# Paycom Training

Glastonbury Parks and Recreation Department

# Expectations

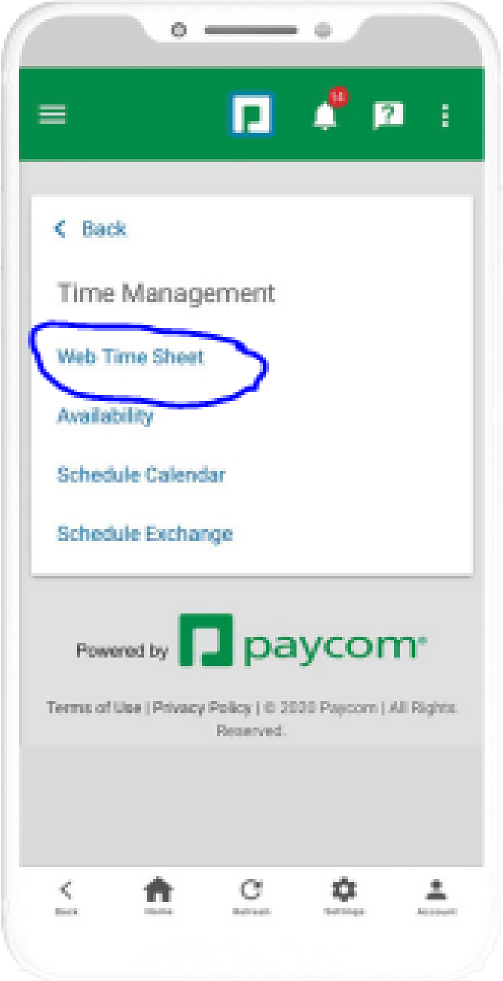
- Paycom is REQUIRED for all staff. Paper timesheets will not be used in lieu of Paycom.
- Ensure that all timesheets are accurate!
- Check your information such as pay rate, and personal information to make sure it is correct!
- Approve your timesheet at the end of each pay period
- **TIMESHEETS MUST BE SUBMITTED IN A TIMELY MANNER!** Please make sure that all time is added and approved by the “End Date” of the pay period.
- Allocations do not need to be changed! Please be sure to leave that section blank unless otherwise directed.
- If you have a question, ask your supervisor!

# Adding a Punch

## TIME AND ATTENDANCE

### STEP 1

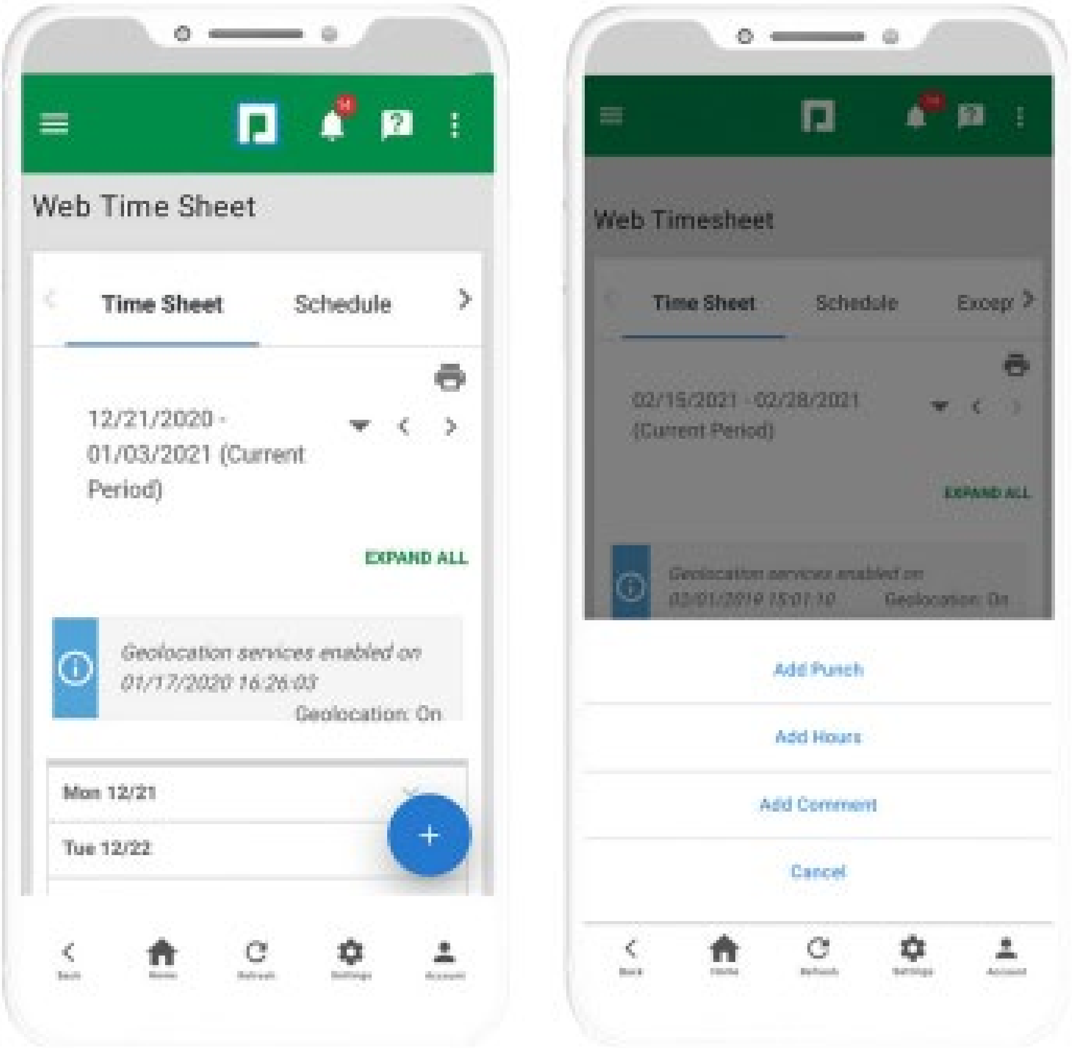
Log in to Employee Self-Service®. From the Time Management tile, tap "Web Time Sheet."



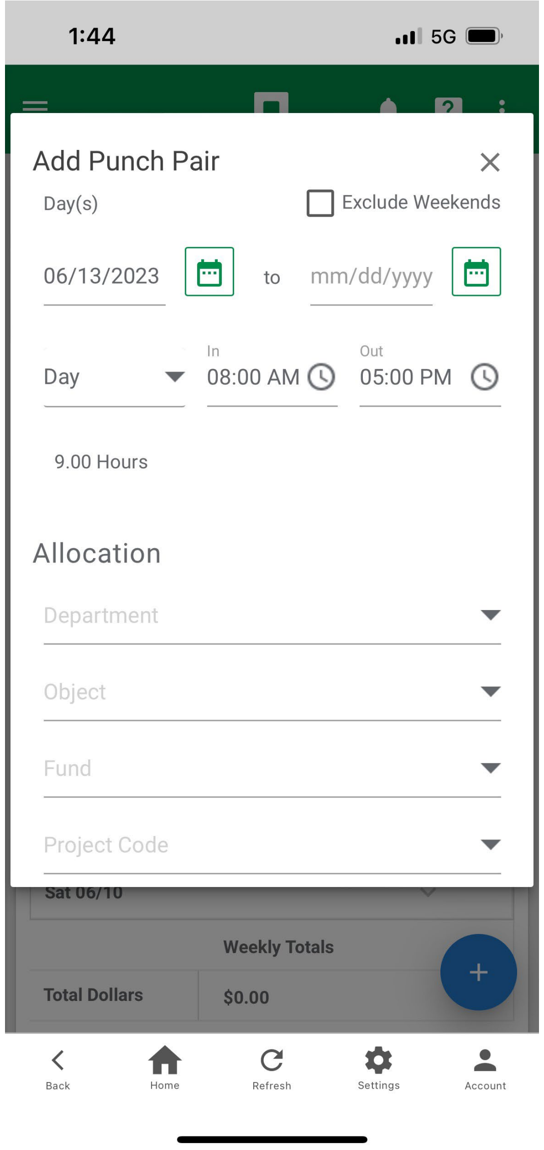
# Adding a Punch

STEP 2

Tap the "+" sign icon. Then, tap "Add Punch."

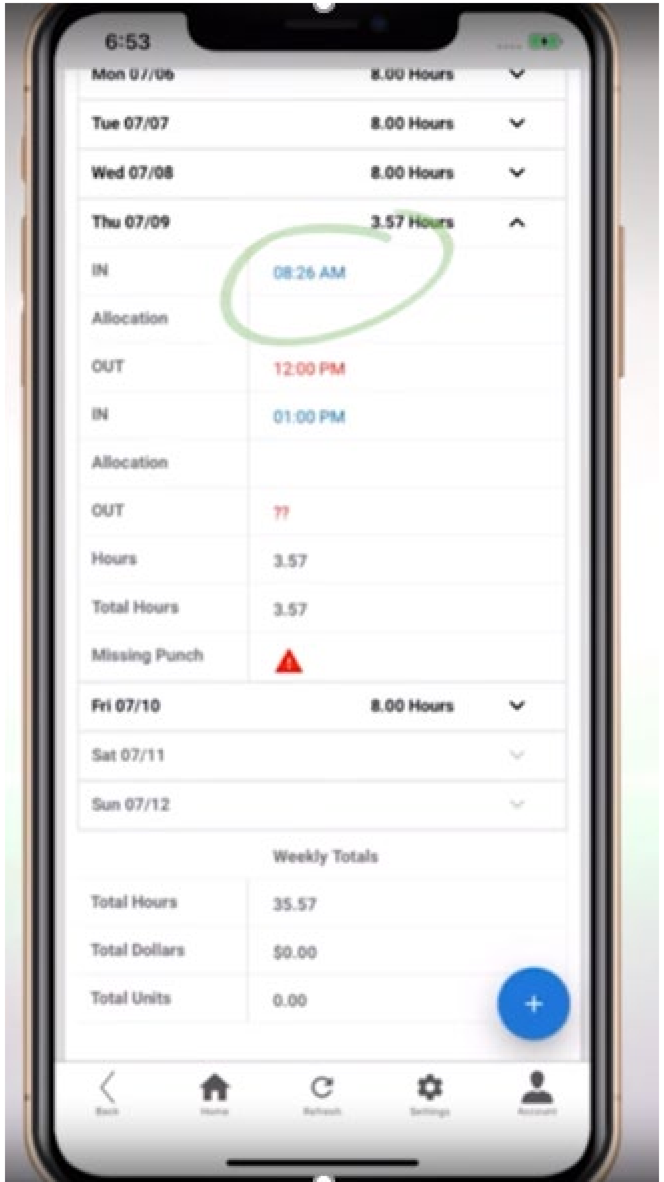


# Adding a Punch




- Make sure the following are accurate:
  - Date
  - In Time
  - Out Time
  - Time of day (AM/PM)
  - Total amount of hours
- Unless otherwise directed, all fields under “Allocation” can be left alone, including:
  - Department
  - Object
  - Fund
  - Project Code
- Once verified everything is correct, scroll down and click on “Add Punch”.

# Editing a Punch

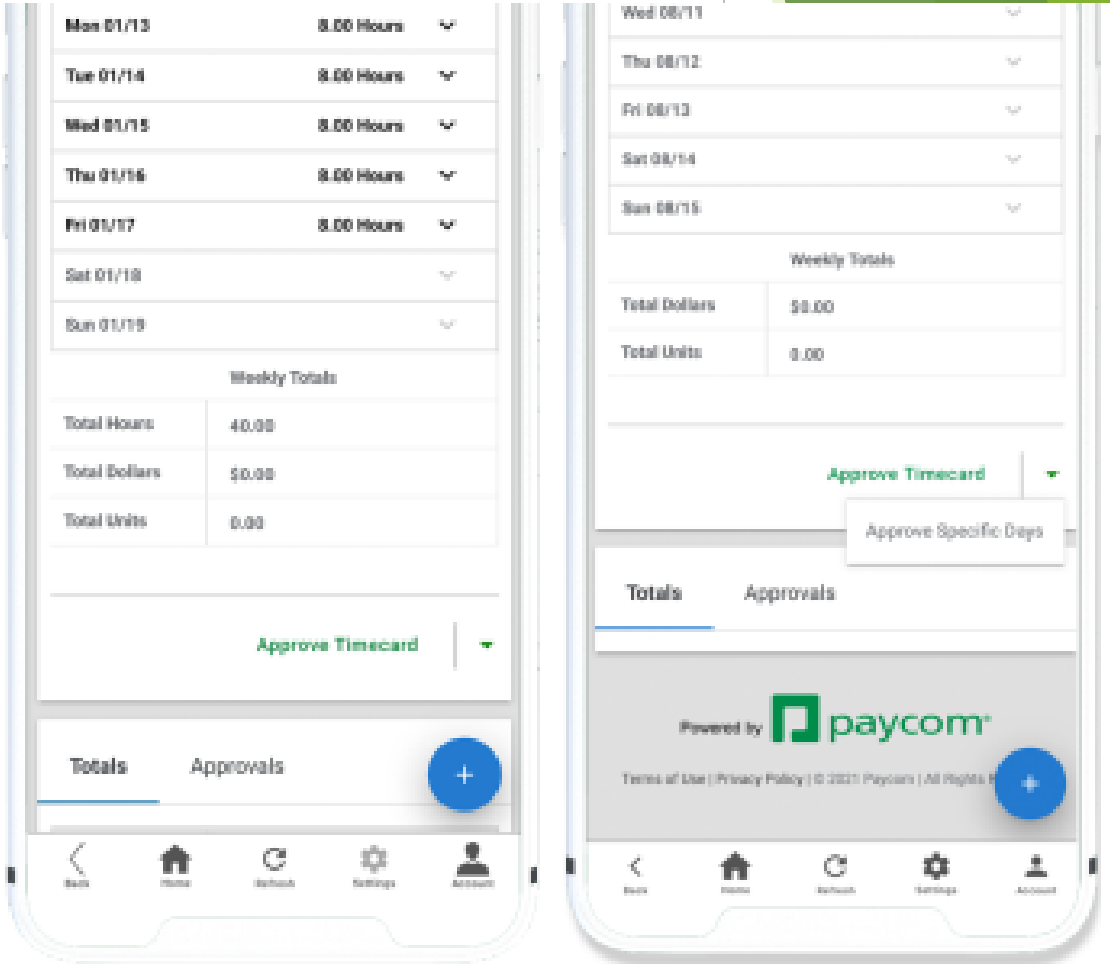



- To edit a punch after you have put it in, just click on the time you are looking to edit, and it will give you the option to change the time.
- If you notice a red triangle with an exclamation point, there is something that needs your attention.
- Be sure that if you recorded punches for the day, that it is correctly in (AM/PM)
- If you did not record a punch, be sure to add/edit appropriately.

# Reviewing and Approving Timecard

Once there are no missing punches, tap "Approve Timecard" to approve the entire timecard or tap "Approve Specific Days" from the drop-down menu to approve only certain days.

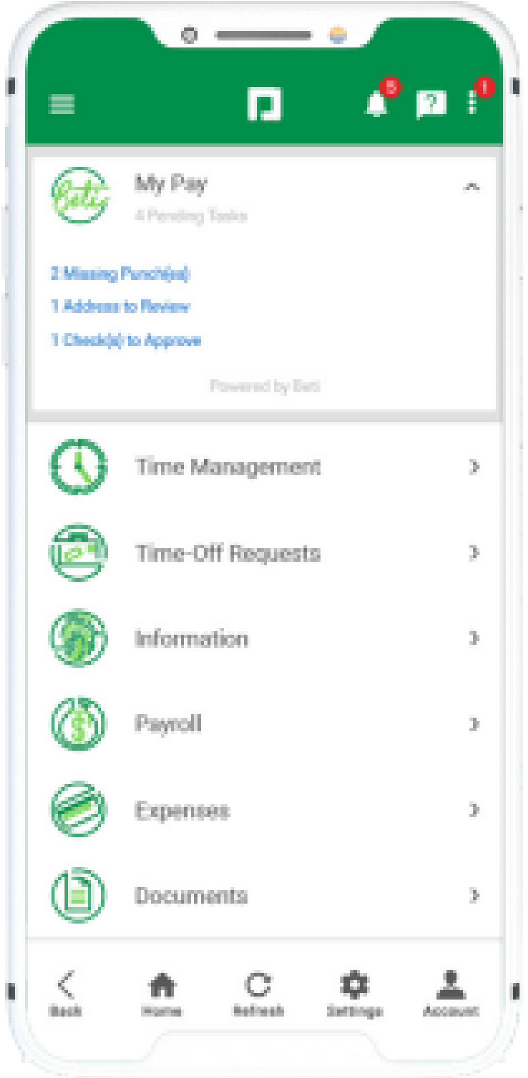
*Your manager must approve your punch change requests before you can approve your timecard.*



# How to Approve Your Check

## STEP 1

Log in to the Paycom app and expand the My Pay tile.
Tap "1 Check(s) to Approve."



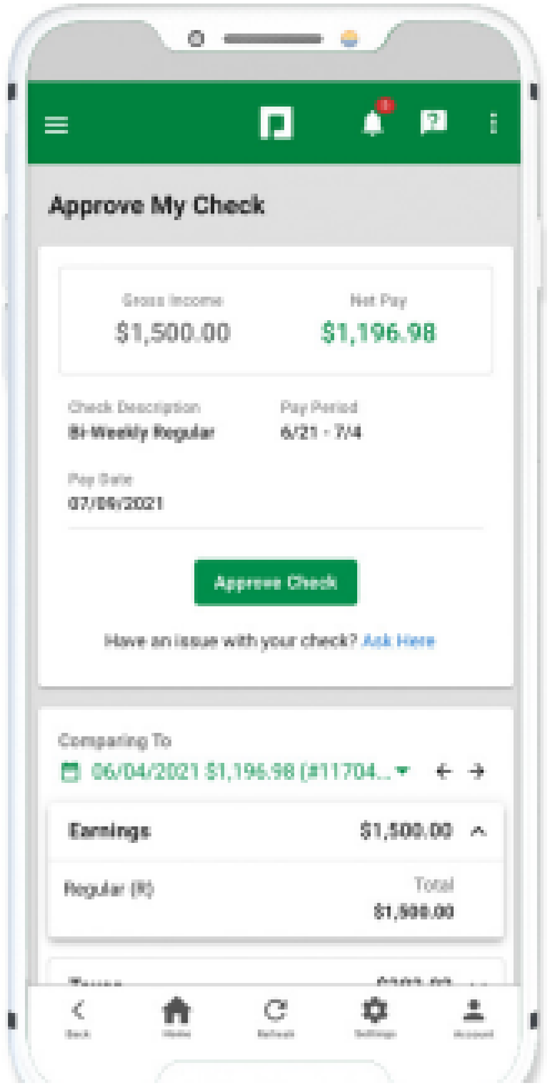
# How to Approve Your Check

## STEP 2

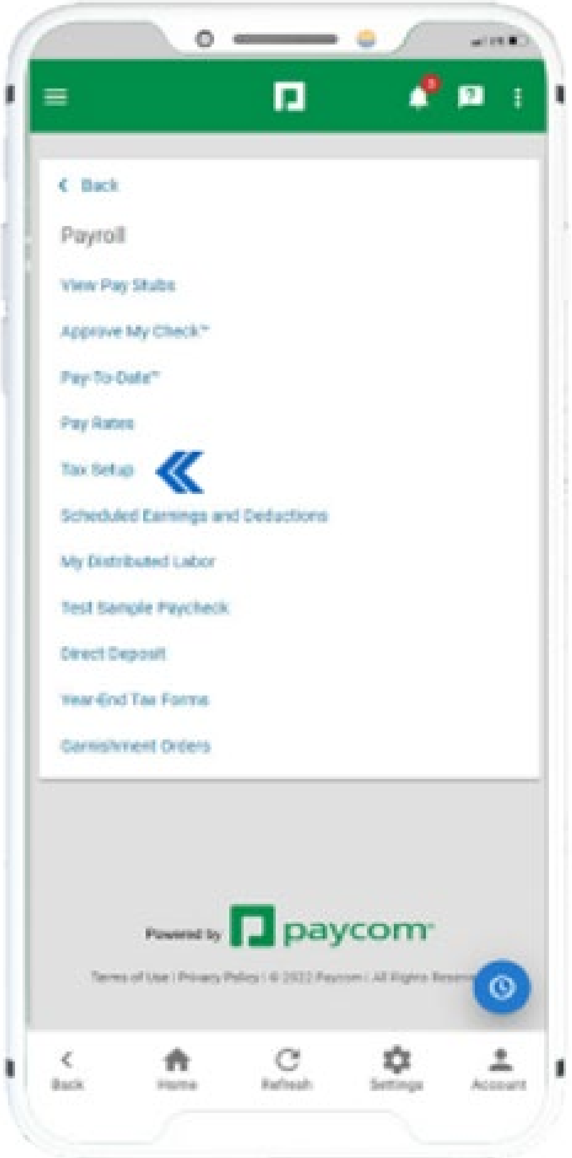
Review the details of your net pay. For specific check details, click the arrow next to the section you want to review.

*For any questions or issues with your check, use the "Ask Here" hyperlink to submit an Ask Here conversation or contact your HR department.*

*Your first paycheck will not show any "Comparing To" data since this is your first time to use Approve My Check™. Future paychecks will include this data.*



# Viewing Pay Stubs

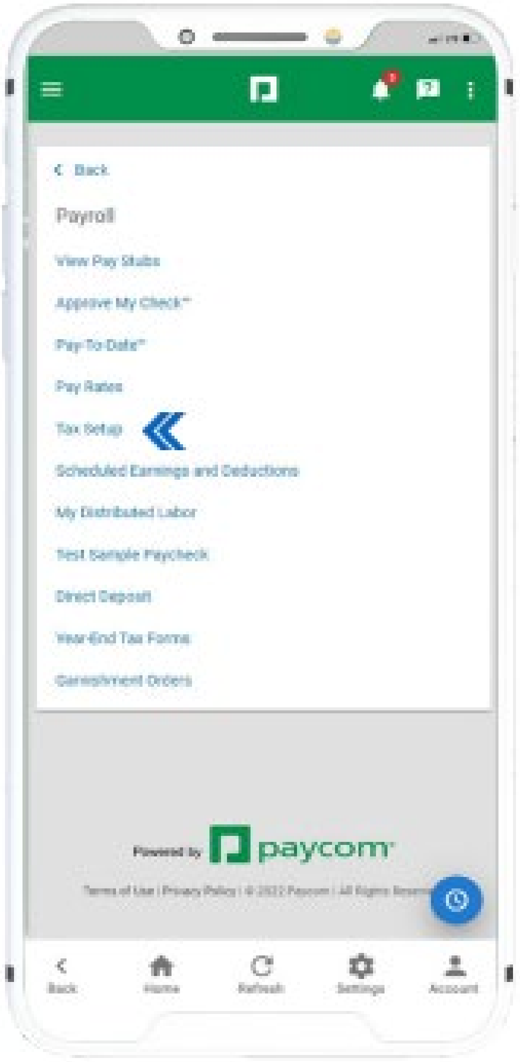



- After clicking on "View Pay Stubs", you will be able to click on the specific pay stub you are looking for.
- To view the stub, click on the amount, highlighted in blue.
- There is a "Print Pay Stub" option so you are able to print out any pay stubs.

# Updating Tax Information

## STEP 1

Navigate to Payroll > Tax Setup.



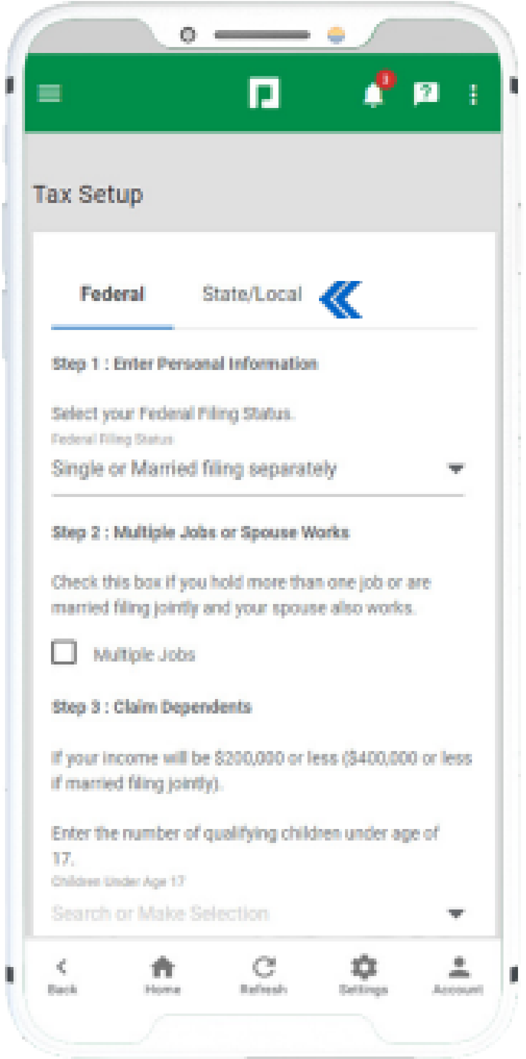
# Updating Tax Information

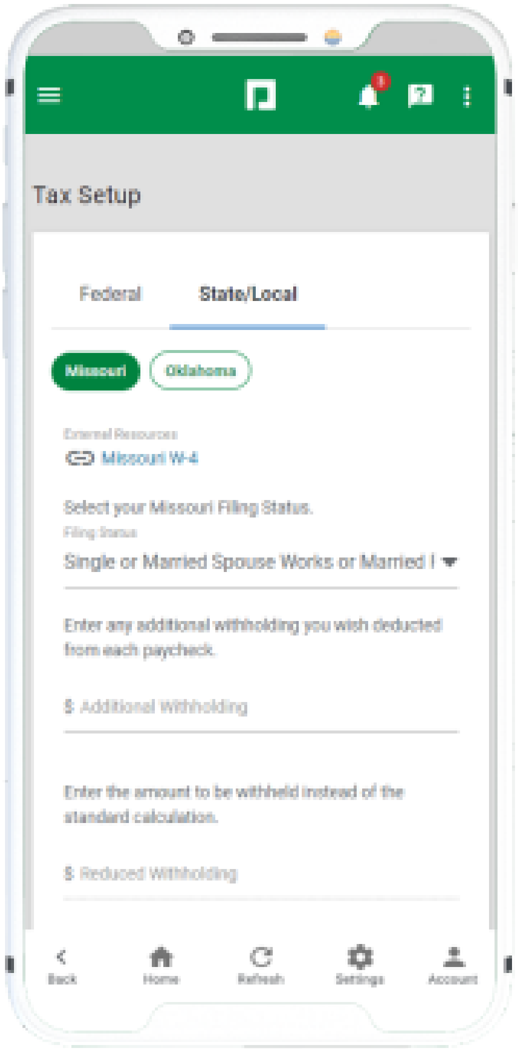
## STEP 2

On the Tax Setup screen, toggle between Federal and State/Local taxes by tapping on the appropriate tab. Follow the steps to adjust your personal information, mark if you have multiple jobs, claim dependents and make adjustments.

Tap "Sign and Update" when finished.

*Visit [irs.gov](irs.gov) for more information on completing your Form W-4.*

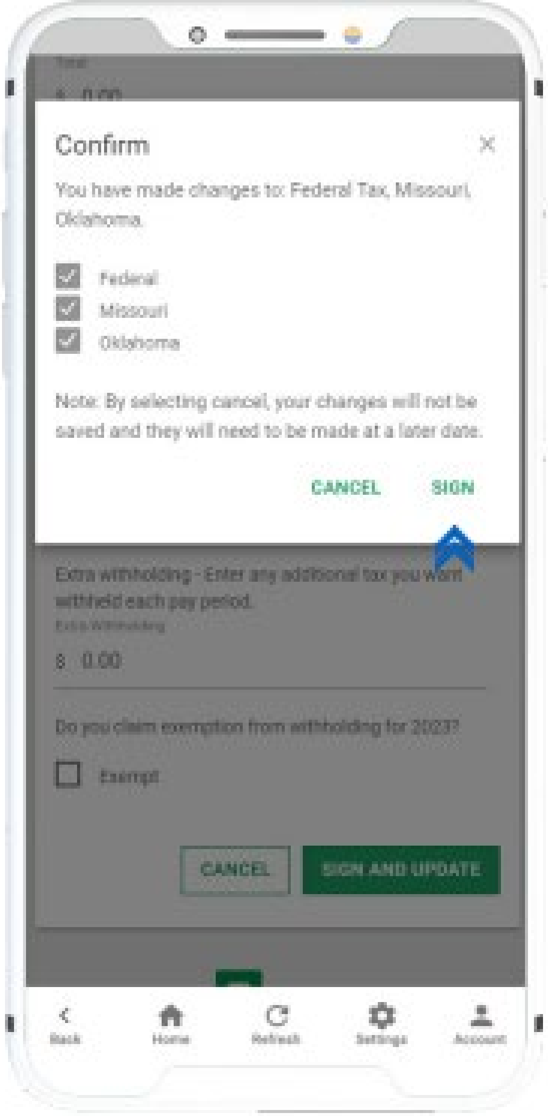


# Updating Tax Information

STEP 3

Confirm your changes by tapping "Sign."

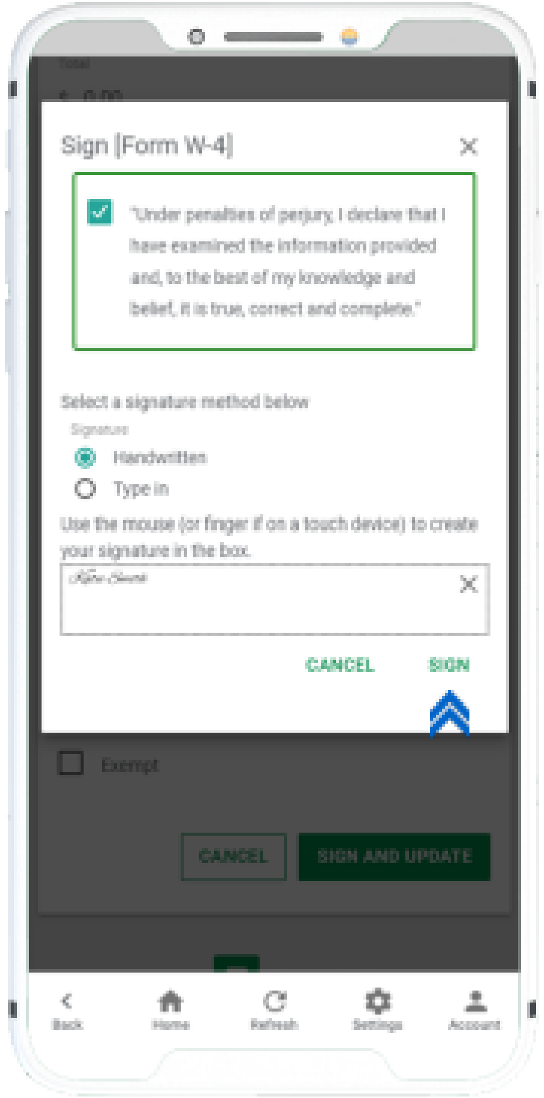


# Updating Tax Information

## STEP 4

Select a signature method to create a signature.

When finished, tap "Sign."



# Updating Direct Deposit

- Click on the “Payroll” button.
- Click on the “Direct Deposit” link.
- You can add an account to split up how your check is allocated (Ex: $X going into one account, and $X going into another account).
- If you are updating your main account, **edit** the current account that is setup and override the information.