

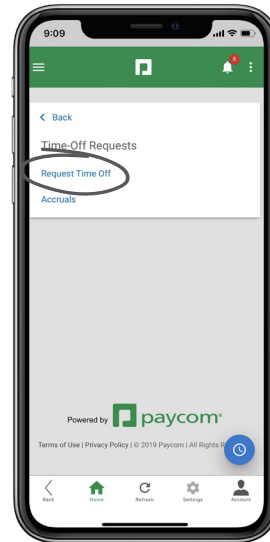
# SHOW ME HOW

to Request Time-Off and View Accruals  
**Time-Off Requests**



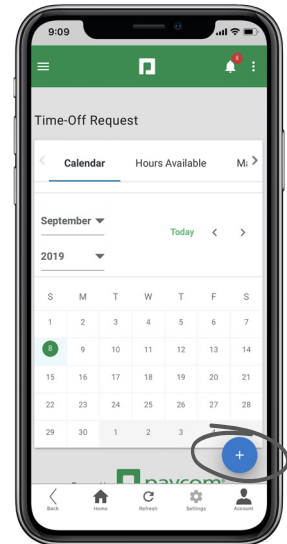
## STEP 1

Log in to the Paycom app.  
Navigate to Time-Off Requests >  
Request Time-Off.



## STEP 2

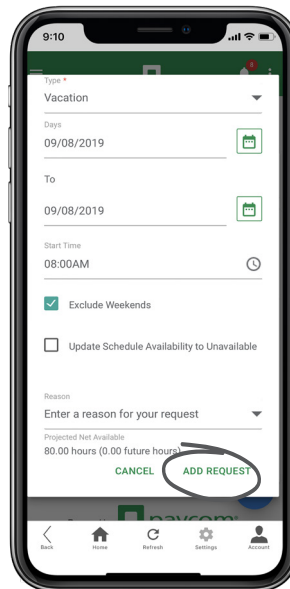
Click the plus sign to enter the  
details of your time-off request.



## STEP 3

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

*If your time-off request falls on  
a weekend, uncheck "Exclude  
Weekends."*



# EMPLOYEES

# SHOW ME HOW

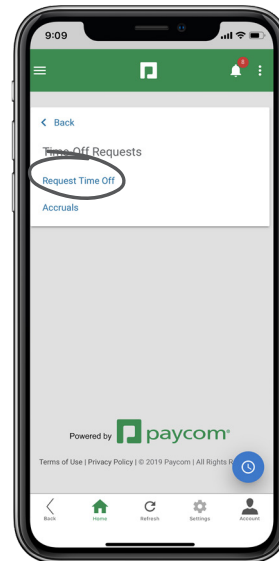
to Request Time-Off and View Accruals  
**Time-Off Requests**



## STEP 4

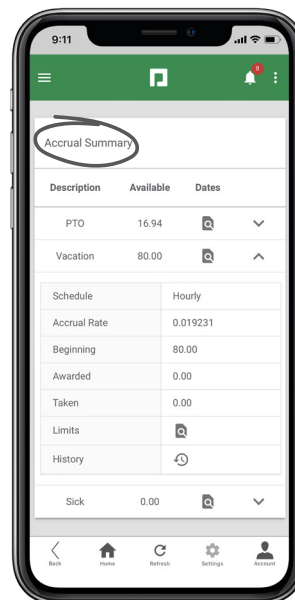
Click Time-Off Requests >  
Request Time-Off.

Then, click the Hours Available  
tab. Review how many hours  
of PTO are available in each  
category.



## STEP 5

From Time-Off Requests >  
Accruals, review additional details  
about each category. Review hours  
available and taken and the history  
of those categories as well.



# EMPLOYEES