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Making changes to an employee’s timecards is a simple process. Today, we will review how to approve, review and send email reminders regarding an employee’s timecard. Additionally, we will learn how to add or remove the ability to batch approve timecards as well as how to customize your timecard view. Let’s get started!

**Timecard Search**

You can search and edit timecards from one screen, as the “Edit Timecards” and “Timecard Search” features have been combined.

*Please Note: Existing clients, reach out to your dedicated Paycom specialist today to have this enabled. If not enabled, refer to the next section, “Editing Timecards.”*

Although all pay classes will be displayed by default, you have the option to select one or multiple pay classes by clicking “Multiple.” When selecting to display all totals and approvals, a date range option will appear. Furthermore, you can review individual employee timecards from here.

*If within a freeze threshold, there is no need to refreeze, simply click refresh.*
When you select “Display Totals and Approvals,” one of two things will happen. If you select one pay class or multiple pay classes with the same pay period dates, you will be able to filter by date range and pay period. If you select pay classes that have different pay periods, you will only be able to view date ranges.

Also, the Time and Attendance data columns will display only when “Display Totals and Approvals” are selected.

*Please Note: These are the columns that display after “Pay Type.”*
From here, you can select the blue hyperlink and a pop-up window will appear showing the missing dates and punch types as well as giving you the option to go straight to the employee’s timecard.

![Missing Punches (ADAMS, FRANK)](image)

Also, you can approve and revoke timecards using the Action dropdown, as well as batch edit timecards and send email notifications when action is needed on the timecard.

**Editing Timecards**

To edit employee timecards, select “Edit Timecards” from the Time Management tile on the Main Menu.

![Time Management](image)

From the Time and Attendance Menu, you have the option to select “Edit Timecards” under the “Use Time and Attendance” section.

![Use Time and Attendance](image)
First, you’ll want to select the Pay Class to edit. Pay Classes establish a set of rules for how a group of employees will be paid, including important information like overtime calculations and whether time should be rounded up or down. Pay Classes are user specific and only display those to which you have access.

The system will default to “Periods” for “Unit of time.” Another option, “Weeks” is available and may be selected from the drop-down. Press “Select” to continue.

From the next screen, you’re able to filter your employee search by narrowing which employees appear. For example, search only Active or Non-Active employees or specify that the “Lastname equals Smith.”

Select the period to edit from the “Selected Period” drop-down. Then, you can check the box next to the employee for whom you wish to edit or view their timecard.

Selecting the “Render Totals” box will display the employees’ total hours and OT hours in the respective columns.
You can edit the timecard(s) of the selected employee(s), whether it’s adding missing punches or approving the timecard for payroll processing, by selecting “Edit Timecards” from the Actions drop-down menu.

Note: Clicking directly on an employee’s name will take you to that employee’s timecard and load all employees’ timecards from the pay class into the Timecard Editor.

The Timecard Editor screen allows you to edit employee’s timecards. To choose a different employee’s timecard, select their name from the drop-down menu or simply select the “>” arrow button.
To select a different time period, choose the correct period from the drop-down or use the “Prev” and “Next” buttons. The period will be displayed at the top of the timecard.

To add punches, select “Add Punch Pair.” This option allows you to add corresponding in and out punches simultaneously. Note: You also have the option to add punches individually by using the “Add Punch” option. After selecting “Add Punch Pair,” a new section will display at the top of the screen where you can enter the timecard information.

First, select the day or date range for which you would like to add the punch pair. You can choose to have a new punch entered on a timecard default to the current date. If this is a new pay class, then the system will automatically default to the current date; however, if the pay class if not new, you will need to contact your dedicated specialist to enable this.
Eliminate adding punches on weekends by checking the “Exclude Weekends” box. Then, select the type of punch under the New Punch Pair drop-down menu, and enter the time you want the punch pair to record, using military or standard time. The Paycom system will convert the entry into the appropriate time punch automatically.

Next, you can choose to attach the punches to a specific earning. If this is left blank, then the earning “R” (Regular) will be used. The punch can be tied to a specific department or Tax Profile; however, if these fields are left blank, it will use the employee’s home department and default profile.

Note: Departments and Tax Profiles may only be applied to “IN” punches.

If you are a Multi-EIN customer and have employees who will clock in to different payroll profiles, select the appropriate profile from the “Payroll Profile” drop-down.
You also can add a comment that will be linked to that punch. You can batch-add comments across multiple days for multiple employees. This is beneficial if you want to record snow days or other types of business closings across multiple days and employees.

When you've finished, click “Add Punch Pair.”

The punches will be added and show the number of hours on the dates selected. If the system automatically calculates a lunch period, you will not need to adjust the timecard. If it doesn’t, you will need to add a punch for lunch.

To do so, follow the same method as previously outlined, except this time you will select “Lunch” from the New Punch Pair drop-down menu. Then, enter the lunch period and select “Add Punch Pair.”
The timecard will then accurately reflect the employee’s workdays.

If a punch is missing, you’ll notice a question mark symbol “??.” This occurs when you add punches to the timecard individually. Clicking on the “??,” will take you to a screen that allows you to add the missing punch for that employee.

To add Regular, Vacation, Sick or PTO hours for an employee, rather than clicking “Add Punch Pair,” select “Add Hours.”

Select the day or range of days in which to add the hours. To make it easier, you can choose to have a new punch default to the current date. To enable this feature, contact your dedicated specialist. Within the “Pay Code” drop-down select the type of hours to add (Vacation, Sick, etc.). The default Pay Code is Regular.

Next, enter the number of hours and then tie them to a Department and a Payroll Profile (if applicable), add a Comment and specify a Tax Profile, if you wish. Then, click “Add Hours.”
These hours will be added and display the Pay Code and number of hours on the date(s) selected.

When entering time by hours, you have the option to have overtime calculated automatically.

*To enable this feature, contact your dedicated specialist.*
Another great feature is the ability to view pending time-off requests on timecards. This helps you ensure all time off has been approved/denied prior to timecards being approved; therefore, making sure the time off shows on the employee’s timecard and is deducted from their accruals. To enable this feature, contact your dedicated specialist.

To approve/deny the request, select the “Pending Request” link.

When the link is selected, it will direct you to the Batch Approve Time-Off Requests screen where you can Approve or Deny the request.
Keep in mind, if the timecard has been temporarily locked, you will not be able to click on this link in order to approve/deny the request, even if you have “Edits Enabled.” The approval process for this has not changed and the Pay Class will need to be unlocked prior to being able to approve or deny the request. Once approved or archived, the pending request will no longer show on the timecard.

Additionally, you have the option to receive minimum-wage warnings on employees’ timecards and proactively correct an underpayment for your tipped employees. These warnings will display on the timecard, allowing you to make necessary changes prior to approving.

If an employee’s rate of pay does not meet minimum-wage requirements for the state, you will see a warning at the bottom of the employee’s timecard. The “Add to Totals” option allows you to edit the amount currently on the timecard.

If your company is marked as a tipped establishment and has an earning marked as a “Tip Makeup Earning,” you have the option to add the amount from the bottom of the timecard.
Select the “Add to Totals” option, then edit the amount on the timecard. The pop-up window defaults to display what earnings are marked as tipped earnings. Enter the amount necessary for the employee to meet the minimum wage requirement and select “Add Amount.”

Once the employee has met the minimum-wage requirement, the warning will go away automatically!
If you provide totals from the Edit Timecards screen, a new column appears that populates the Minimum Wage Make-Up Needed to meet the requirement, so you can go to the employee’s timecard and make the adjustment.

*To enable this feature, contact your dedicated specialist.*

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**Add Piece Rate Units**

If your company uses Piece Rates as a measurement, you will be able to add units when you’re in the editing timecards screen. From the “Pay-Period Summary” tab, you can add units just like adding a punch or hours. From the drop-down, simply select the appropriate Pay Code and then enter the Number of Units.
Upon adding the unit entry, the timecard will display the units in a new column, “Units.”

![Timecard Example](image)

### Auto-Load Earnings to Timecard

Automatically load earnings to your employee’s timecards for a specified date by using this feature within Time and Attendance. This is especially useful for adding holiday earnings as you’re able to use any Advanced Filters to apply to the earning(s). Select “Auto Load Earnings to Timecard.”
This will take you to the add earnings page. From here, you will select “Create New Earning” to add your earning(s). Also, click “View Change History” to view an audit history on Auto Load Earnings.

The following items will be included in the audit pop-up window:

- All changes
- User who made the change
- Date
- Time
- IP address
You will be taken to a four step guided setup. Within Step 1: Add New Description, you’ll name the auto load and also have the ability to mark it as Active or Inactive. You can use this to turn off auto loads without having to delete them from the system. When completed, select “Next”.

Within Step 2: Earning Properties, simply select the Day Type, Date, Earning and Earning Type with corresponding hours or dollars. When completed, select “Next”.

Within Step 3: Employee Filters, you’ll be able to add your advanced filters. If you leave this blank, it will apply the auto load to all employees in the system, or you can click “Create New Condition” and set conditions for which the auto load to apply.
When creating a new condition, select any of the advanced filter options. When adding different conditions, you have the option to select a relative date, such as yesterday or this week. When completed, select “Create.”

If you click on the “Employees” tab, you can review a current list of employees who meet the conditions entered on that auto load. All employees who show here will have the auto load on their timecard.

Once all conditions have been setup, click “Next”. This will bring you to a summary page. To finish the setup, click “Submit”.
Once submitted, you’ll be taken back to the Auto Load main screen. From here, you can add a new Auto Load, or review or edit the details of any Auto Loads you have set up.

The Audit Report tab will display a list of changes made to the Auto Load Earning.

### Timecard Approval

Once all the punches are entered and the timecard is ready for payroll, the supervisor can approve the timecard in two ways:

- Pay-Period Approval
- Daily Approval

Note: Approving timecards is encouraged but not required to process a payroll. You also have the option to restrict users from approving timecards for future pay periods. This is beneficial if you want the day to complete before a supervisor can approve it. Contact your dedicated Specialist to enable this feature.
Pay-Period Approval
To approve by Pay Period, click “Approve” at the bottom of the timecard. With Pay-Period Approval, the approval button only shows on the most previous period (the period right after the most recent archived period).

Once approved, there will be a time stamp indicating the time and date approval was granted.

Daily Approval
With Daily Approval, both the supervisor and employee are able to approve up to any day in the pay period. This offers more flexibility for approving timecards as it allows you to approve one day at a time or the entire pay period at once. Approved days will change color so you can easily see what time has been approved.

Note: If you would like this feature turned on for any pay class, please contact your dedicated specialist.

The “Approve Up to Date” drop-down box lists all of the dates within the pay period. This date defaults to the most recent day. Meaning, if you are approving the timecard daily, the system will default to today. If you wait to approve the timecard until the end of the pay period, this date will default to the last day of the pay period. Select which day to approve and select “Approve Date.”
Once approved, the timecard will change color to reflect the approval.

### Batch Approve Timecards

Within your user permissions is an option to Batch Approve Timecards. If you prefer your supervisors individually review each timecard, you simply can make sure this permission is not checked. It’s important to ensure your supervisors validate their employee’s timecards so that they are paid correctly. If you want to enable this permission and don’t have Permission Profiles, select “Batch Approve Timecards” under the Time Management section of your user profile.

If you are utilizing Permission Profiles, select “Batch Approve Timecards” from the Time Management tile of the profile(s) that should have this access.
Once this option is enabled, the user can batch approve timecards from the Edit Timecards Menu.

### Multiple Supervisor Approvals on Timecards

Flexibility can help ensure accuracy when it comes to approving timecards. If you have employees who work in your allocation periodically, now you can view their timecards without requesting permanent access. Multiple supervisors can approve a single timecard for both consecutive and non-consecutive days.

**Enhanced Timecard Search must be enabled to access this feature.** If you currently have Enhanced Timecard Search enabled, you can navigate to Permission Profiles to grant access to your supervisors.
Employees who have multiple supervisors approving their timecards will be held within the Borrowed Employees tab of the Timecard Search screen. You can think of those appearing in the “Borrowed Employees” tab as those who do not have this allocation as their home allocation. For example, a nurse may be called in to work in the ER in an all-hands-on-deck situation at a hospital. Their time is considered “borrowed time” from their home department since they were helping out in a different department.

To view these employees’ timecards, check the Include Borrowed Employees box within Timecard Search.

Similar to your current employees, you can approve Borrowed Employees’ timecards by selecting the employee(s) and clicking “Approve Timecard(s)” from the Actions drop-down. If you’re wondering how many people can approve time, it’s as many as you need.
Borrowed Supervisors will only have access to approve days, including time in a Labor Allocation category to which they have access. For your convenience, you can select non-consecutive days for approval. Only days that include time within the supervisor’s Labor Allocation access will display as an option to approve.

The Borrowed Employees tab on the Timecard Search will display the percentage of the employee’s time approved by the employee and the supervisor. Also from this tab, timecards can be batch approved or revoked.
An audit trail of which supervisors approved which days will be included, as well as any days the employee has approved.

A supervisor, even with All Departments access, will only have the option to delete time they approved.
Within Employee Self-Service, the employee can easily view which days have been approved by which supervisors.
Employee Approval of Timecards

You have the option to allow supervisors to approve timecards only once the employee has approved them. If the employee has not approved his or her timecard, the supervisor will not be allowed to approve the timecard until the employee has approved it. This is beneficial for auditing purposes, so timecards won’t be approved and paid out without the employee acknowledging their timecard is correct first.

Once this feature is enabled, the supervisor will see only days the employee has approved. In addition, a pop-up message alerts the supervisor that they can only approve days the employee has approved.
Printing Timesheets

For companies that want to keep a signed paper copy of the employee’s timesheet, they can do so with the Time Detail Report. To print time sheets, go to the Time and Attendance Menu and select “Time Detail Report” from the Report Center drop-down.

Select the Pay Period for the Date Range that you would like the timecards pulled. When completed, select “Generate Report.”
Once the report loads, use your Internet browser’s print button to print the timesheets for the employee(s). If the supervisor has given electronic approval to the timesheet, that will show under Supervisor Signature. If you want to change the format of the file, use the “Export to” drop-down to change the file to a PDF for example.
Additional Options

Time Card Email Notifications

Sometimes employees might forget to submit their timecards. An easy way to remind them to submit their timecard is by using the notification feature. To do so, simply locate the employee who still needs to submit his or her timecard and click the bell icon under the Notification column.

![Notification Icon]

After selecting the icon, a pop-up window will appear asking whom you would like the reminder to be sent. Here, you’ll notice you can select the employee whose timecard is missing, or you can notify the appropriate supervisor. Make your selection(s), and then click “Send.” When you return to the Edit Timecard screen and hover over the bell icon, the system will verify when the last notification was sent, allowing you to have an easy-to-access audit trail.

![Notification Pop-up]
Note: You can select “Timecard Search” from the “Time Management” drop-down or from the Time and Attendance Menu to search for a specific employee’s timecard. Simply select the employee’s name to be directed to their timecard.

Punch Change Request Dashboard

Employees have the ability to request punch changes on their web time clock, kiosk or read-only version of the web time sheet. After they’ve requested a punch change, you will need to approve or deny it. This can be done in the Punch Change Request Dashboard.

To access the dashboard, select “Punch Change Request Dashboard” from the Time and Attendance menu.

Any requests that are pending will display within the “Use Time and Attendance” section as well as in the Notification Center.
All pending punch changes will display in the table below for “Pending Punch Change Requests.” From the dashboard, you can use the search functionality at the top of the page to narrow your search results. The following Pending Punch Change Request information can be viewed directly from the new dashboard:

- Employee who made the change
- Date and time requested
- Request type

You may also use the “Date Range” section to further define which punches from which days you need to review. Once you have found the appropriate employees punch request, you can select the options to “Deny” or “Approve” the request.

After clicking “Deny” or “Approve,” a pop-up will display for you to confirm your action. Select “OK” to confirm.
Clicking the pencil icon from the dashboard allows you to go in and edit the punch, if needed. From the edit punch screen, you can deny or update and approve the request after making any necessary changes.

![Edit Change Request](image)

Clicking on the gear icon allows you to export the information to another format such as a PDF, Excel or CSV file type. For example, this is how the file displays in PDF format.

![PDF Example](image)

Also, you can require comments and restrict timecard approvals when there are pending requests.  

*To ensure timecards are not approved with pending Punch Change Requests, please reach out to your dedicated Paycom specialist.*
This is reflected in Employee Self-Service. For example, if comments are required when an employee attempts a Punch Change Request, the comment section will be noted with a red asterisk.

Add Punch Change Request

Date
08/13/2018

Punch Details

IN DAY

Punch Time
8:00 AM

Allocation
Oklahoma City: Shift Supervisor-300

Reason for Punch Change Request
Forgot to clock in
Customized Views for Timecards

Does your company have unique pay periods? Customize semi-monthly and monthly timecard views to fit your company’s needs. In addition, you can apply your payroll processing schedule to the timecard.

To ensure you have access to set custom pay period dates, grant access to “Timecard Views” within the Period-End Operations section of permission profiles.
Access this new feature by selecting “Timecard Views.”

From here, you can create a new view by following a three-step guided setup.

To use a processing schedule, contact your dedicated Paycom specialist!

When creating a custom date setup, dates will continue to pre-populate; however, you are given the ability to edit each one.
You also have the option to tie the timecard view to any pay classes you have.

On Step 2: Period Dates, click the plus icon to add future years. This will simply copy the previous year’s information into the following year.

Please Note: When adding years, you cannot edit previous years without first removing the following years. Using the example above, if you need to change a check date for 2018, you need to first remove the 2019 tab before you will be able to edit the 2018 check dates.

This concludes our guide on how to edit or review timecards. If you need additional assistance, please check out our Paycom University courses or visit the other Time and Attendance manuals on the Help Menu!