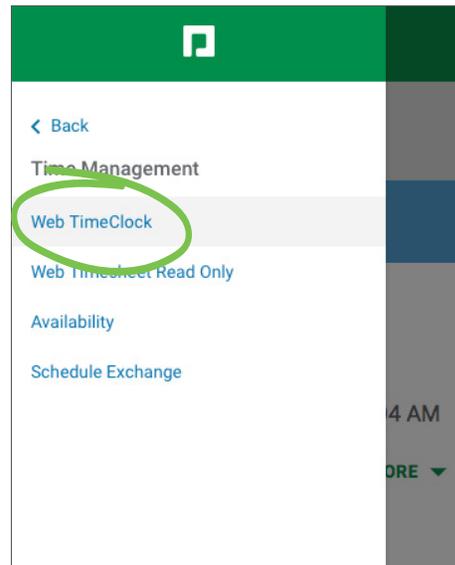
# SHOW ME HOW

to Clock In/Out via Web TimeClock  
Time and Attendance



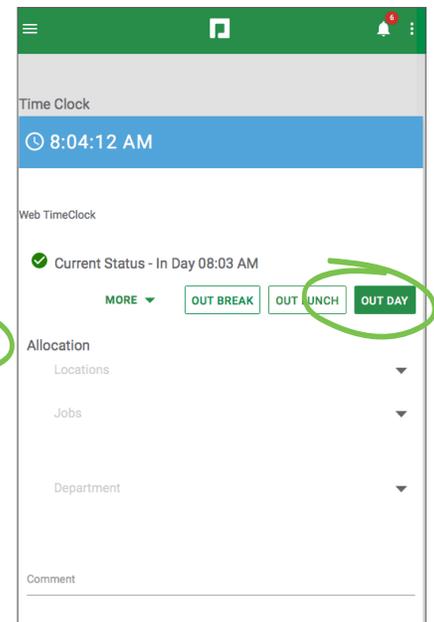
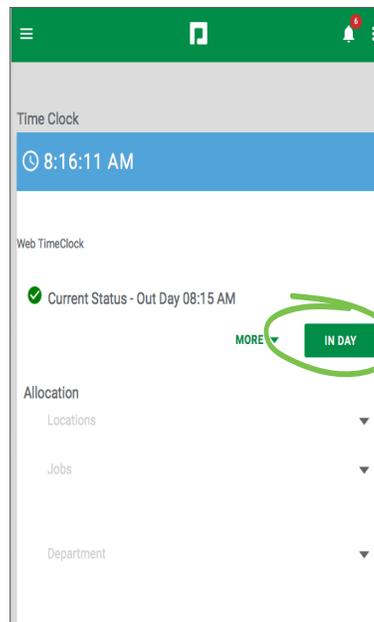
## STEP 1

Log in to the Paycom app.  
From the Time Management  
tile, click "Web TimeClock".



## STEP 2

Click the appropriate  
option.  
To clock in, click "IN DAY."  
To clock out, click "OUT  
DAY."



## HELPFUL TIPS

- Not sure whether you are clocked in or out? Your current status appears next to the checkmark icon.

# EMPLOYEES