MANAGER ON-THE-GO®

PAYCOM UNIVERSITY

paycom

June 26, 2025

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Approving time-off requests and reviewing expenses shouldn't take away from the main duties of your managers but should alleviate their to-do list. With Manager on-the-Go, managers can access these features from their device – all through the Paycom mobile app. Acting as an approval center, Manager on-the-Go allows your managers to take quick action while they're away from their desk.

Keep in mind, Manager on-the-Go doesn't contain all the same features your managers can accomplish on a desktop. Please review the Manager on-the-Go Features section of this guide to learn more about the specific tasks that managers can accomplish through Manager on-the-Go®.

In addition, to access Manager on-the-Go, managers must update their Paycom app to the most up-to-date version.

User Access for Manager on-the-Go

Manager on-the-Go supports the linking of additional accounts. This gives managers the ability to toggle between Employee Self-Service and Manager on-the-Go without entering multiple passwords. For your convenience, managers can link their own accounts through the Paycom app, or you can complete this task on behalf on managers to enhance their experience. In this section, we'll review how you and your managers can link accounts. We'll also review the different log in methods and how you can grant managers access to view employee contact information in Manager on-the-Go. Let's get started.

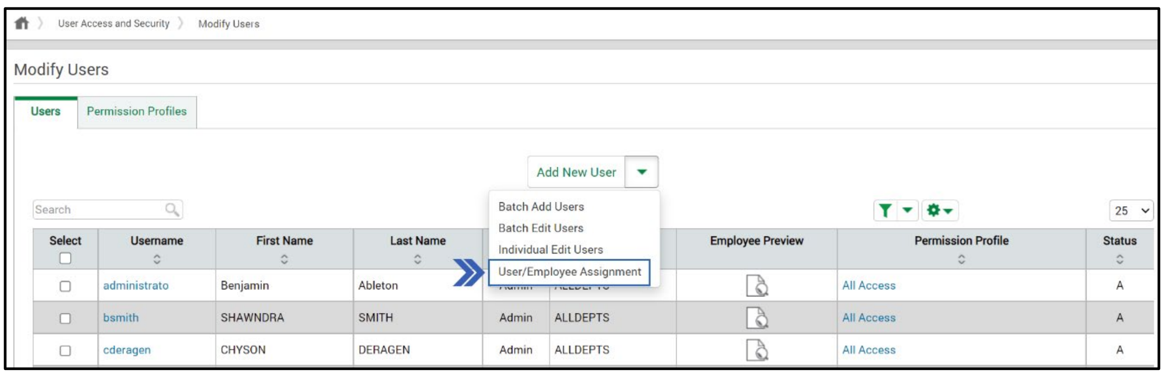
Linking Accounts on Behalf of Managers

Managers can quickly navigate between Manager on-the-Go and Employee Self-Service when their username and employee name are linked.

For the appropriate direct reports to display within Manager on-the-Go, managers cannot share accounts. If you have questions regarding account setup, please contact the uman Resources epartment.

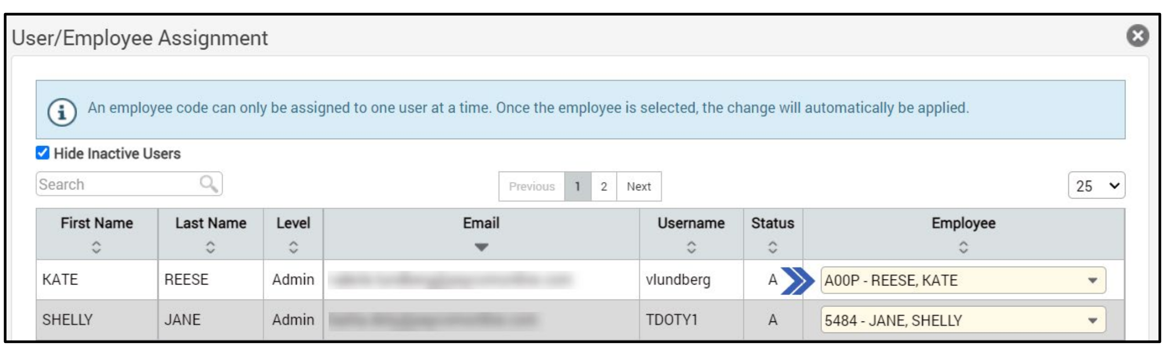
Managers can link their manager and employee accounts directly through the Paycom app, but administrators can also complete this step on behalf of their managers to enhance their Manager on-the-Go experience.

Navigate to User Options > User Access and Security > Modify Users and select “User/Employee Assignment” from the Add New User drop-down menu.



Each user’s name displays in the User/Employee Assignment pop-up window. Use the drop-down menu in the Employee column to link a user and employee. Once complete, managers can toggle between accounts with ease.

If you do not have the User/Employee Assignment option, please contact your dedicated Paycom specialist.

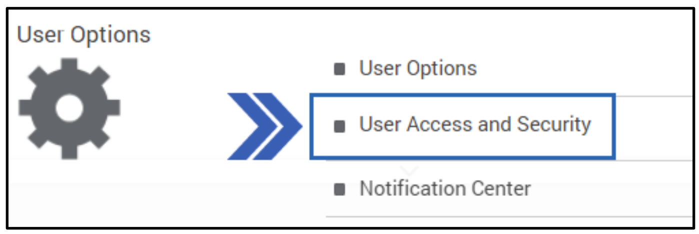


Accessing Employee Contact Information

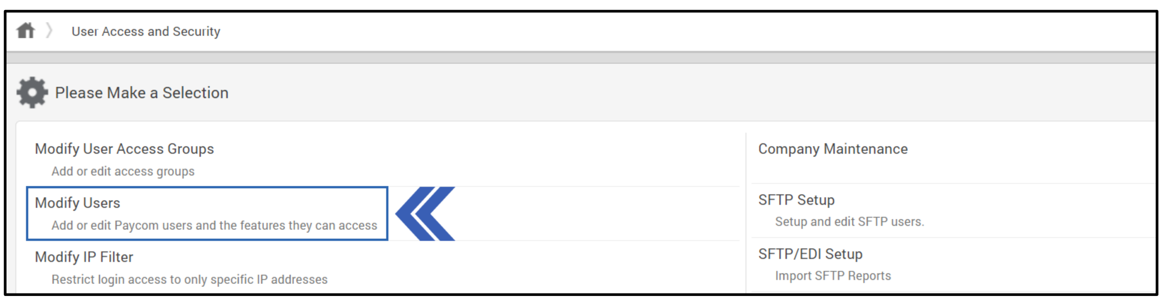
Managers may not have access to an employee's Form 1: Demographics, Pay Rates and Taxes and Form 3: Dates and HR, as they both contain sensitive employee information. However, these forms also contain employee contact information essential to managers.

Through Permission Profiles, you can grant managers the ability to contact their employees through Manager on-the-Go while restricting their access to sensitive information.

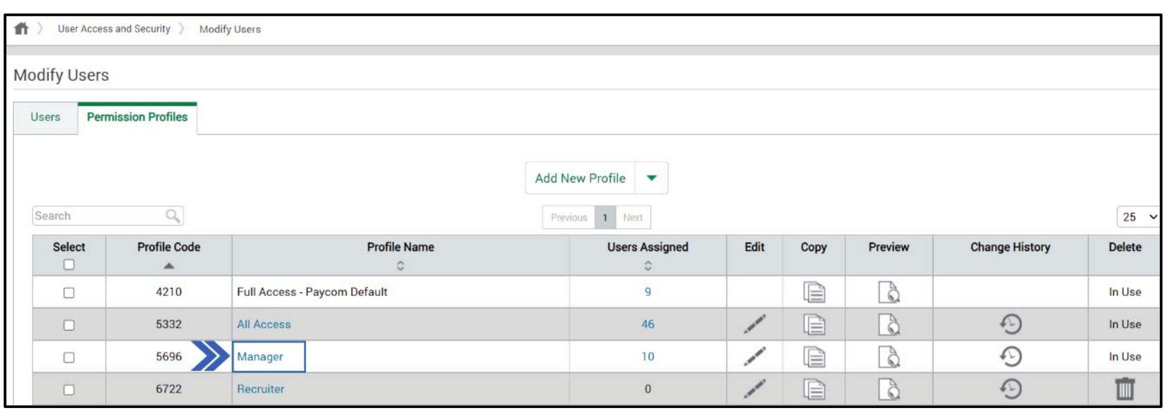
From the User Options tiles, click "User Access and Security."



Then, click "Modify Users."

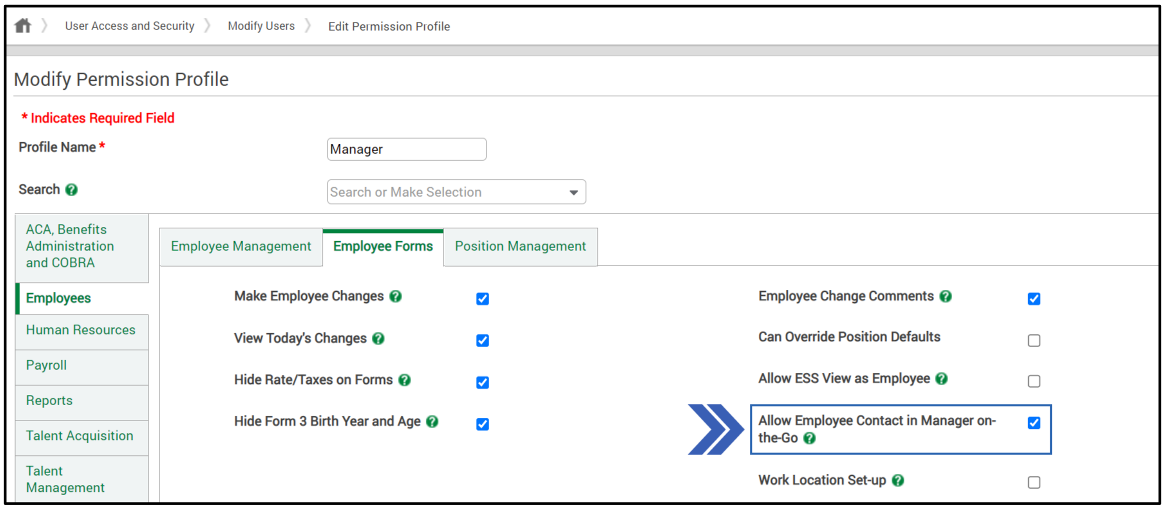


From the Permission Profiles tab, click the appropriate profile.



From the Employees tab, click "Employee Forms." Check the box next to "Allow Employee Contact in Manager on-the-Go."

When finished, click "Update" at the bottom of the screen to save your changes.



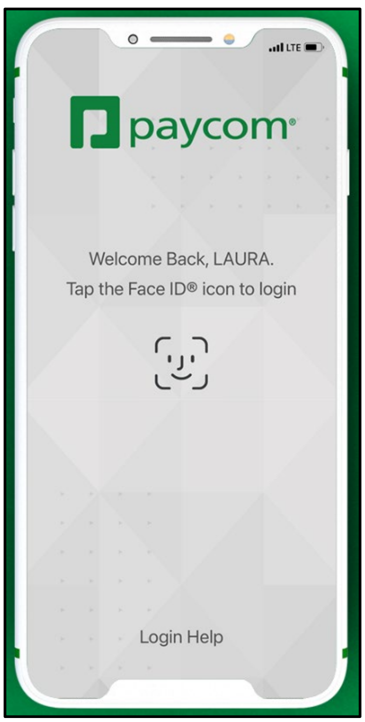
Based on your managers' devices and app setup, the login screen may differ from the examples provided.

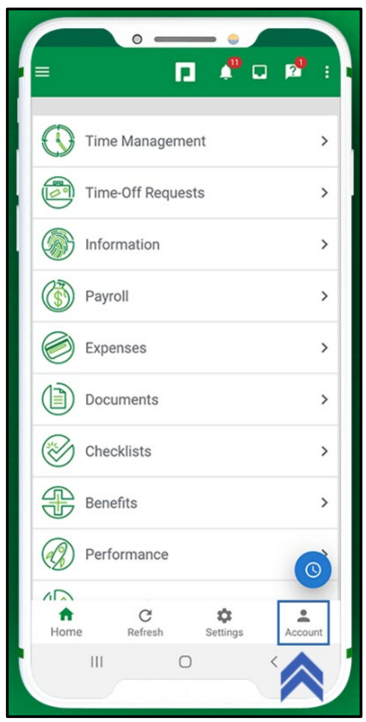
Logging in to Manager on-the-Go With Quick Login

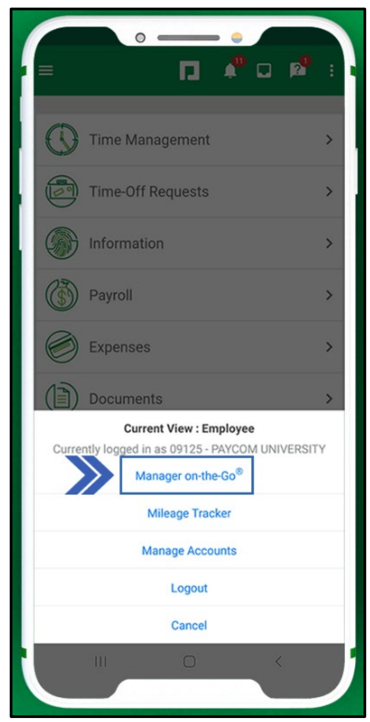
Quick Login allows your managers to use facial, fingerprint or PIN authentication to quickly sign in to the Paycom app. Managers who have enabled Quick Login can log in to the Paycom app using Quick Login and toggle to Manager on-the-Go.

- Review the instructions in our Show Me How: to Log In to Manager on-the-Go with Quick Login guide on the Help Menu.

In addition, based on each managers' settings, they may have the ability to navigate to Manager on-the-Go directly from the Paycom app landing page.



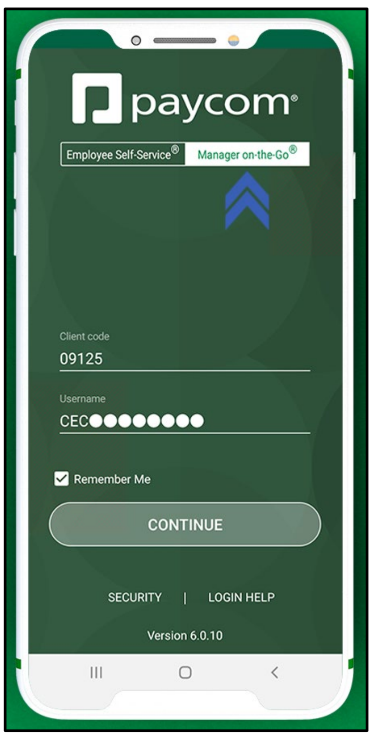




Logging in to Manager on-the-Go Without Quick Login

Managers who have not enabled Quick Login can log in to Manager on-the-Go by entering their manager credentials. Checking the box for "Remember Me" is beneficial for those without quick login as their username will save for future logins.

- Review the instructions in our Show Me How: to Log In to Manager on-the-Go without Quick Login guide.



Linking Accounts Through the Paycom App

For managers to navigate quickly between Manager on-the-Go and Employee Self-Service, their username and employee name must be linked. You can complete this step on behalf of your managers to enhance their Manager on-the-Go experience; however, managers have the ability to complete this step directly through the Paycom app.

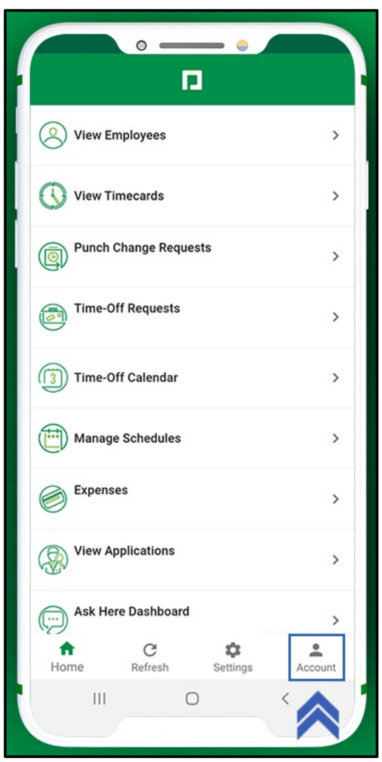
For step-by-step instructions on how to link manager and employee accounts, please see the Linking Accounts on Behalf of Managers section of this guide.

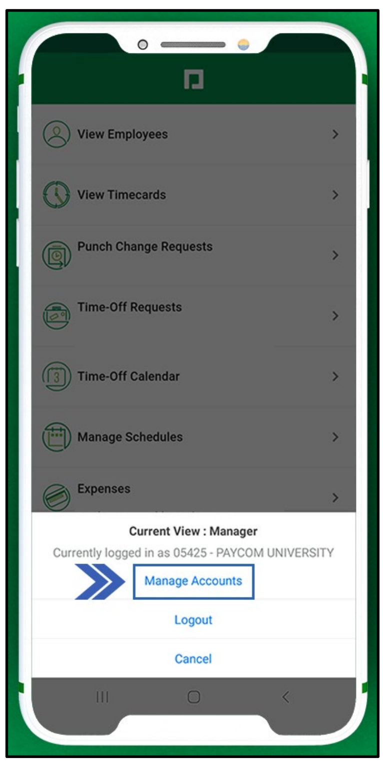
Linking Accounts Through Manager-on-the-Go

After successfully logging in to Manager on-the-Go, managers can link their manager and employee accounts together by tapping "Account."

Then, from the list of menu items, managers tap "Manage Accounts."

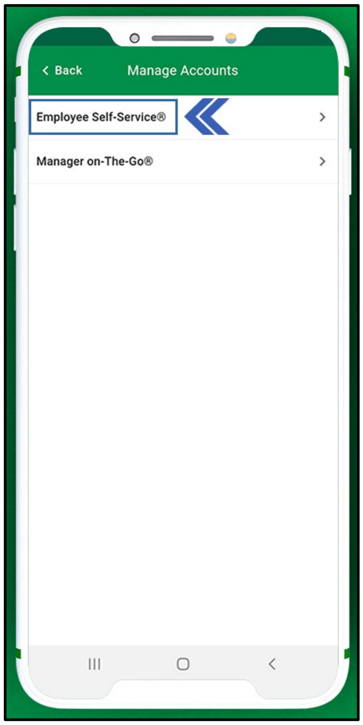
In addition, based on each managers' settings, they may have the ability to navigate to the Manage Account screen directly from the Paycom app landing page.

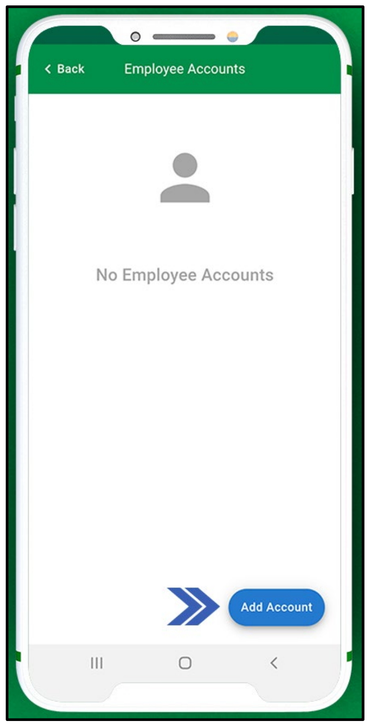


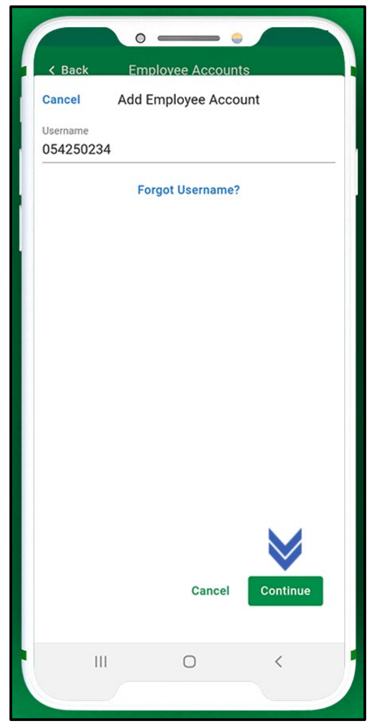


From the Manage Accounts screen, managers tap “Employee Self-Service®” and then “Add Account.”

Next, managers enter their username and tap “Continue.”

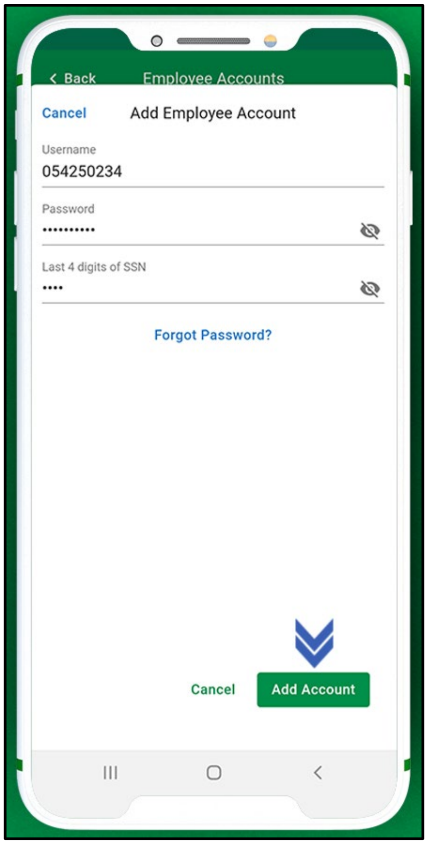


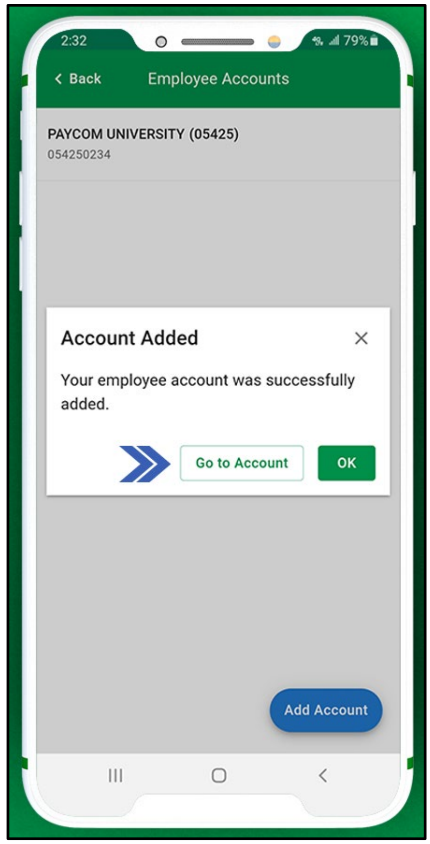




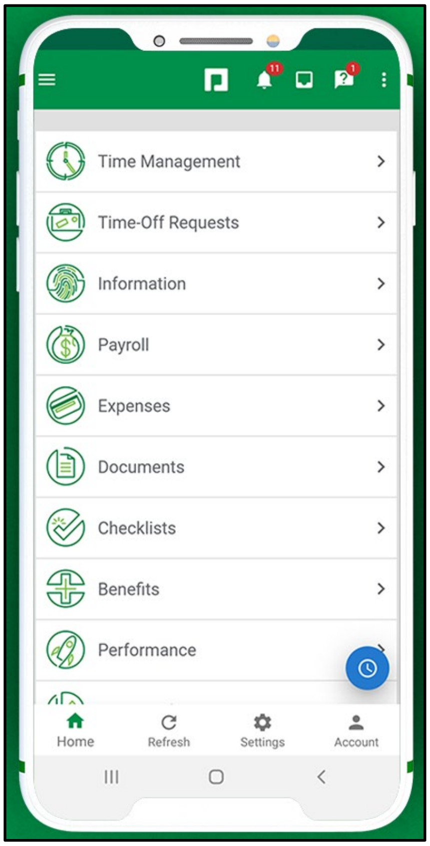
Fields for Password and Last 4 of Social display. After entering their credentials, managers tap “Add Account.”

A pop-up window displays to signify the account was successfully added. To navigate to Employee Self-Service®, managers tap “Go to Account.”

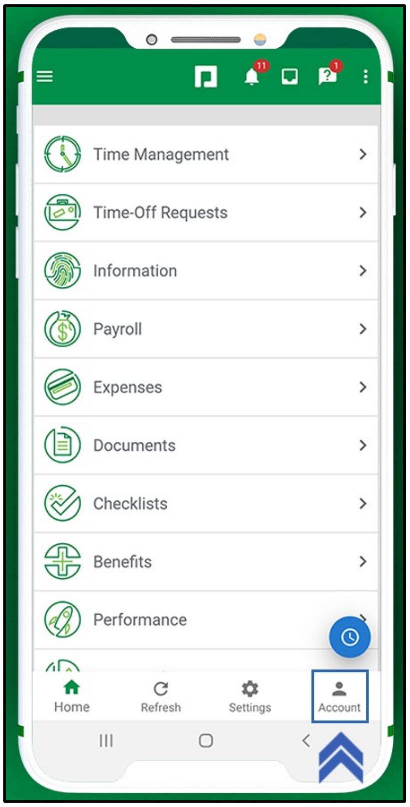


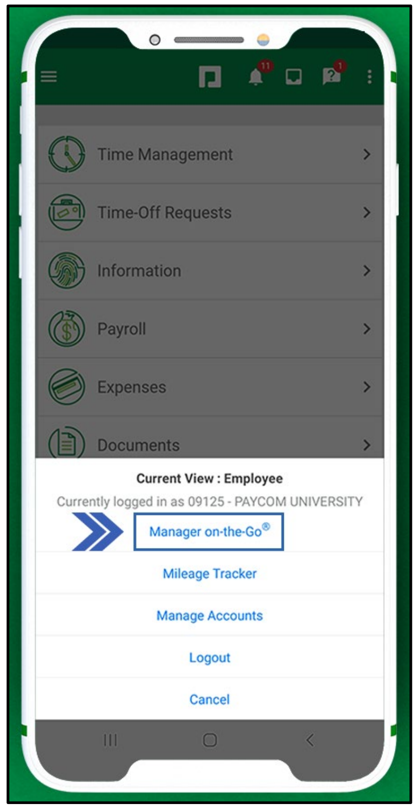


Once logged in, managers will see all the actions they can take as an employee.



Once manager and employee accounts are linked, managers can toggle between Employee Self-Service and Manager on-the-Go with ease. To do this, managers tap “Account” and then tap the applicable “Employee Self-Service” or “Manager on-the-Go” option.

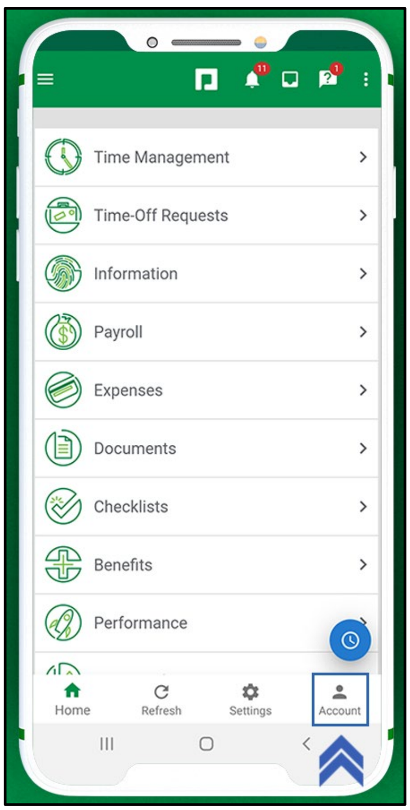


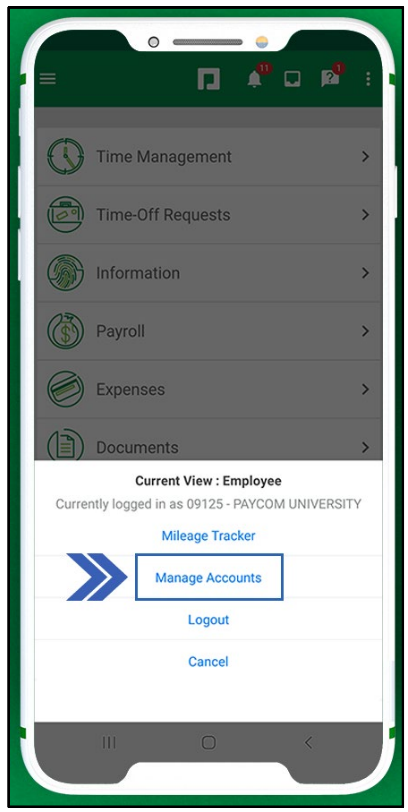


Linking Accounts Through Employee Self-Service

After successfully logging in to Employee Self-Service, managers can link their employee and manager accounts together by tapping “Account.”

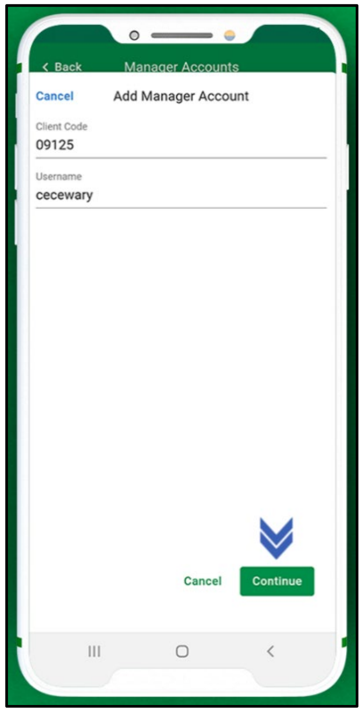
Then, from the list of menu items, managers tap “Manage Accounts.”





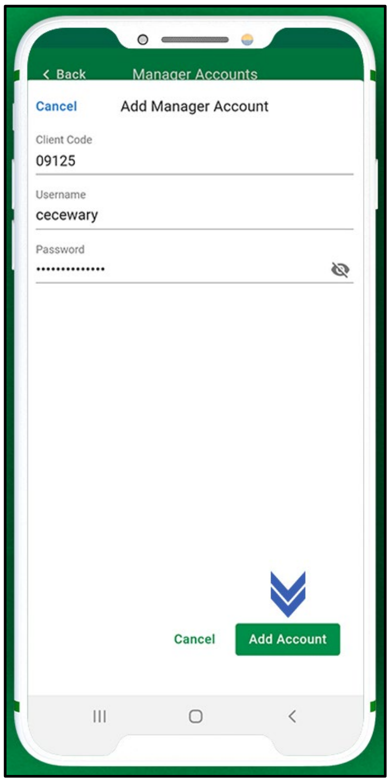
From the Manage Accounts screen, managers tap “Manager on-the-Go” and then “Add Account.”

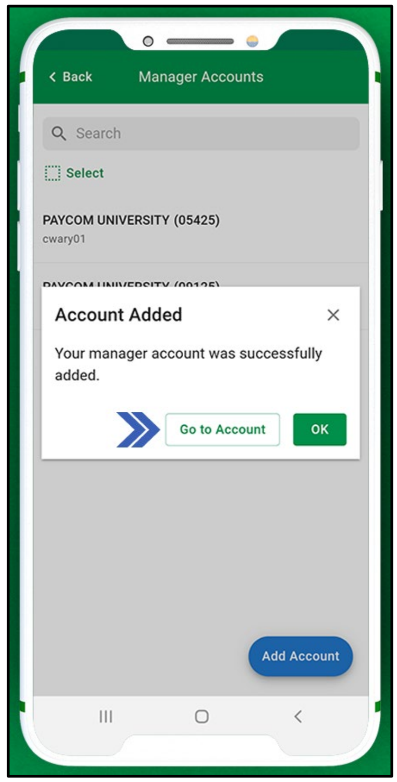
Next, managers enter their client code and username. When finished, managers tap “Continue.”



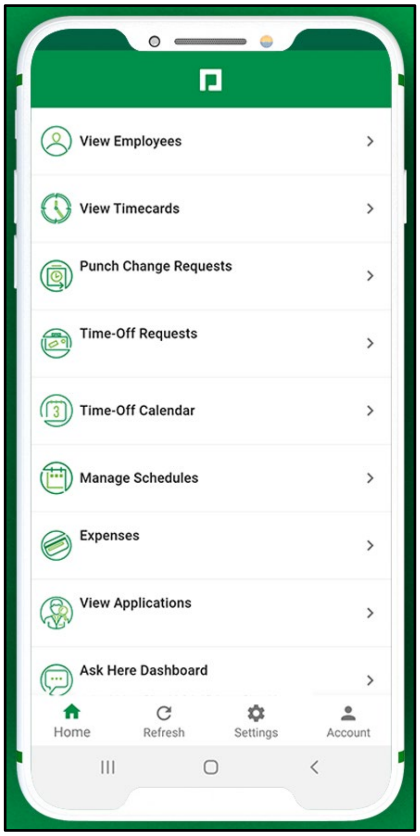
A Password field displays. After entering their credentials, managers tap "Add Account."

A pop-up window verifies the account was successfully added. To navigate to Manager on-the-Go, managers tap "Go to Account."

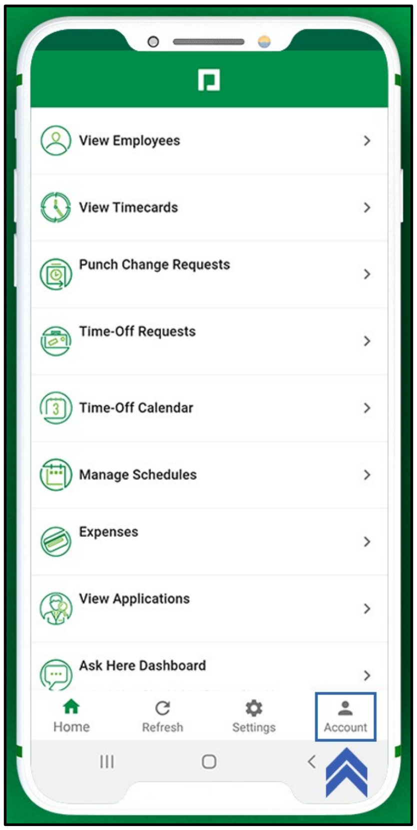


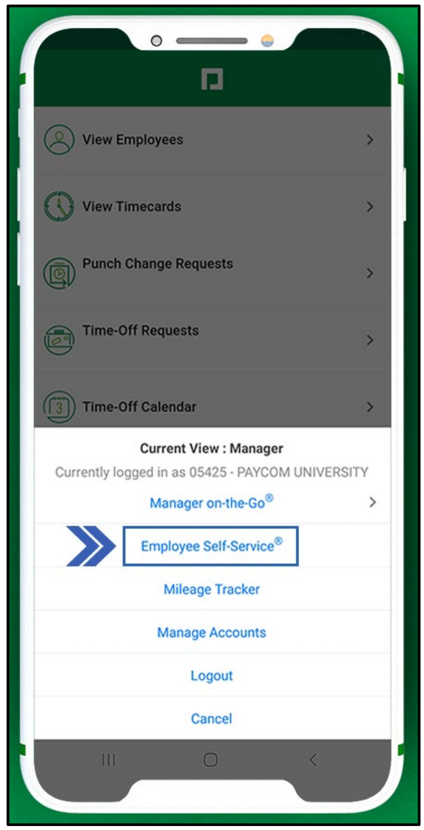


Once logged in, managers will see all the actions they can take as a manager.



Once employee and manager accounts are linked, managers can toggle between Manager on-the-Go and Employee Self-Service with ease. To do this, managers tap “Account” and then tap the applicable “Manager on-the-Go” or “Employee Self-Service” option.





Manager on-the-Go Features

View Employees

View Timecards

Punch Change Requests

Revoke Time Entries

Time-Off Requests

Time-Off Calendar

Manage Schedules

Performance iscussion orms

Personnel Action Forms

Manager on-the-Go Features

The Manager on-the-Go app includes several features. In this section, we'll review each feature and the specific tasks managers can accomplish.

After successfully logging in, managers will see all actions they can take as a manager, including:

- View Employees: The View Employees screen contains each employee in your managers' user access group. Here, managers can contact an employee through phone, text or email, as well as review Form 1: Demographics, Pay Rates and Taxes; Form 2: Scheduled Earnings and Deductions; Form 3: Dates and HR; Form 4: Percentage Labor Distribution; and Form 6: Accrual Information in a read-only format.
- View Timecards: The View Timecards screen contains each employee in your managers' user access group. Here, managers can access an employee's timecard details, review the employee's weekly pay-period totals and approve or deny the timecard.
- Punch Change Requests: From the Punch Change Requests screen, managers can batch send reminders and batch or individually approve or deny punch change requests.
- Time-Off Requests: On the Time-Off Requests screen, managers can batch send reminders and approve or deny time-off requests individually or by batch.
- Check Approvals: Manager on-the-Go isn't just for managers. With Check Approvals, those involved in the payroll process, such as your payroll administrators, can review the status of employees' check approvals and send employees reminders to help ensure accurate payroll.
- Time-Off Calendar: The Time-Off Calendar provides managers a monthly view of their employees' pending and approved time-off requests. Managers can tap a day that has a time-off request, and the requests will display beneath the calendar. Managers can tap a specific request to review details and act, if necessary.
- Manage Schedules: Through Manage Schedules, managers can view their daily schedule and their employees' schedules. By tapping an employee, managers can navigate to the Employee Schedule screen where they can view the employee's regular and overtime hours/dollars and shift details, as well as edit the employee's schedule and reassign shifts.
- Personnel Action Forms: On the Personnel Action Forms screen, managers can act on existing personnel action forms that require attention, as well as create and edit personnel action form transactions.

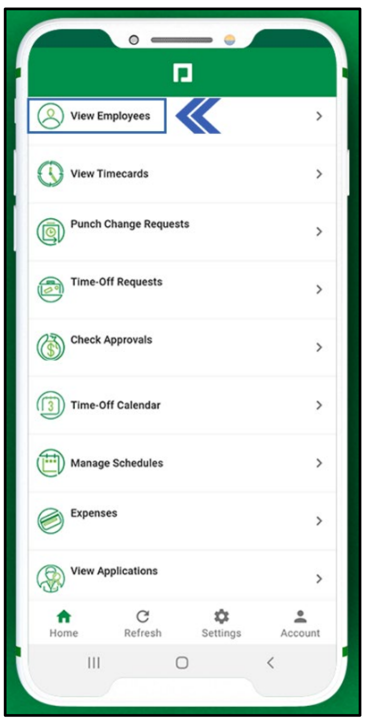
View Employees

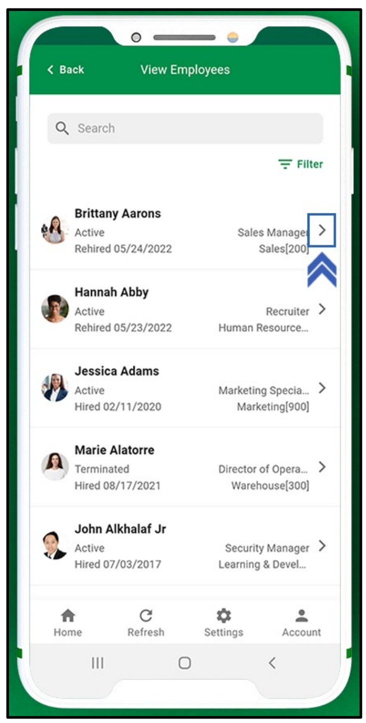
To view details on direct reports, managers tap “View Employees” from the Manager on-the-Go home screen.

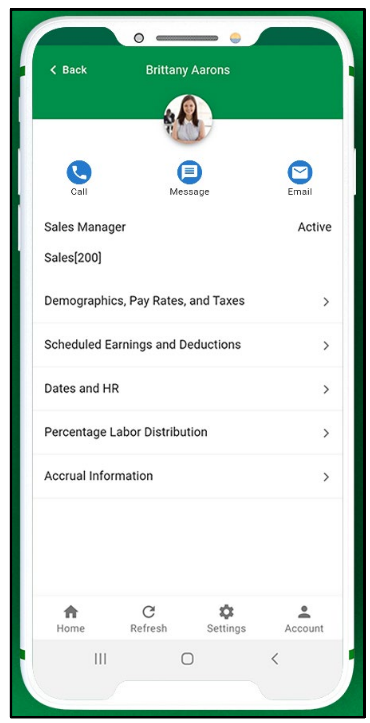
Here, managers can view an employee’s hire date if they want to send an anniversary gift or check on their current pay rate. For more information, managers tap the arrow next to an employee’s name.

If managers have permission to view employee contact information, Call, Message and Email icons display at the top of the employee’s screen. For more information on setting this permission, please visit the [Accessing Employee Contact Information]() section of this guide.

The Call and Message options use the phone’s native functionality to initiate a phone call or text message. If managers use the Call or Message options, the phone number associated with their mobile device will be visible to employees.



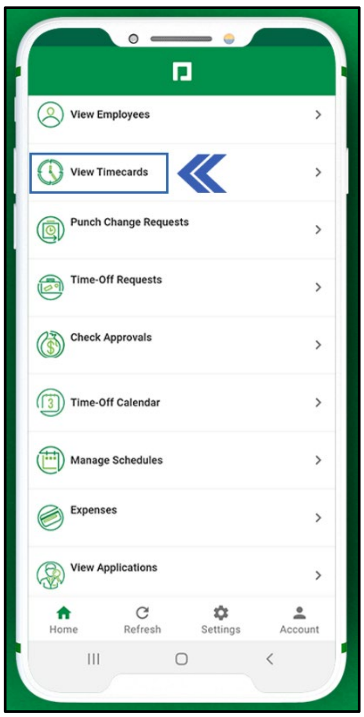


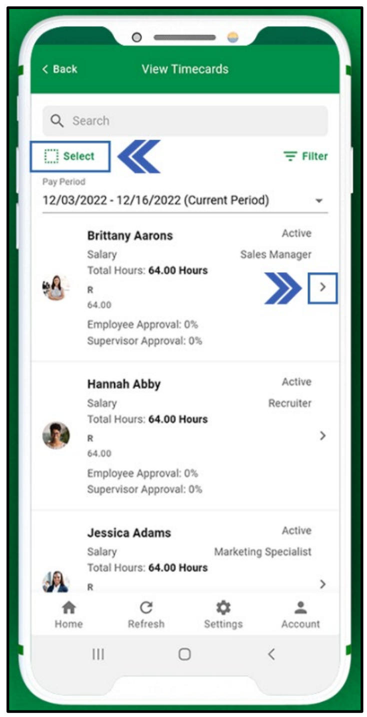


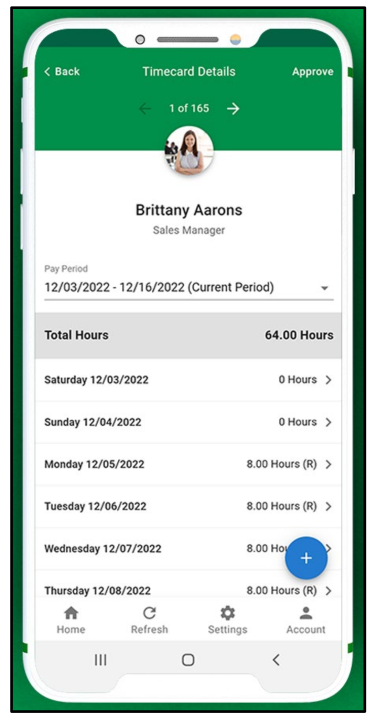
View Timecards

To review and approve employees' timecards, managers tap "View Timecards" from the Manager on-the-Go home screen.

Each direct report displays on the View Timecards screen. To batch approve timecards, managers check the box for "Select" and then tap "Approve." Or, managers can tap the arrow next to an employee to individually review and approve the timecard.



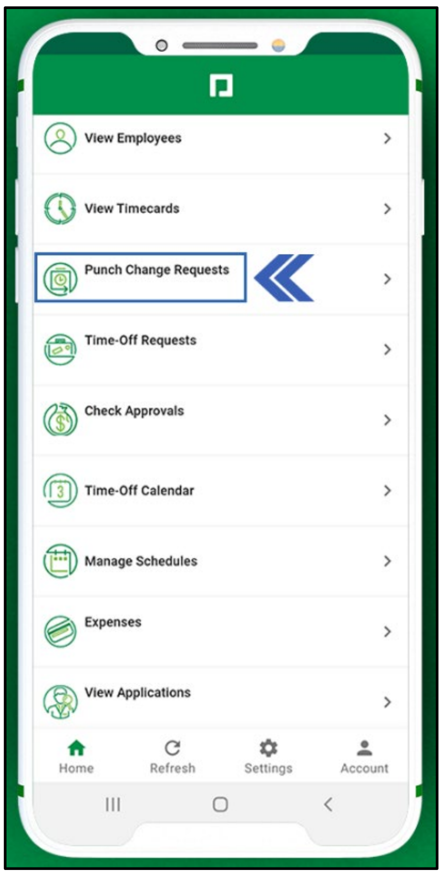


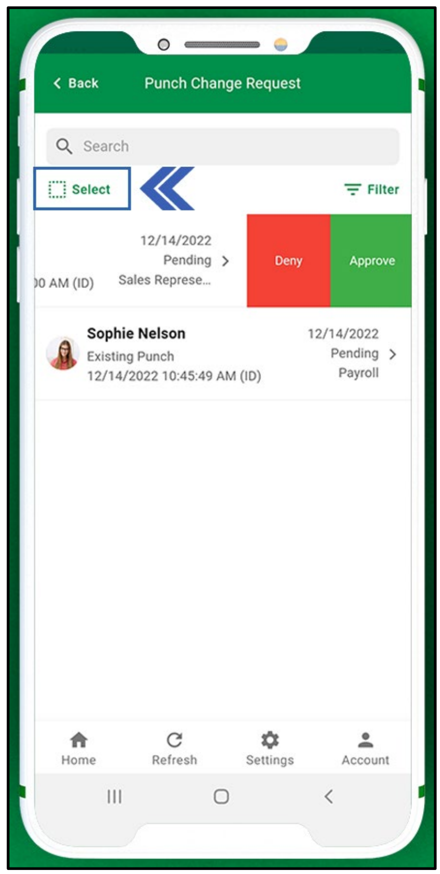


Punch Change Requests

To act on pending punch change requests, managers tap "Punch Change Requests" from the Manager on-the-Go home screen.

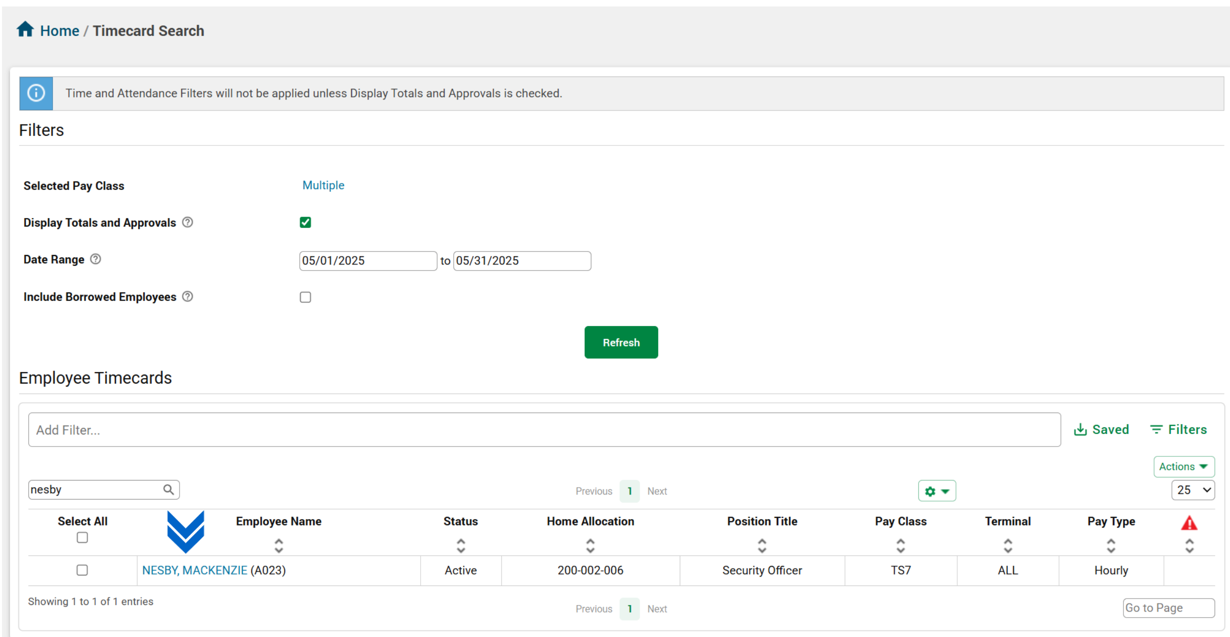
Employees with pending punch change requests display on the Punch Change Request screen. Managers can approve individual punches by swiping left. Or, managers can check the box for "Select" to approve multiple punch change requests at once.



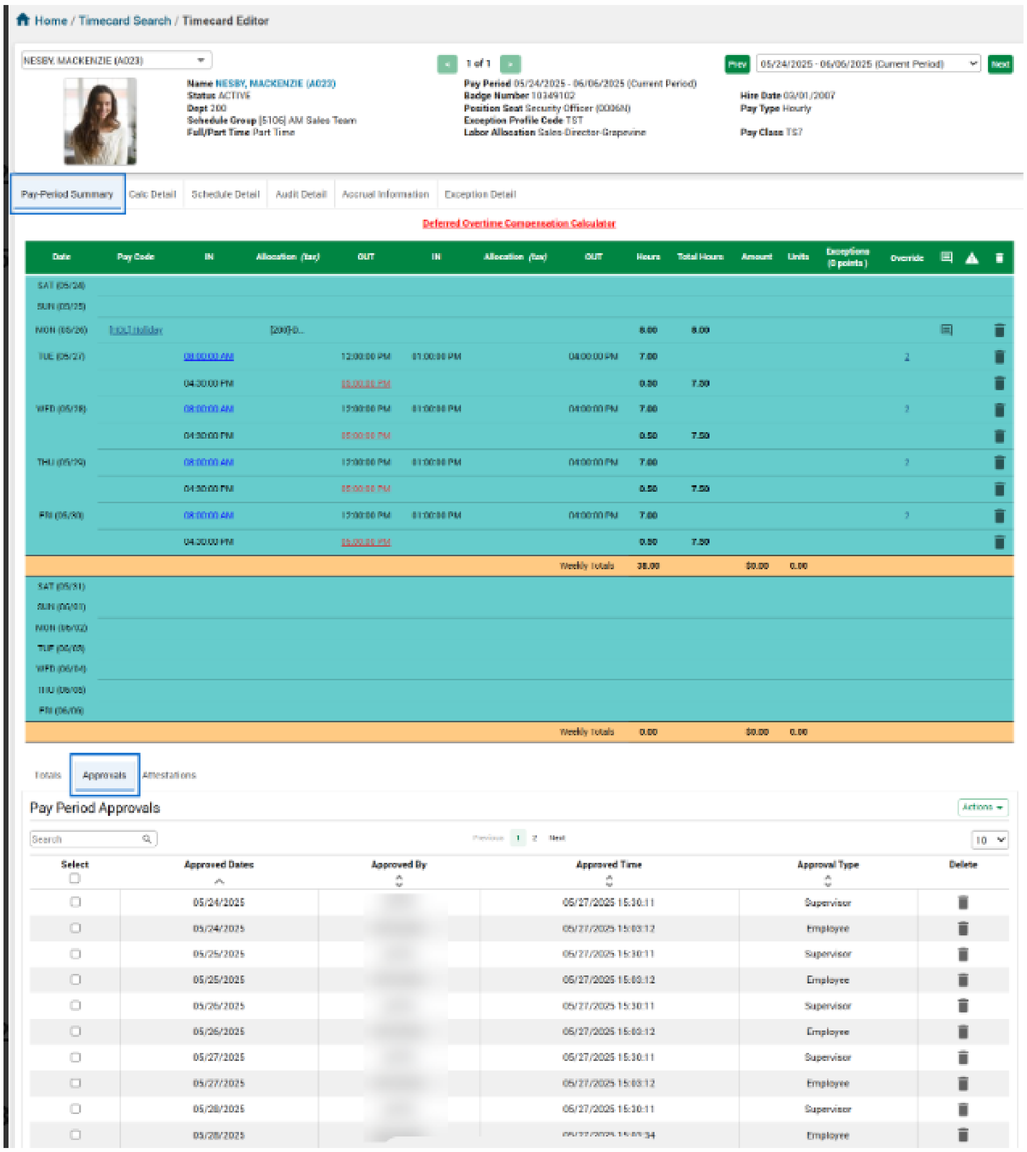


Revoke Time Entries

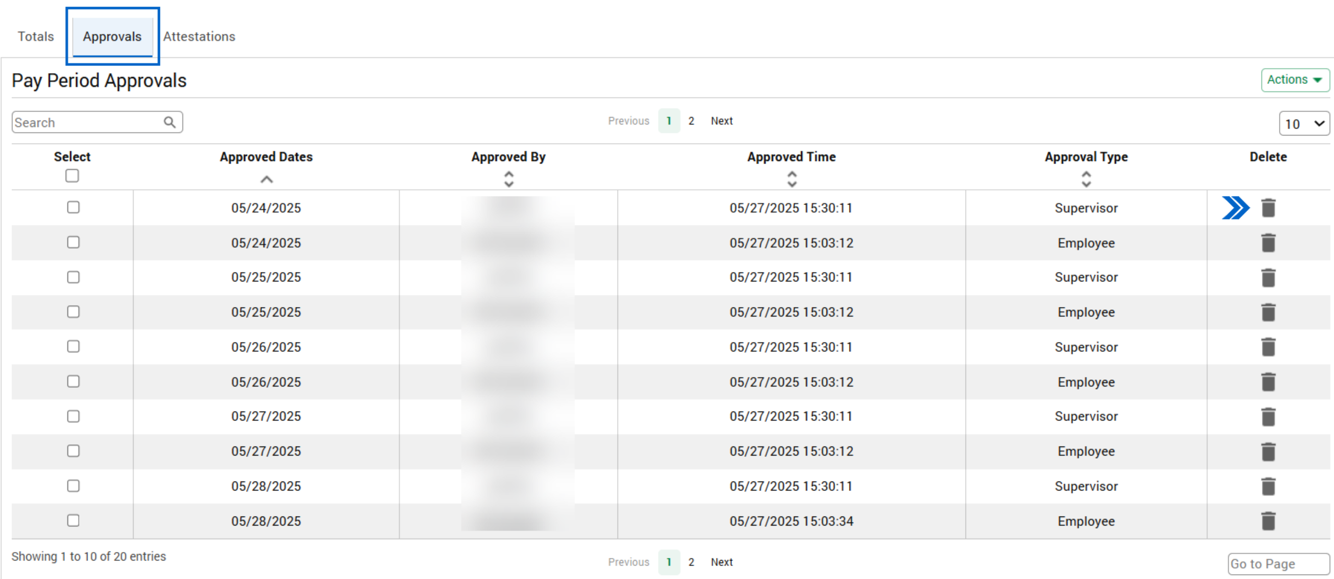
If an administrator or supervisor detects an error on an approved timecard, the timecard can be edited. Supervisors can revoke their timecard approval, allowing the employee to submit a punch change request. To revoke time entries, managers tap “Time Management” from the Manager on-the-Go home screen and select the employee's name.



On the Pay-Period Summary tab of the employee's timecard, select the Approvals tab.



To revoke approval for that you have previously given, click on the Approvals tab below the employee's timecard to view an audit trail of pay period approvals. To edit a single day, click the delete icon beside the appropriate date.



Totals | Approvals | Attestations

Pay Period Approvals

Actions

Search

Previous 1 2 Next

10

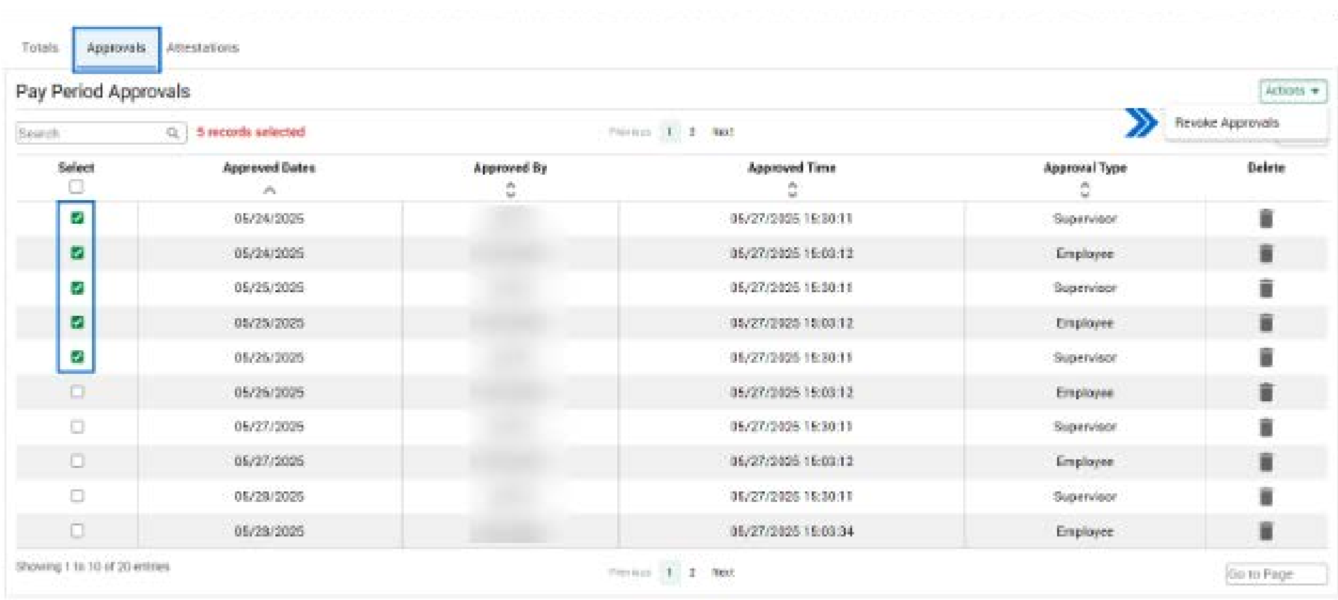
Select	Approved Dates	Approved By	Approved Time	Approval Type	Delete
	05/24/2025		05/27/2025 15:30:11	Supervisor	
	05/24/2025		05/27/2025 15:03:12	Employee	
	05/25/2025		05/27/2025 15:30:11	Supervisor	
	05/25/2025		05/27/2025 15:03:12	Employee	
	05/26/2025		05/27/2025 15:30:11	Supervisor	
	05/26/2025		05/27/2025 15:03:12	Employee	
	05/27/2025		05/27/2025 15:30:11	Supervisor	
	05/27/2025		05/27/2025 15:03:12	Employee	
	05/28/2025		05/27/2025 15:30:11	Supervisor	
	05/28/2025		05/27/2025 15:03:34	Employee	

Showing 1 to 10 of 20 entries

Previous 1 2 Next

Go to Page

To edit multiple days, click the checkbox beside the desired days and select "Revoke Approvals" from the Actions drop-down menu.



Totals | Approvals | Attestations

Pay Period Approvals

Actions

Revoke Approvals

Search

5 records selected

Select	Approved Dates	Approved By	Approved Time	Approval Type	Delete
☑	05/24/2025		05/27/2025 15:30:11	Supervisor	
☑	05/24/2025		05/27/2025 15:03:12	Employee	
☑	05/25/2025		05/27/2025 15:30:11	Supervisor	
☑	05/25/2025		05/27/2025 15:03:12	Employee	
☑	05/26/2025		05/27/2025 15:30:11	Supervisor	
	05/26/2025		05/27/2025 15:03:12	Employee	
	05/27/2025		05/27/2025 15:30:11	Supervisor	
	05/27/2025		05/27/2025 15:03:12	Employee	
	05/28/2025		05/27/2025 15:30:11	Supervisor	
	05/28/2025		05/27/2025 15:03:34	Employee	

Showing 1 to 10 of 20 entries

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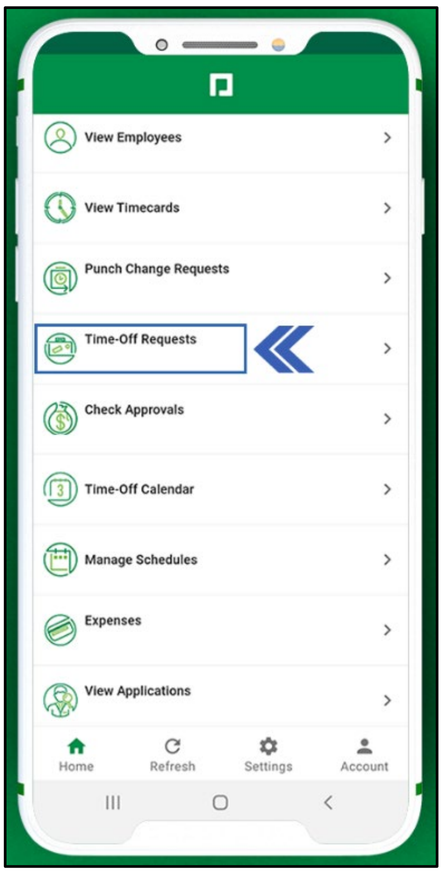
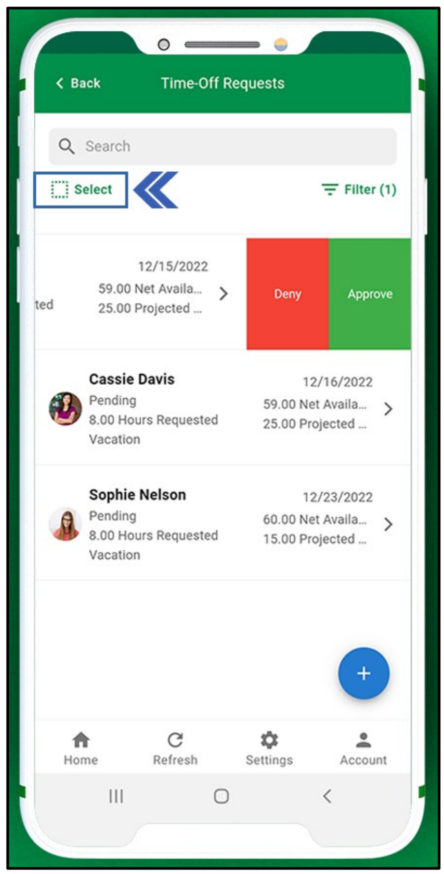
Users can only revoke approvals for the time they approved. To edit the timecard on days that another user approved, contact the specific user to revoke the approval. To allow edits after supervisor approvals, please contact Human Resources.

Time-Off Requests

To act on pending time-off requests, managers tap "Time-Off Requests" from the Manager on-the-Go home screen.

Employees with submitted requests, such as sick or vacation time, display on the Time-Off Requests screen for review. Managers can act on an individual request by swiping left and tapping "Deny" or "Approve." Or, managers can check the box for "Select" to approve or deny multiple requests at once.

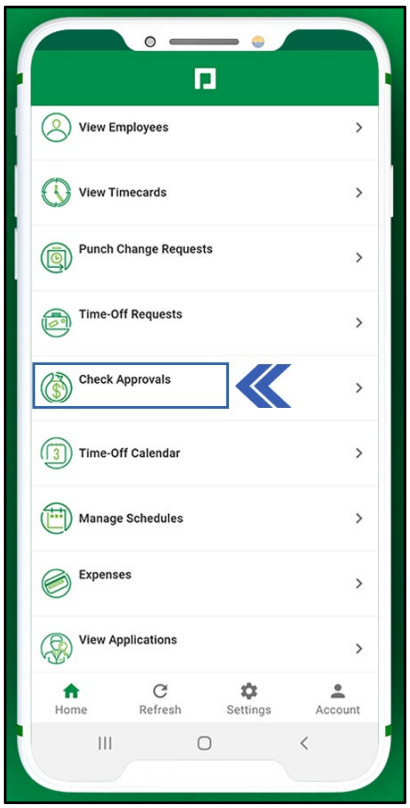




Check Approvals

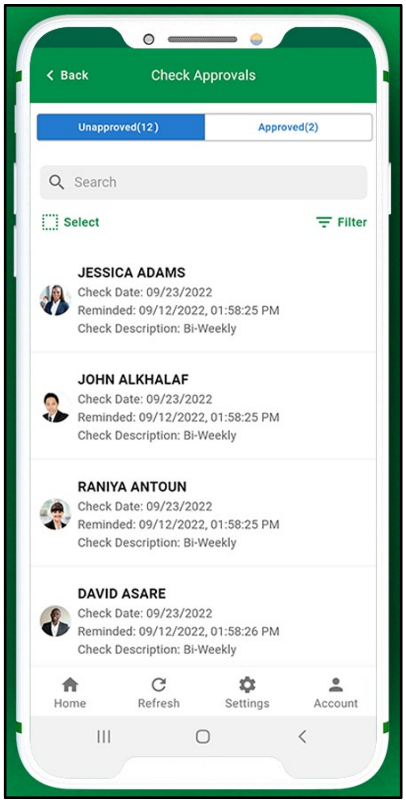
With the Check Approvals feature in Manager on-the-Go, those involved in the payroll process can check the status of your employees' check approvals and send reminders to help ensure accurate payroll.

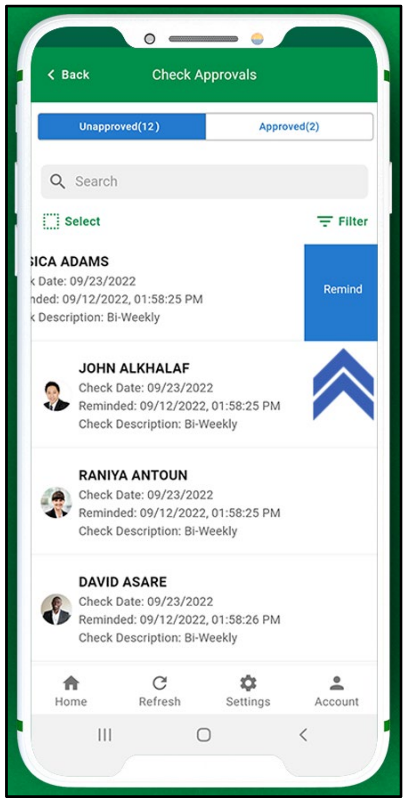
From the Manager on-the-Go home screen, tap "Check Approvals."



The Check Approvals screen contains two tabs: Unapproved and Approved. The Unapproved tab displays employees who have yet to approve their check. Here, details such as the check date and description, as well as whether the employee has received a check approval reminder, display for review.

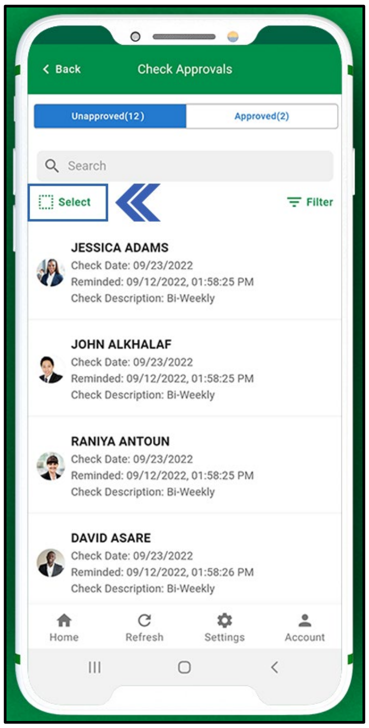
To send individual check approval reminders, swipe left beside an employee's name and tap "Remind."

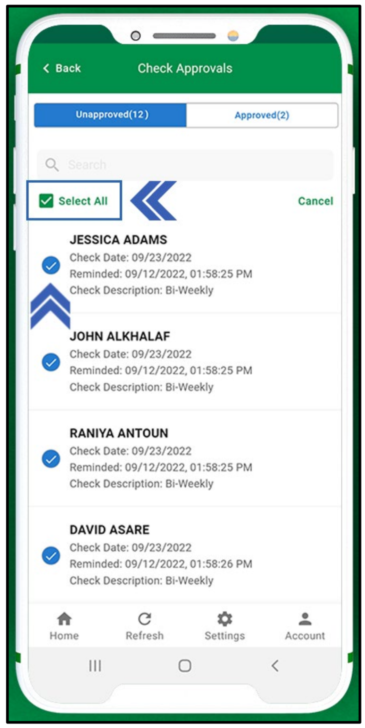


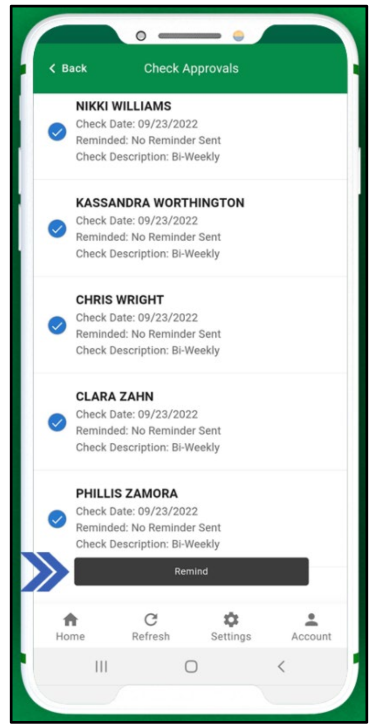


To batch send reminders, tap the box for “Select,” then select the appropriate employees. Tap “Select All” to quickly select all employees in the list.

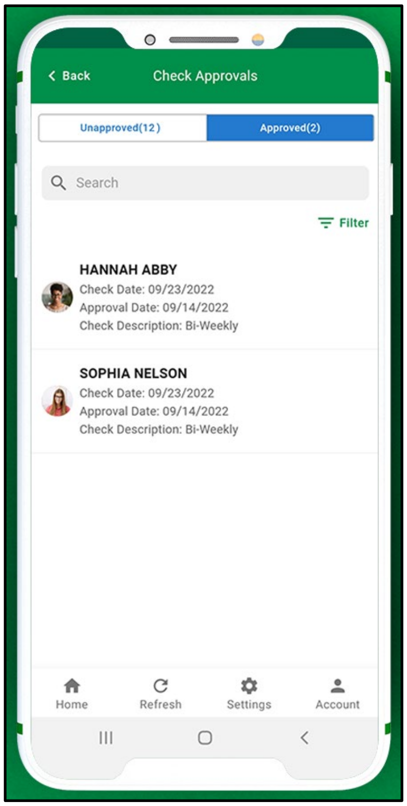
Scroll to the bottom of the screen and tap “Remind.”







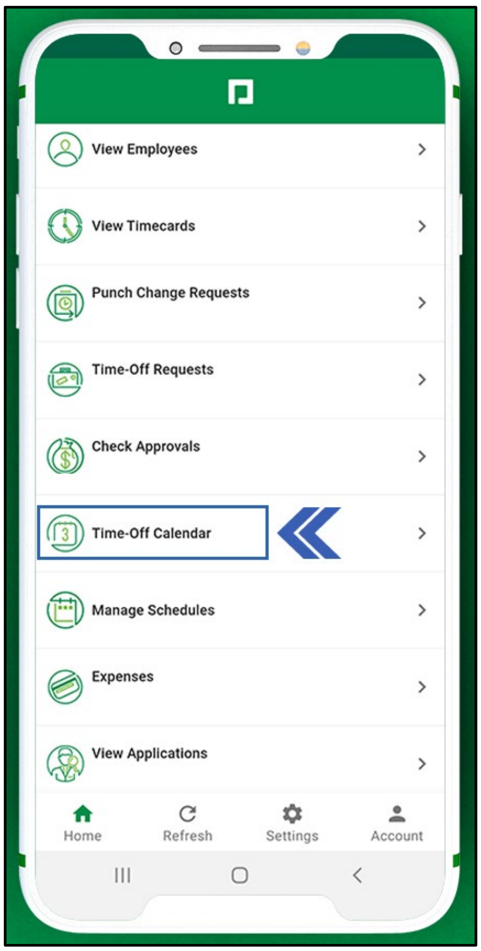
The Approved tab contains details for employees who have approved their check, including the date and time approval occurred.

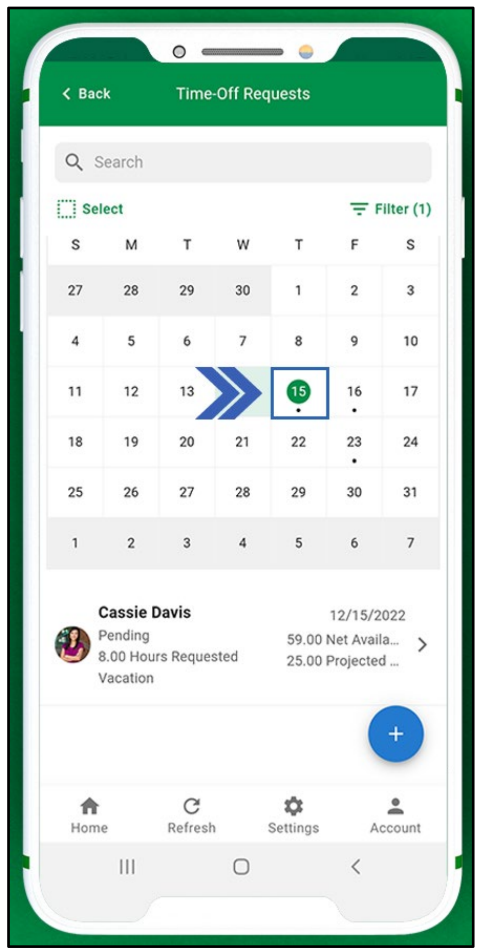


Time-Off Calendar

After managers have approved employees' time-off requests, they can track which days employees will be gone through the Time-Off Calendar.

From the Manager on-the-Go home screen, managers tap "Time-Off Calendar." A dot below the day signals a request or approval.

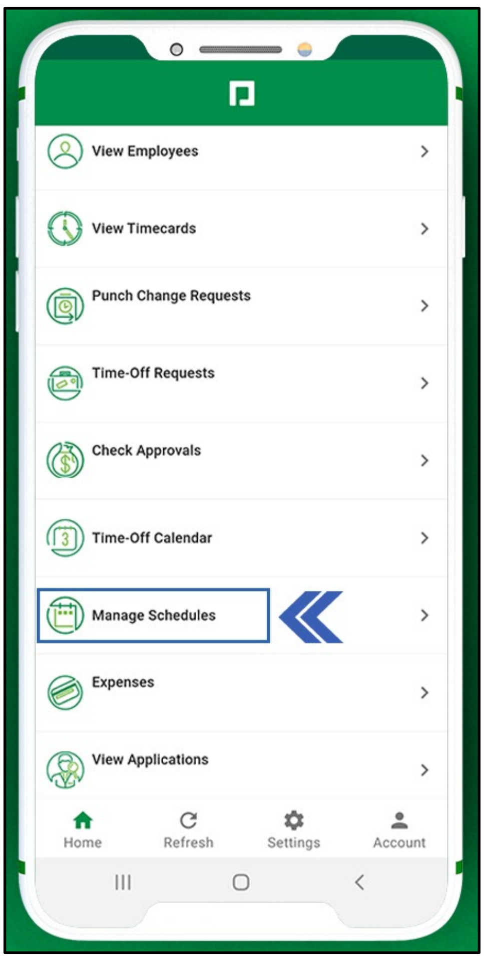


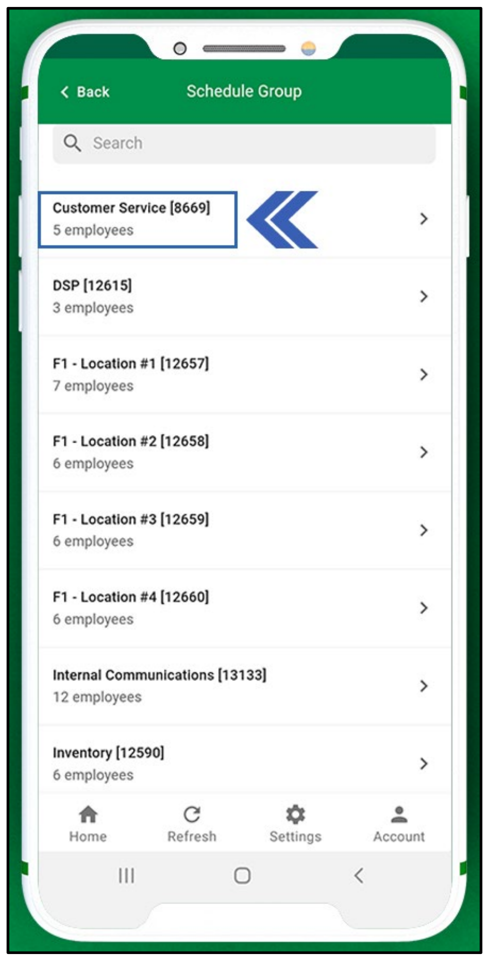


Manage Schedules

Manage Schedules provides managers visibility into their employees' shift details, including the number of hours they're scheduled to work and the associated rates, if applicable.

To view shift details, managers tap "Manage Schedules" from the Manager on-the-Go home screen. Then, managers tap a schedule group to view the corresponding employees.

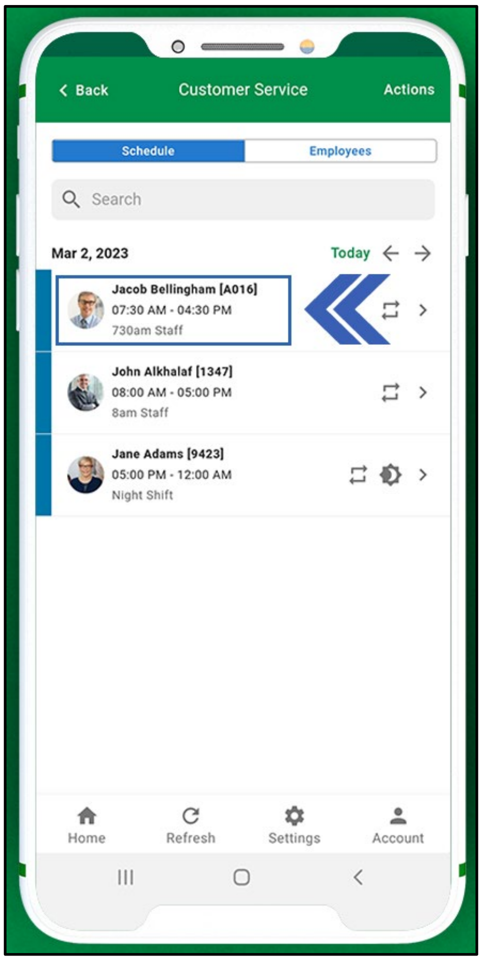


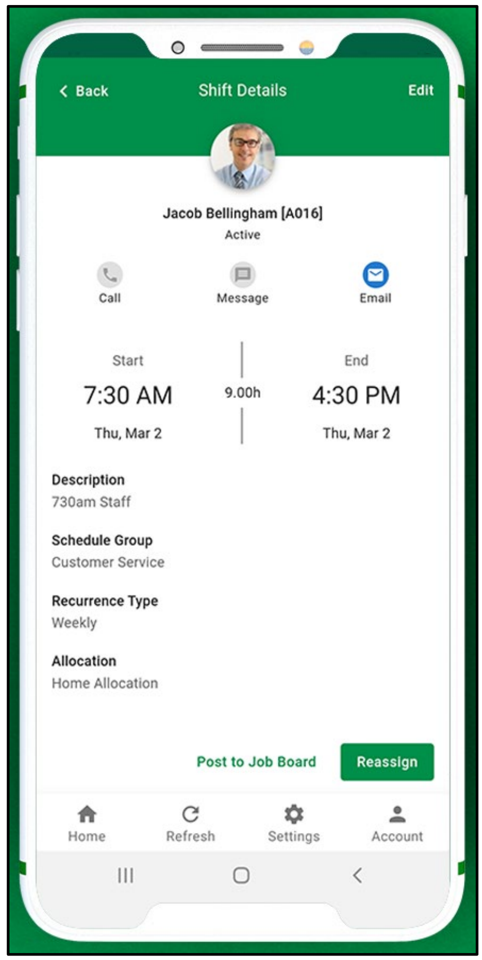


The selected schedule group contains two tabs: Schedule and Employees.

The Schedule tab allows managers to view their employees' shifts. To learn more, managers tap the appropriate employee.

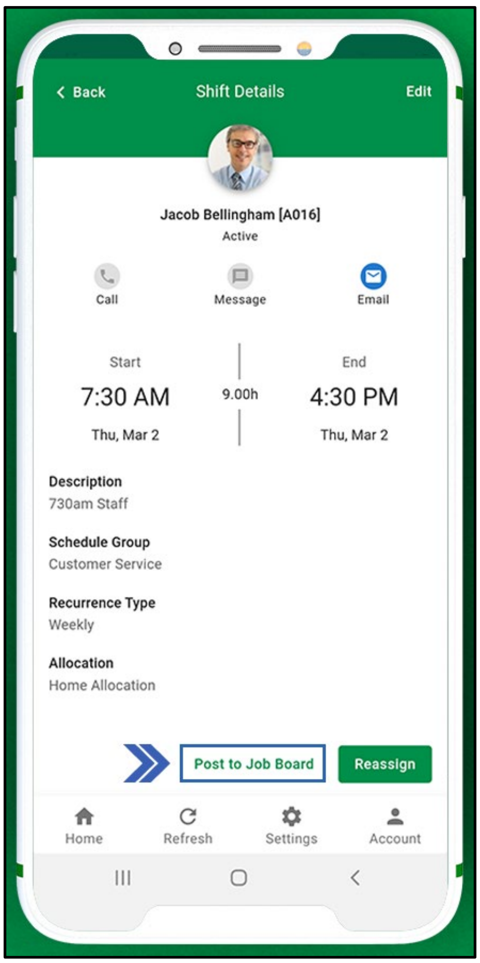
The Shift Details screen contains the employee's contact information, as well as the selected shift's start and end time, allocation and punches.





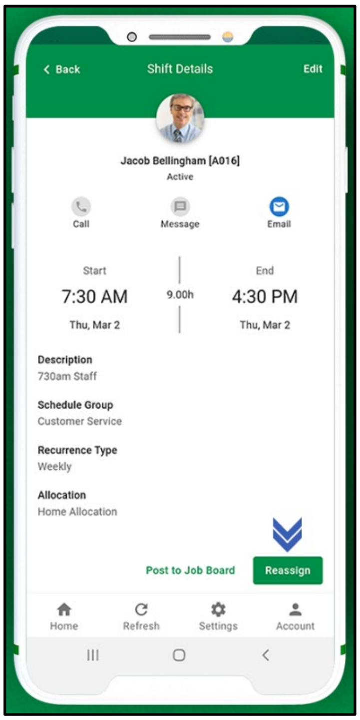
If necessary, managers can post assigned shifts to the job board. This is beneficial if an employee is unable to work a shift as managers can quickly post the shift to the job board to ensure proper coverage. To do this, managers tap "Post to Job Board" and tap "Post Shift" to confirm the action.

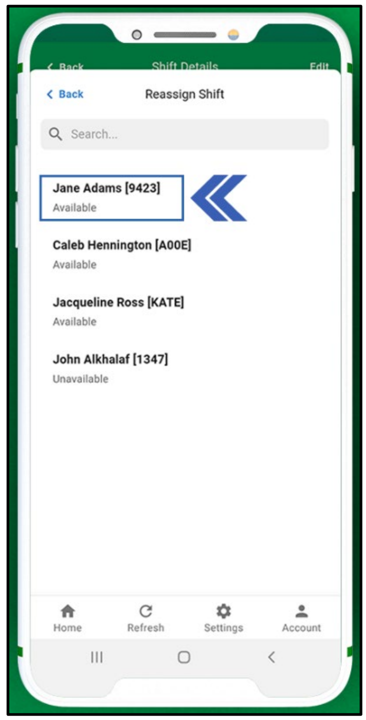
Once complete, the shift displays on the Employee Self-Service job board for another employee to pick up.



To reassign a shift to a specific employee, managers tap “Reassign” at the bottom of the Shift Details screen.

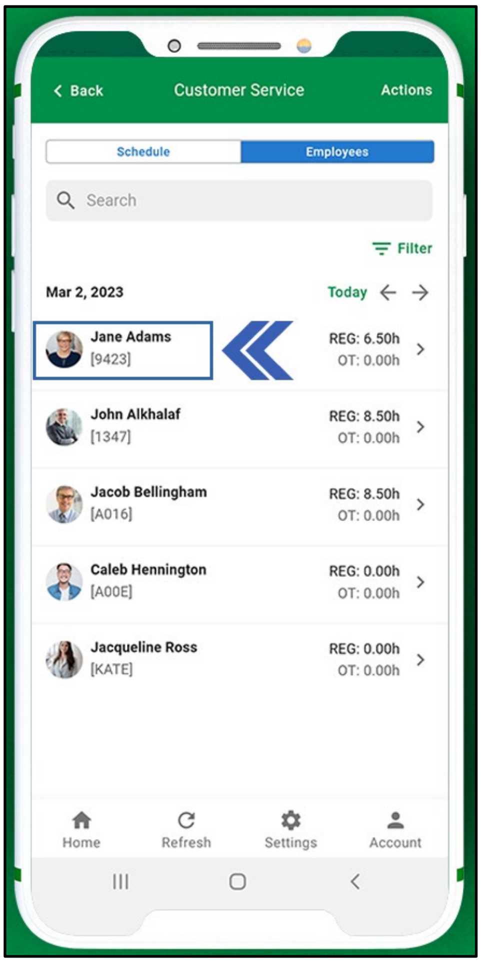
Each employee in the schedule group and their availability display in the Reassign Shift pop-up window. Managers tap an employee and tap “Reassign” to reassign the shift to the selected employee.

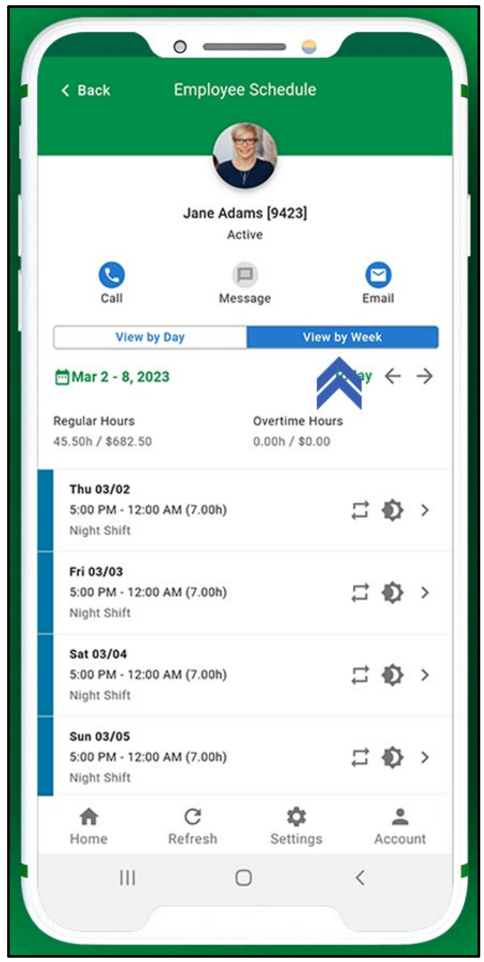




The schedule group's Employees tab displays each employee's scheduled regular and overtime hours. To learn more, managers tap an employee's name.

The Employee Schedule screen contains the employee's contact information as well as a daily and weekly schedule view. For example, if managers tap "View by Week," the employee's shifts for the current week and the corresponding regular and/or overtime hours display for review.

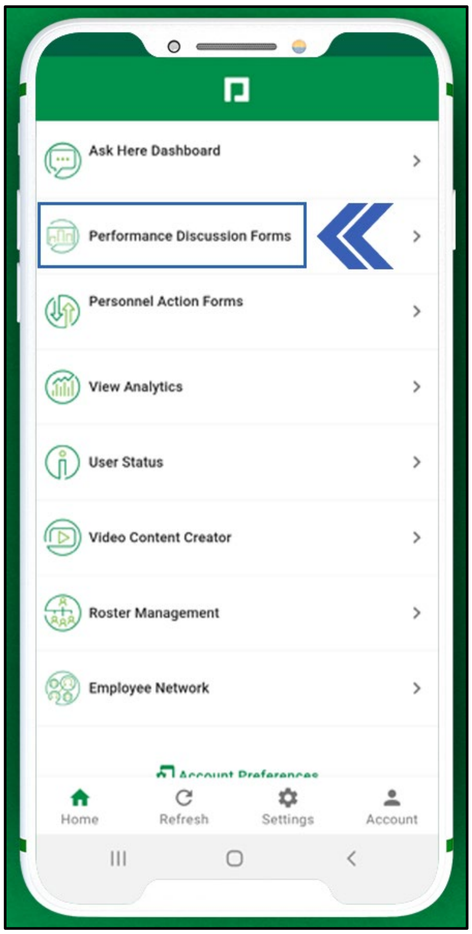


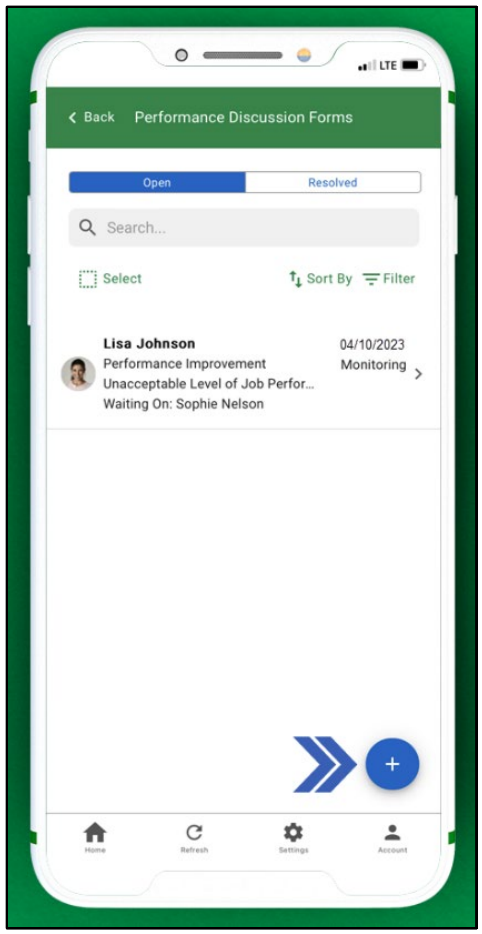


Performance Discussion Forms

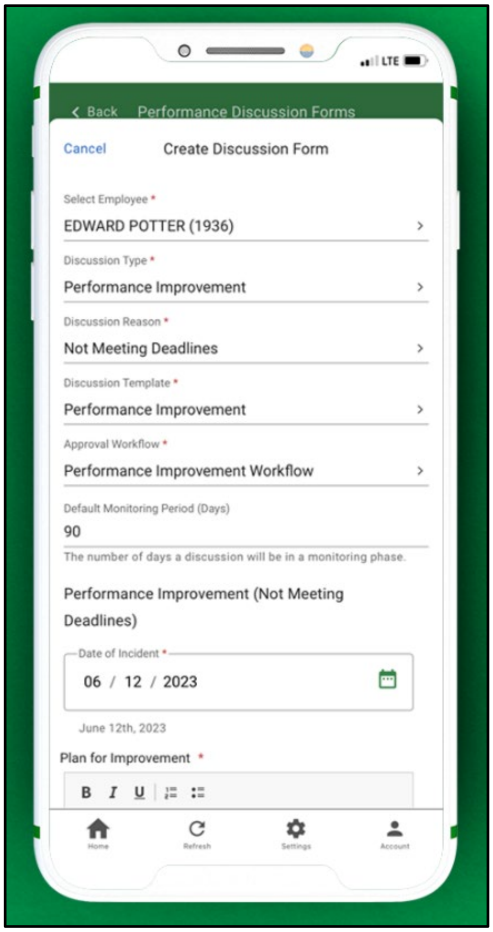
Through Performance Discussion Forms, managers can document employee conversations, such as those around workplace behavior or development toward a potential promotion.

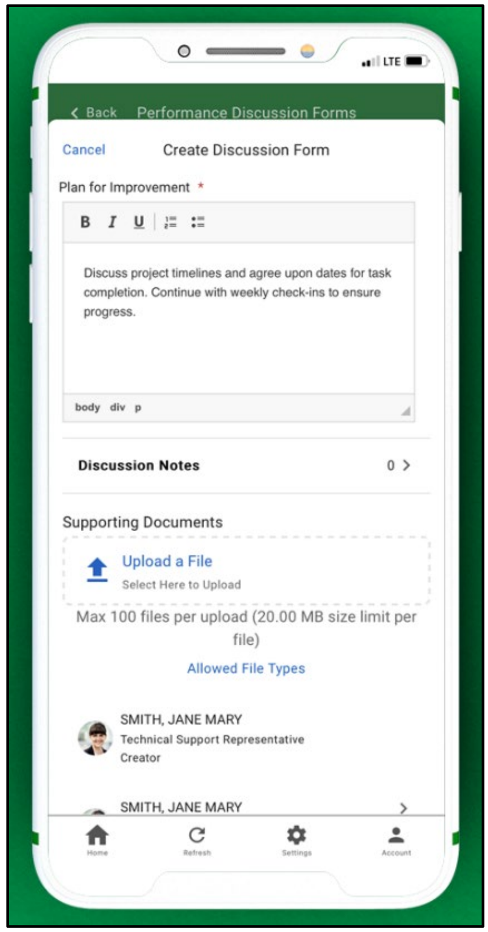
To get started, managers tap “Performance Discussion Forms” from the Manager on-the-Go home screen. Then, managers tap the blue “+” sign to create a new performance discussion form.



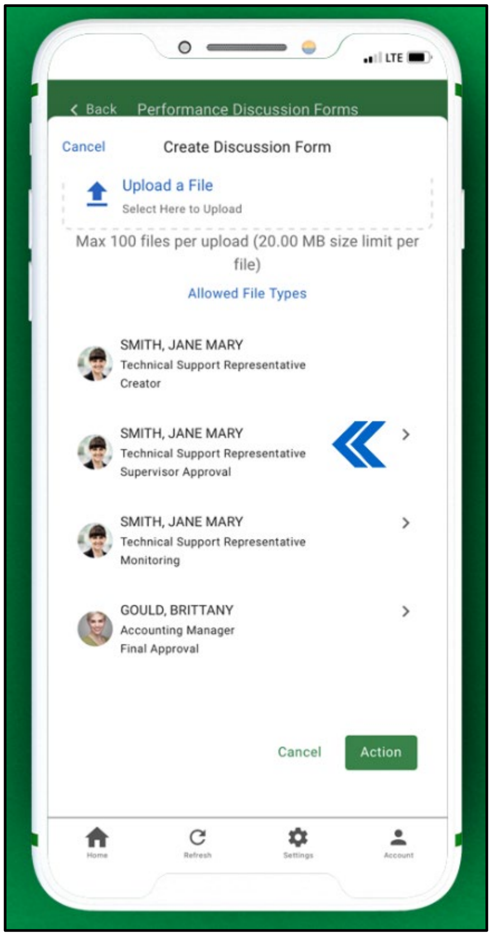


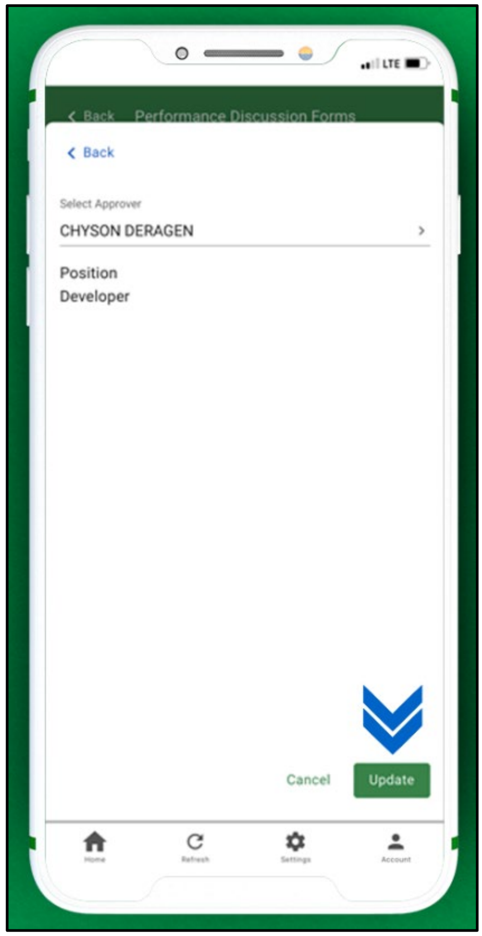
Managers select the employee and the details of the performance discussion form, as well as add notes and documents and view the workflow.



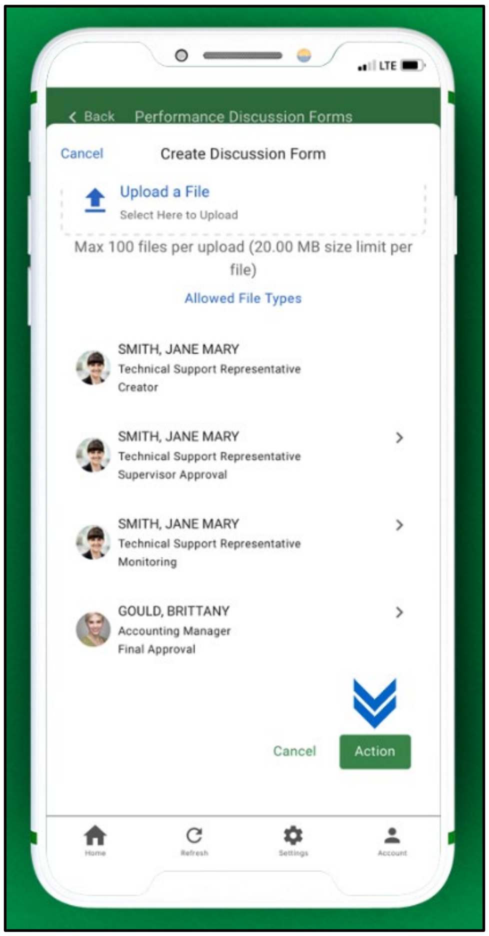


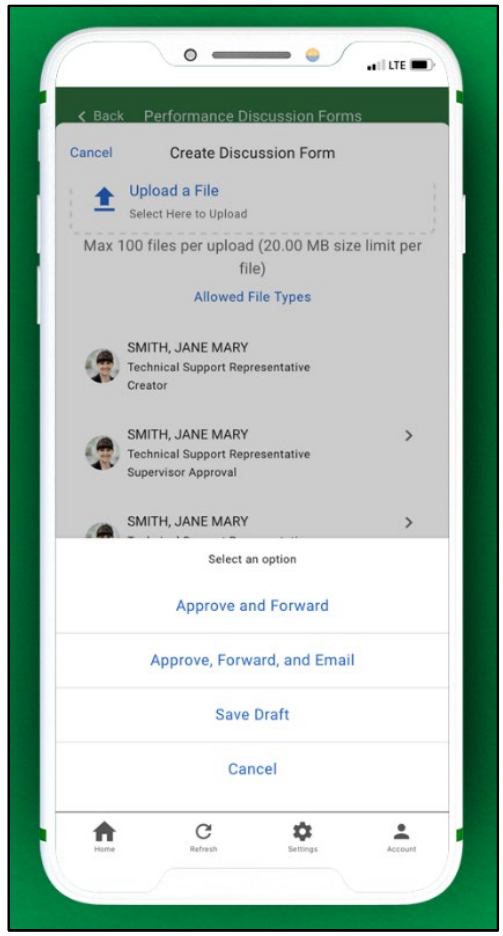
If necessary, managers can reassign workflow steps. To do this, managers tap the workflow step and select the appropriate user from the Select Approver drop-down menu. When finished, managers tap “Update.”





After entering the form details, managers tap “Action” and select the appropriate action, such as Approve, Forward, and Email or Save Draft.



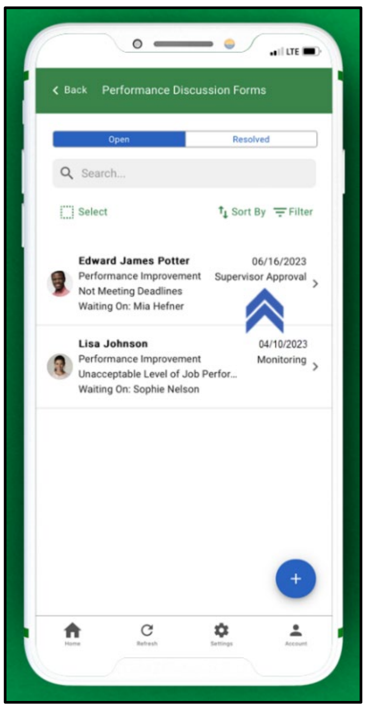


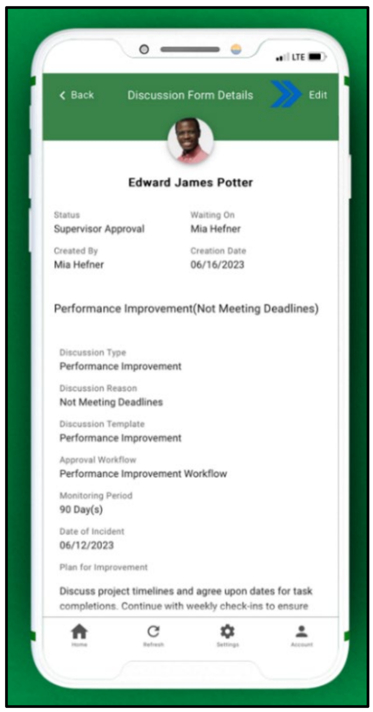
The new performance discussion form appears within the Open tab. Managers can tap the form to review and/or edit it.

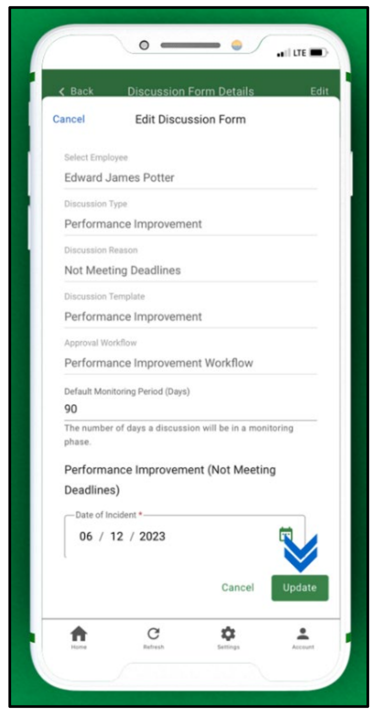
The form details, including the discussion notes, documents, workflow and more, display on the Discussion Form Details screen. If necessary, managers can tap “Edit” at the top of the screen to update the form.

The Edit option only displays if the manager created the selected performance discussion form.

Editable fields display in the Edit Discussion Form pop-up window. Managers make the necessary updates and tap “Update” to save their changes.

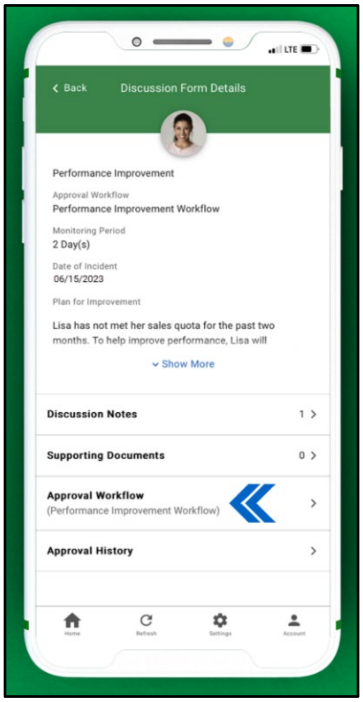


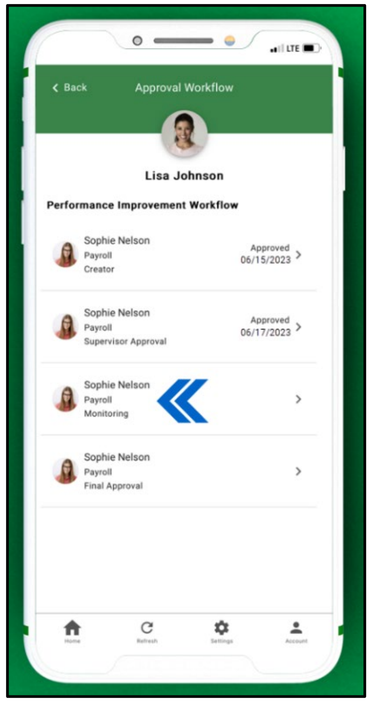


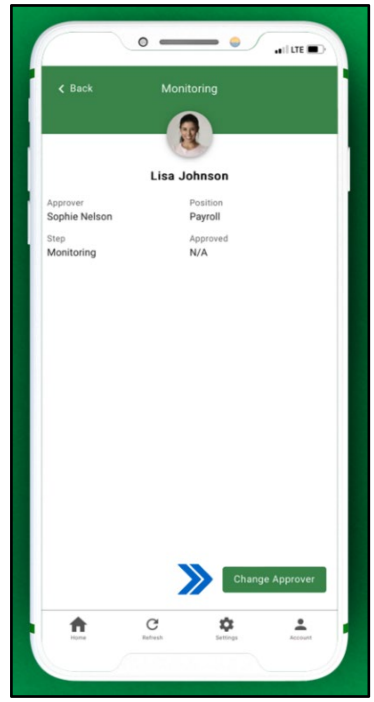


To update the approver tied to a workflow step, managers tap “Approval Workflow” on the Discussion Form Details screen.

Then, managers tap the step they’d like to update and tap “Change Approver.”

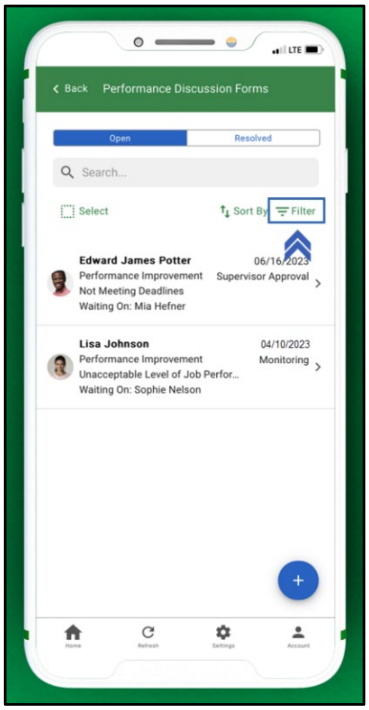


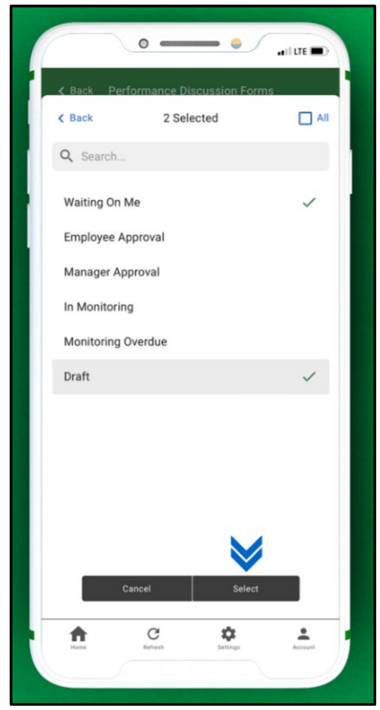




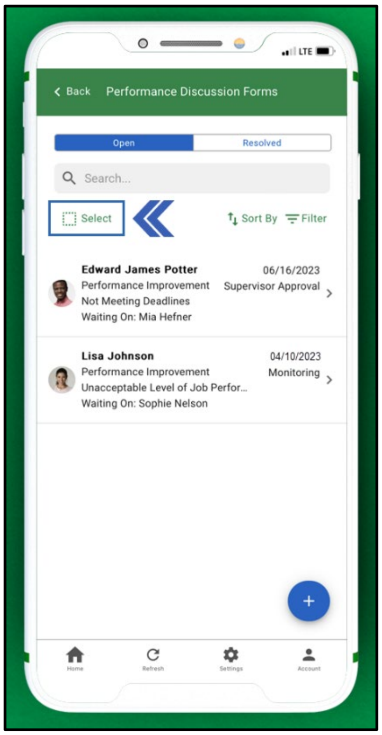
Managers select the new approver from the Select User drop-down menu and tap “Update” to save their changes.

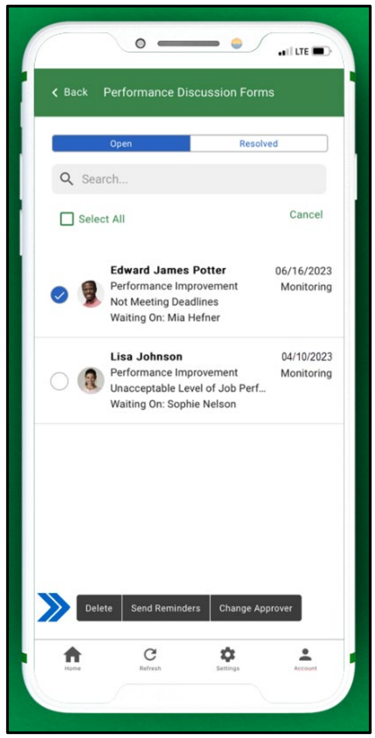
To filter the Performance Discussion Form screen by discussion status, managers tap “Filter.” Then, mangers tap “Discussion Status” and select the desired filter(s). When finished, managers tap “Select” and “Apply” to filter the Performance Discussion Forms screen by the selected criteria.





Managers can also delete performance discussion forms, send reminders to approvers and change approvers in one batch action. To do this, managers check the box for “Select” and select which forms to take batch action on. Then, managers tap the desired action at the bottom of the screen.

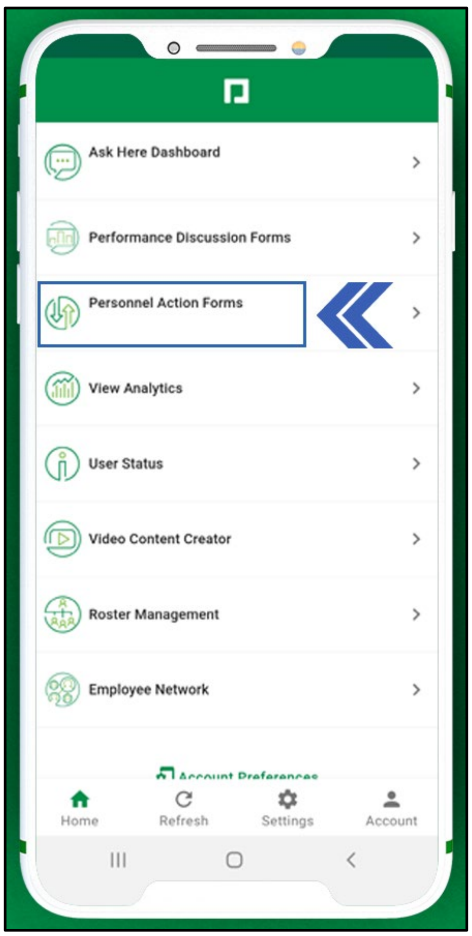


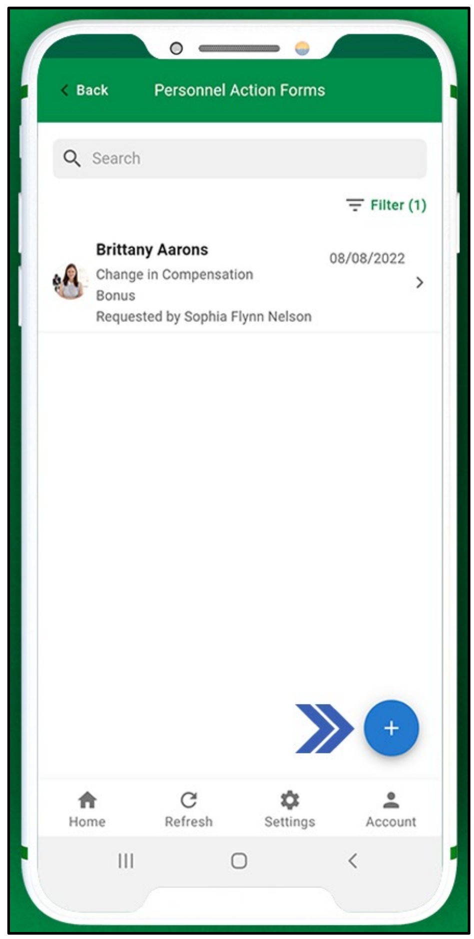


Personnel Action Forms

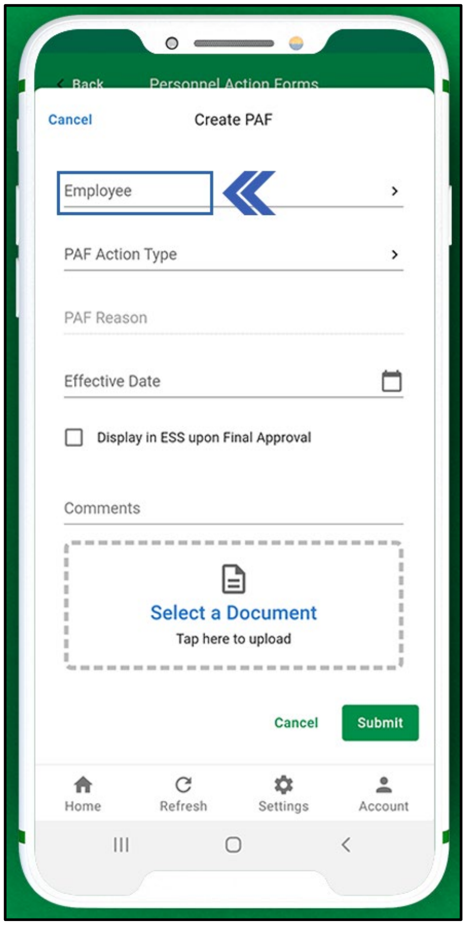
Whether employees receive a promotion, demotion or make a lateral move to a new department, managers can submit a personnel action form with the necessary information.

From the Manager on-the-Go home screen, mangers tap "Personnel Action Forms." Then, managers tap the "+" icon to create a new personnel action form.



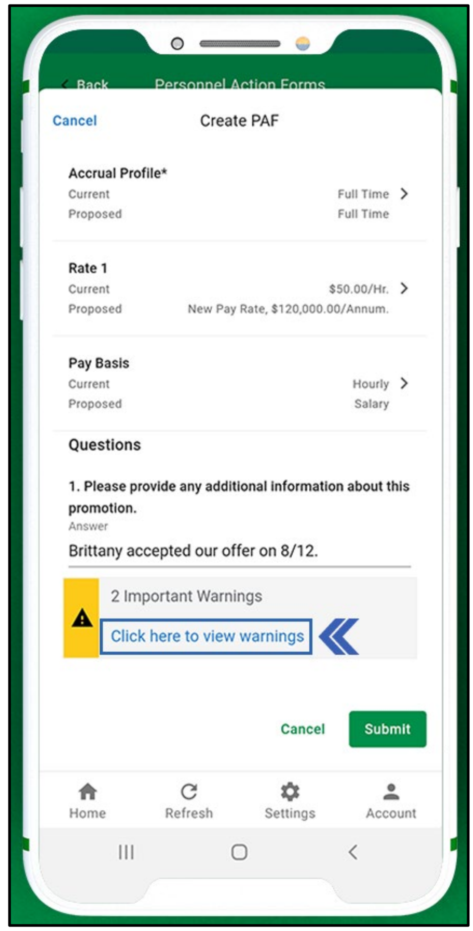


Managers tap “Employee” to select the employee for the transaction. The Pending PAF field highlights employees with pending transactions.



Managers select the PAF Action Type, PAF Reason and Effective Date and complete the form fields.

Critical and/or important warnings may display if any of the following scenarios apply to the personnel action form:



Critical Warnings:

- Pay Class Warning: This warning displays if the employee has time that is not archived on their current pay class and has a proposed pay class change for a future effective dated personnel action form.

Important Warnings:

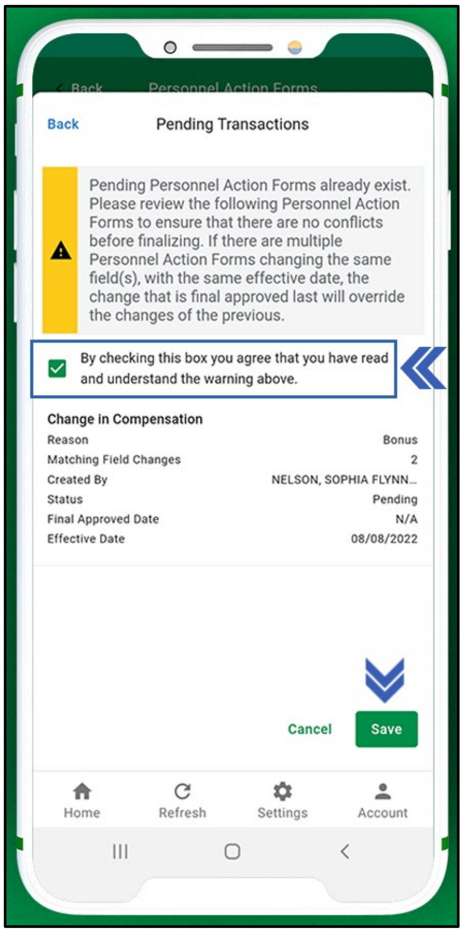
- Open Payroll Transaction: This warning displays if the employee is currently in an open payroll transaction.
- Position Seat Discrepancies: This warning displays if a proposed field differs from the default seat value.
- Position Title Discrepancies: This warning displays if a proposed field differs from the position's default setting.
- Salary Outside Range: This warning displays if the employee's proposed rate falls outside the salary grade for their position.
- Pending Transactions: This warning displays if the employee has existing personnel action forms.

Managers tap the "Click here to view warnings" link to learn more.

For example, the Pending Transactions warning displays the new and pending personnel action forms for managers to review and ensure there are no conflicts.

As a best practice, managers should revoke, edit or delete personnel action form transactions that require updating instead of creating a second transaction for the same change. If there are multiple personnel action forms changing the same field(s) with the same effective date, the change that is final approved last will override the changes in the previous personnel action form(s).

To continue, managers check the box next to the acknowledgment and tap "Save."



If necessary, managers can tap "Select a Document" to upload an attachment. Once complete, managers tap "Submit" to send the personnel action form to the approver.