

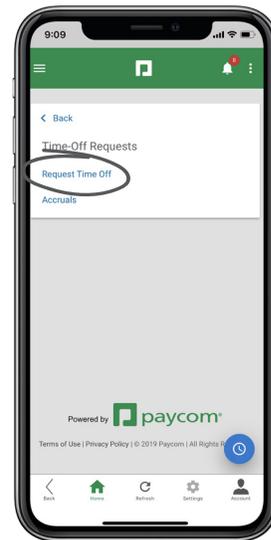
SHOW ME HOW

to Request Time-Off
Time-Off Requests



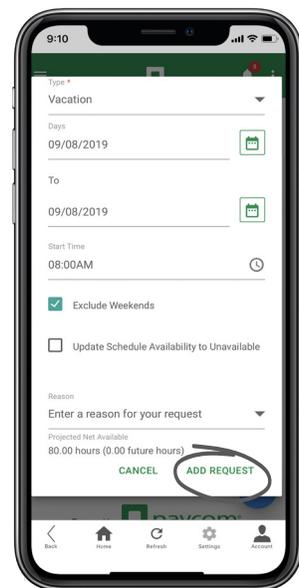
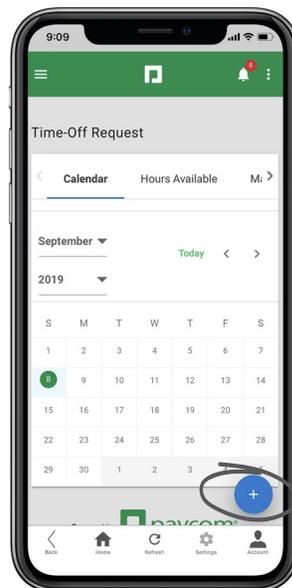
STEP 1

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 request. Ensure
you select the correct type of time
off (Vacation, Sick, etc.). After all
details are entered, click "Add
Request."



HELPFUL TIPS



- From Time-Off Requests > Request Time-Off > Hours Available, review how many hours of PTO are available in each category.
- From the Accruals section, review additional details about each category, such as hours available and taken and the history of the categories.

EMPLOYEES

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

