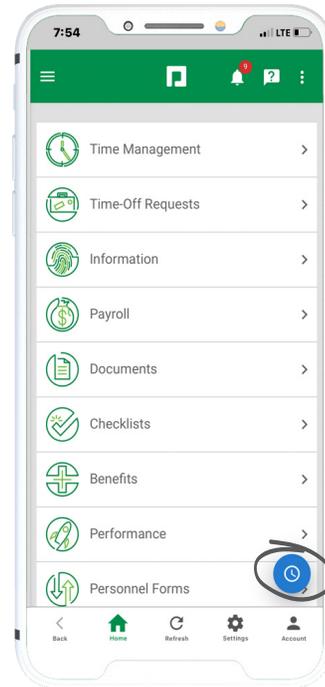# SHOW ME HOW

to Use Quick Punch on Mobile
Time and Attendance

STEP 1

From Employee Self-Service® on the Paycom app, tap the quick punch icon.
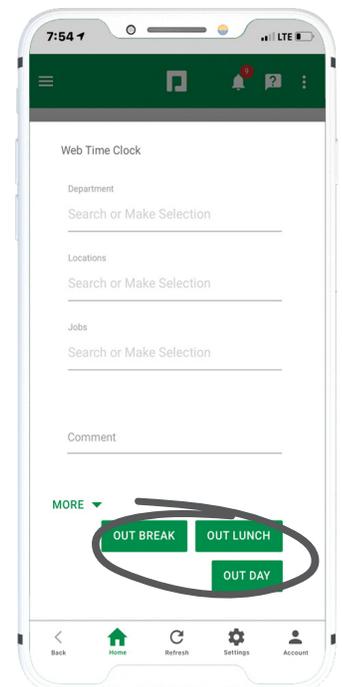

STEP 2

To clock in, tap "IN DAY."

If you need to clock out, you'll tap the appropriate option, such as "OUT DAY" or "OUT LUNCH."

If you need to allocate your time, make the appropriate selection(s) from the drop-down menu(s).

EMPLOYEES

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