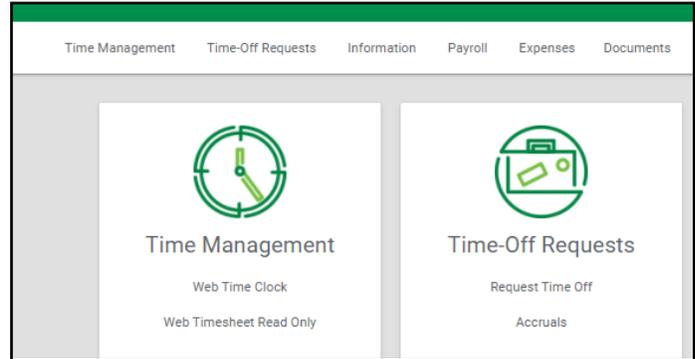# Show Me How
to Approve My Timecard

TIME AND ATTENDANCE

STEP 1

From Employee Self-Service®, navigate to the Time Management tile and click "Web Timesheet Read Only."

STEP 2

Missing punches display with two question marks. Click "??," enter the punch change request details and click "Add Request."

STEP 3

Once there are no missing punches, click "Approve Timecard" to approve the entire timecard or click the drop-down and "Approve Specific Days" to approve specific days.

Your manager must approve your punch change requests before you can approve your timecard.

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

paycom®

Show Me How

to Approve My Timecard

TIME AND ATTENDANCE

STEP 4

If approving individual days, check the box next to each desired day and click "Approve."

STEP 5

Approved days appear in yellow on the timecard.

STEP 6

An overview of approvals is available under the Approvals tab at the bottom of the screen.

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

paycom®