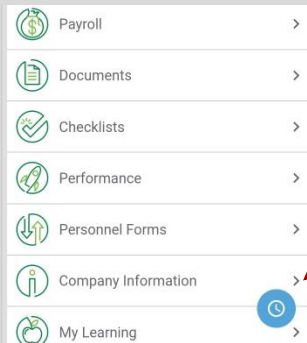


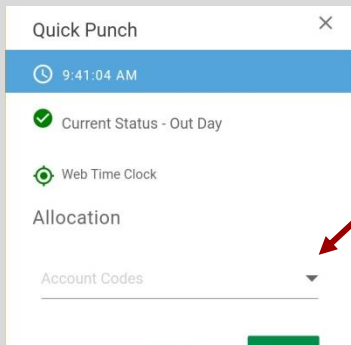
Clocking In/Out with paycom®

1.



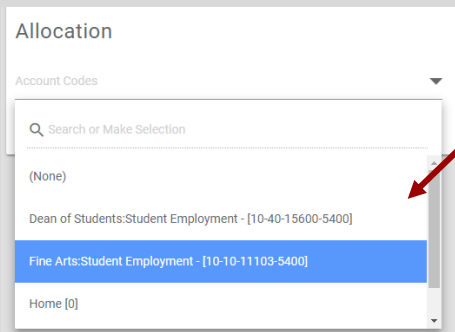
Click on the Clock for “Quick Punch”

2.



Under “Allocation”
Click the drop-down arrow.

3.

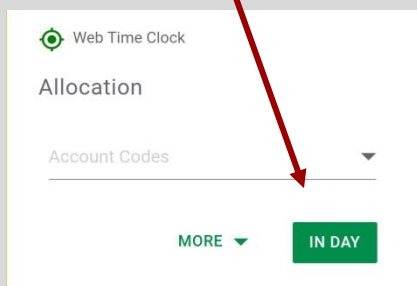


Select the department.

DO NOT select the “Home” allocation.

4.

Click “IN DAY” to punch in.



Click “OUT DAY” to punch out.

