

Paycom Manager on-the-Go

QUICK REFERENCE GUIDE

Managers and Admins

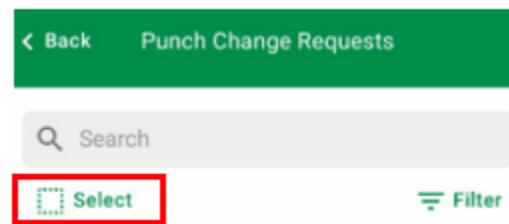
LOGON

1. Launch/open the Paycom app on your mobile phone.
 - Select **Manager on-the-Go**
 - The Client Code is **0VB40**
 - You will need your Paycom **username, password, Last 4 of your SSN**.
 - You should see an option to setup a code, fingerprint, or Face ID depending on your mobile device.
 - To link your manager and employee accounts,
 - Select **Accounts > Manager Account**
 - Select **Employee Self-Service**, then tap **Add Account**
 - Enter your username, tap **Continue**
 - Enter your password and Last 4 of SSN, tap **Add Account**
 - Once linked, tap **Account** to toggle between accounts.



MONITOR PUNCH CHANGE REQUESTS (Daily)

1. Select **Punch Change Requests**
 - a. Approve individually by swiping left.
 - b. Approve several at once using the **Select** option.



MONITOR TIME-OFF REQUESTS (Daily)

1. Select **Time-Off Requests**
 - a. Approve individually by swiping left to see actions to take.
 - b. Approve several at once using the **Select** option.

VIEW AND APPROVE TIMECARDS (Before Monday morning)

1. Select **View Timecards**
 - a. Approve individually by swiping left.
 - b. Approve several at once using the Select option.

NOTIFICATIONS

Managers have the flexibility to control which notifications they receive.

1. Select **Account Preferences > Notification Preferences**

- a. Please ensure the following are On:
 - i. Punch Change Requests
 - ii. Timecard Approvals
 - iii. Time-Off Requests

