My Time and Attendance: Web Time Sheet

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My Time and Attendance: Web Time Sheet

Time is a valuable resource, especially time spent on the clock. As a busy employee, you shouldn't have to spend extra time tracking this precious commodity. Paycom has made this process simple for you. By using this feature, you can easily track, report and approve your time so you can receive the ultimate goal – your paycheck! In this training guide, we will discuss how to:

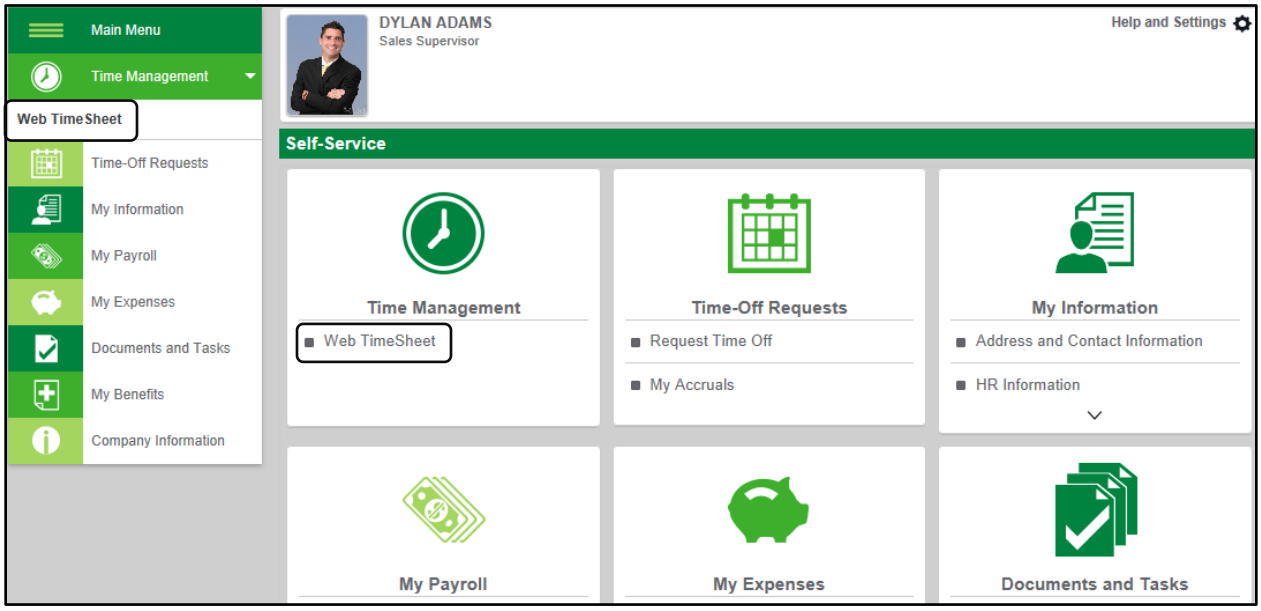
- add punches to a time sheet;
- add hours to a time sheet;
- add dollars to a time sheet;
- add, edit or delete comments on a time sheet; and
- approve your time sheet.

Keep in mind, you may have access to more or less than what is covered in this training guide, depending upon your employer. For additional information, you can refer to our other Paycom University time management courses.

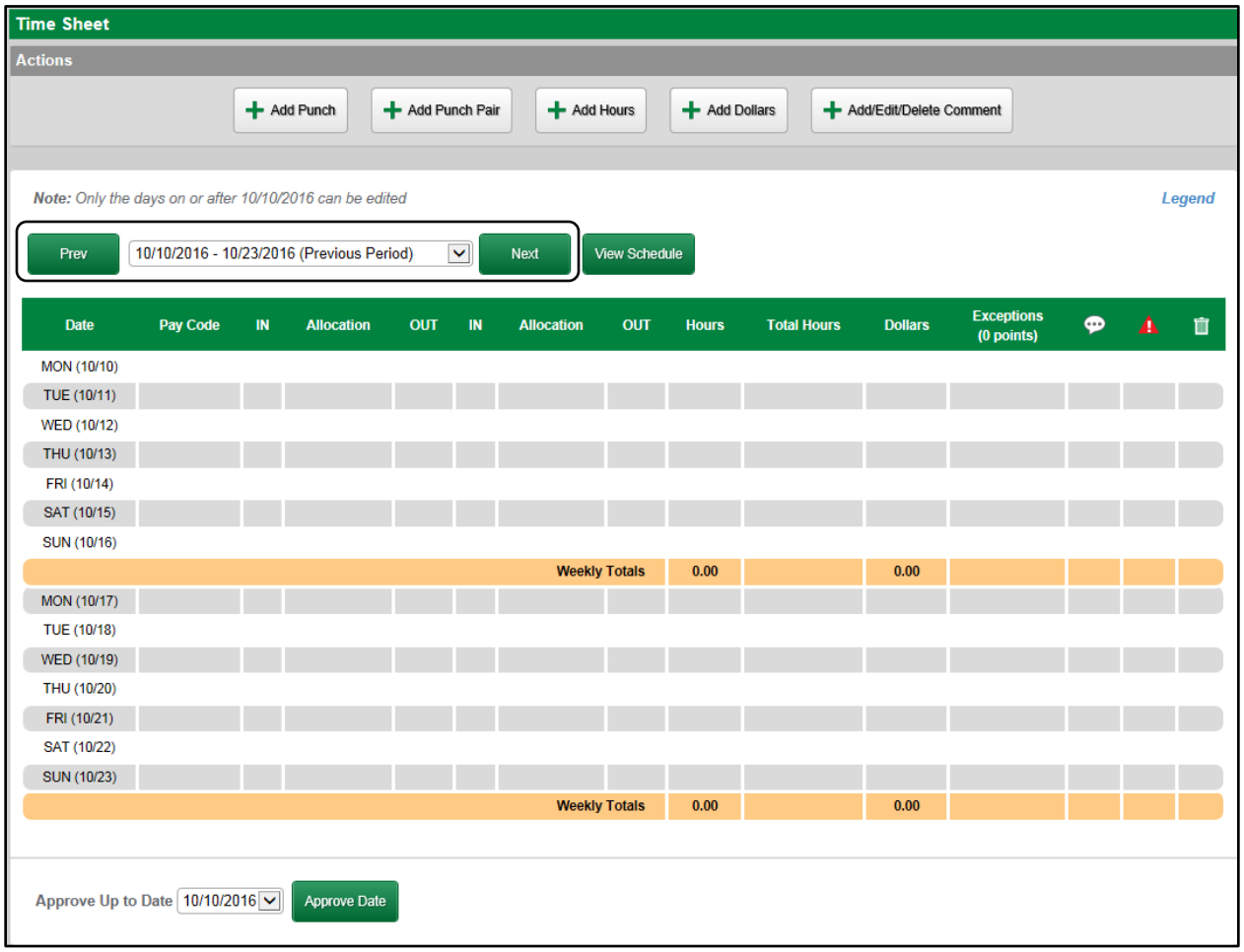
Adding Punches to a Web Time Sheet

Web time sheet allows you to manually enter and record your time using punches, hours or dollars, depending upon your employer's preference. Once the pay period ends, you will then be able to approve the time sheet. First, let's discuss how to add punches to your time sheet.

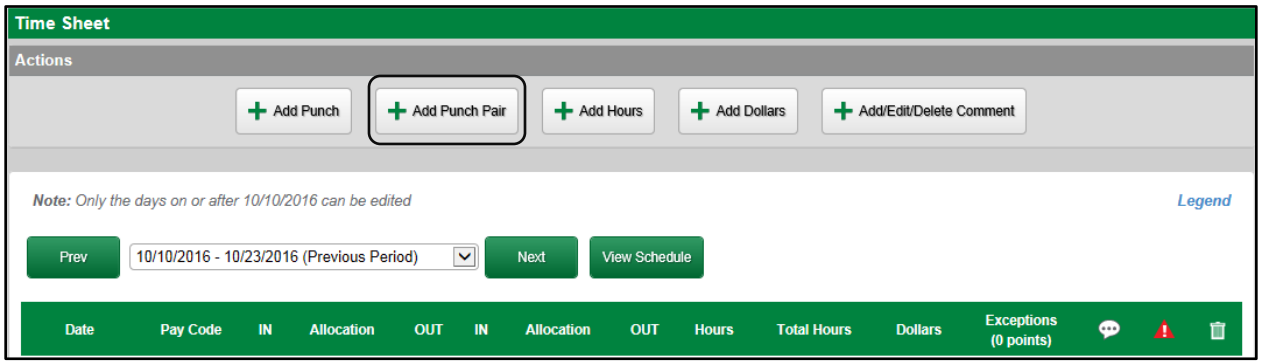
To begin, select "Web TimeSheet" from the Time Management tile on the Main Menu or from the Time Management tab, located on the left-hand side of the screen.



From here, the system will direct you to your timecard, which will default to the current pay period. If you'd like to add punches to a previous pay period, select it from the drop-down menu. You also have the option to navigate between pay periods, using the "Prev" and "Next" buttons. When finished, the screen will refresh automatically with the desired pay period.

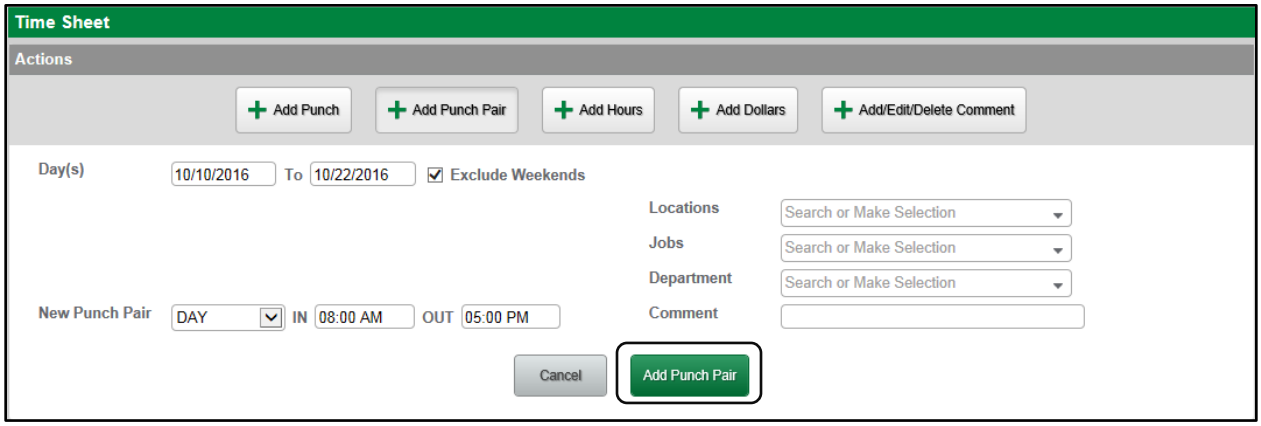


Now that we've discussed how to locate the correct pay period, let's cover how to add punches to the time sheet. To do so, simply select "Add Punch Pair" at the top of the screen.

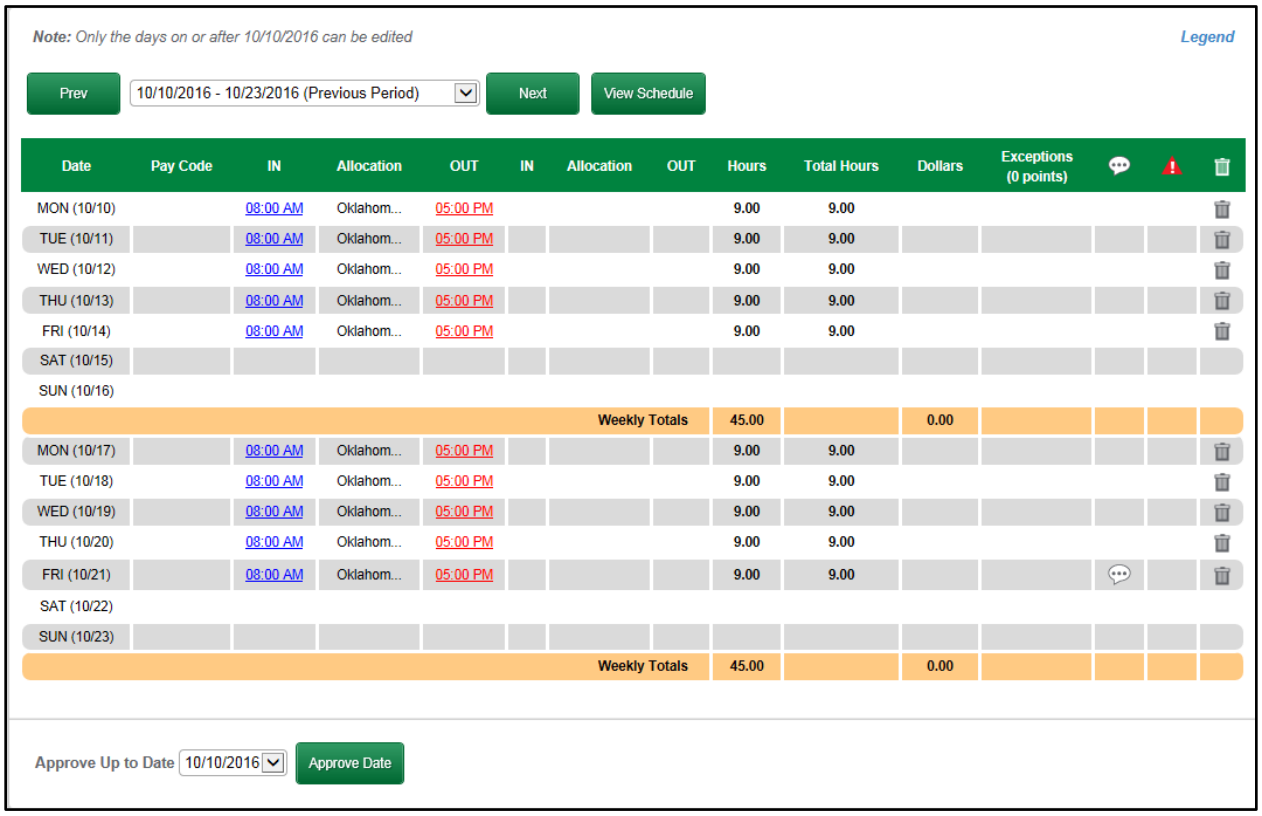


The Actions menu will expand, allowing you to enter your punch information. Adding a punch simulates what it would be like if you were to punch in using a timeclock, so you'll enter the exact time you clocked in and clocked out. Keep in mind that an "In" punch must correspond with an "Out" punch. Since we're demonstrating how to add a punch pair, the system will do this for you. However, if you are adding punches individually, you will need to add corresponding in and out punches. You can add a punch for a specific day or multiple days. Since it's likely you'll enter punches for multiple days, we will demonstrate how to do so.

First, enter the pay period dates in the "Day(s)" fields and check the Exclude Weekends box to remove any unnecessary days from the pay period. Then, select the "Day" from the New Punch Pair drop-down menu and enter the correct in and out time. When entering time, remember that the time sheet recognizes both Military and Standard time. If enabled, you can use the Locations, Jobs, and Department drop-down menus to allocate the punch. When ready, select "Add Punch Pair."

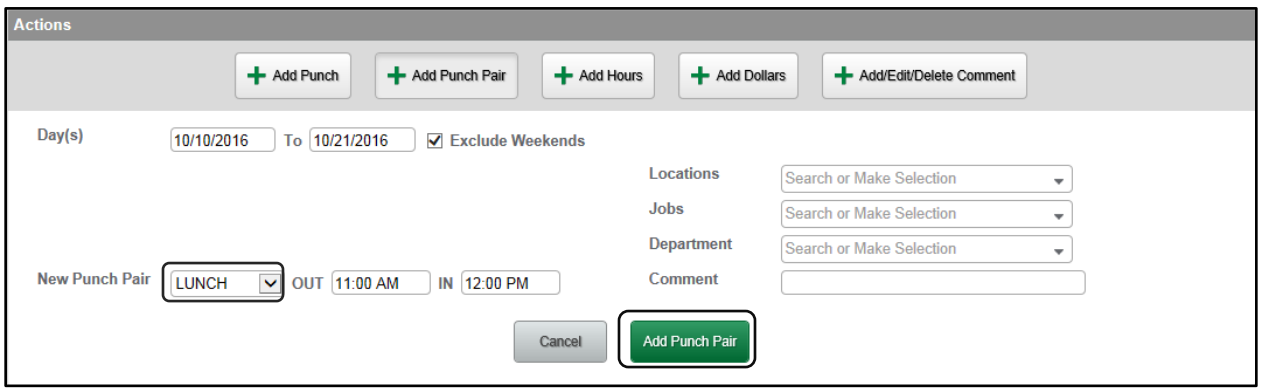


By utilizing punch pair, both the In and Out punches have been added to the timecard. Notice that each day displays nine hours. In order to have an accurate timecard, you must add a lunch period.

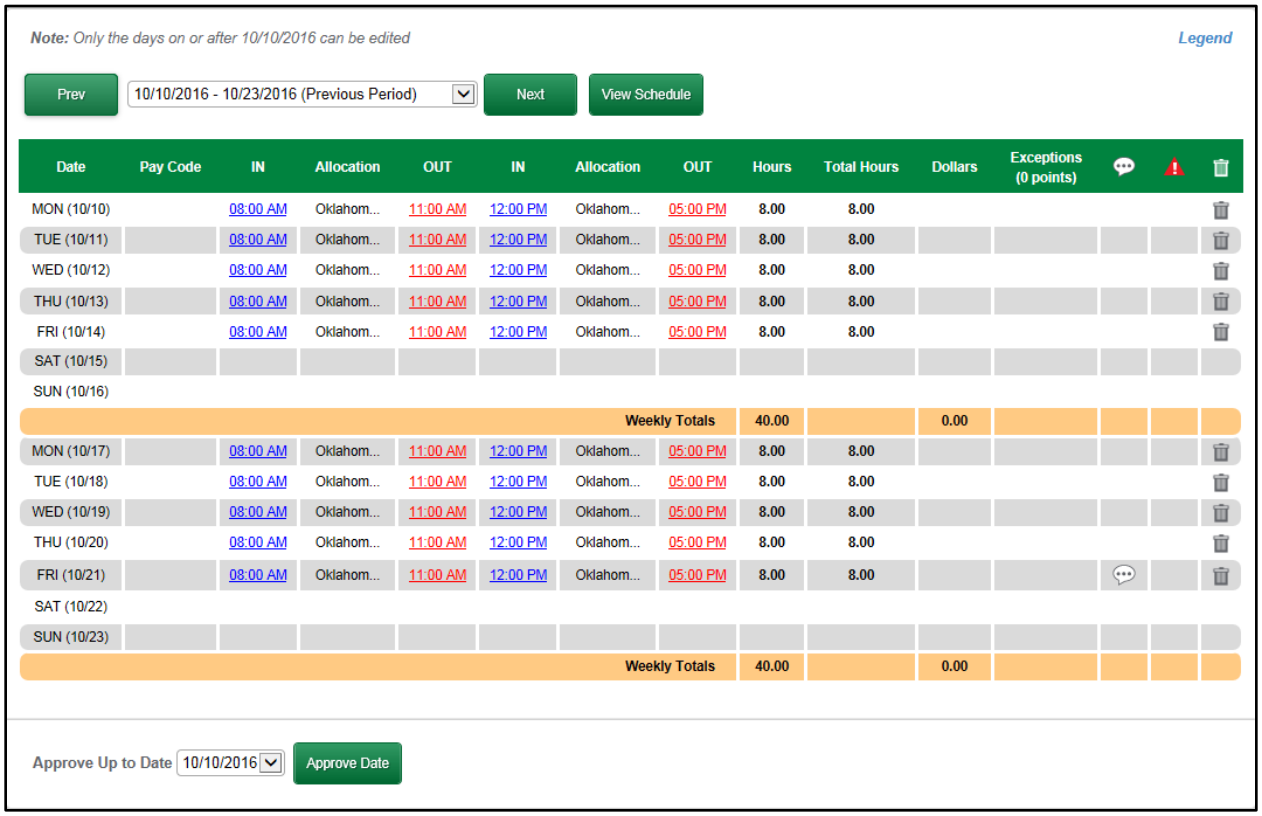


Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)
MON (10/10)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
TUE (10/11)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
WED (10/12)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
THU (10/13)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
FRI (10/14)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
SAT (10/15)											
SUN (10/16)											
							Weekly Totals	45.00		0.00	
MON (10/17)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
TUE (10/18)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
WED (10/19)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
THU (10/20)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
FRI (10/21)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00		
SAT (10/22)											
SUN (10/23)											
							Weekly Totals	45.00		0.00	

After selecting "Add Punch Pair," enter the information as previously directed, except this time you will select "Lunch" from the New Punch Pair drop-down menu. Enter the out and in times, then select "Add Punch Pair."



Your timecard will now accurately reflect your workdays.



Note: Only the days on or after 10/10/2016 can be edited

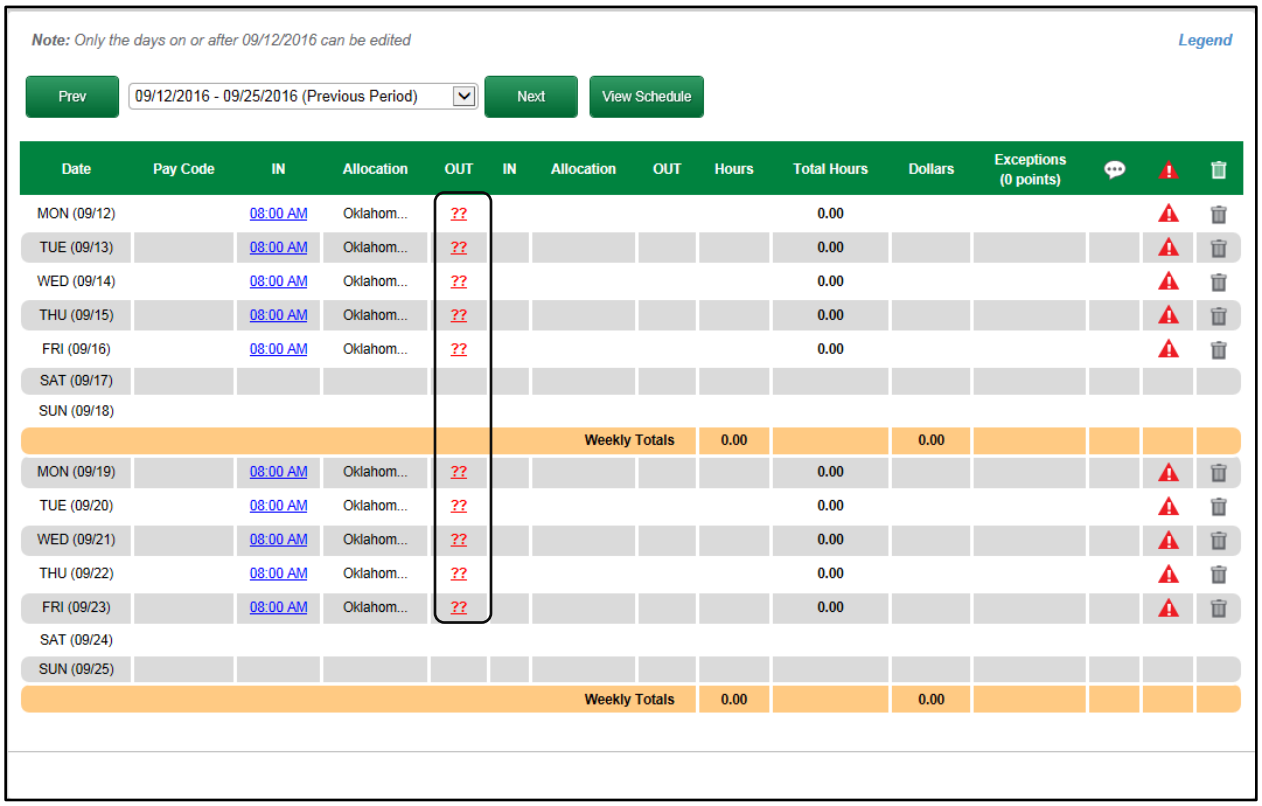
Legend

Prev | 10/10/2016 - 10/23/2016 (Previous Period) | Next | View Schedule

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
MON (10/10)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
TUE (10/11)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
WED (10/12)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
THU (10/13)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
FRI (10/14)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
SAT (10/15)														
SUN (10/16)														
							Weekly Totals	40.00		0.00				
MON (10/17)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
TUE (10/18)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
WED (10/19)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
THU (10/20)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
FRI (10/21)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					
SAT (10/22)														
SUN (10/23)														
							Weekly Totals	40.00		0.00				

Approve Up to Date 10/10/2016 | Approve Date

If you entered a punch individually by selecting "Add Punch," you will notice question marks on your timecard. These question marks serve as a reminder for you to enter corresponding Out punches. You will enter Out punches in the same manner. For example, in order the illustration below, you would select "Out Lunch" from the New Punch drop-down menu, then enter the time you left for lunch. To complete the time sheet, follow the same process for "In Lunch" and "Out Day" punches, respectively.



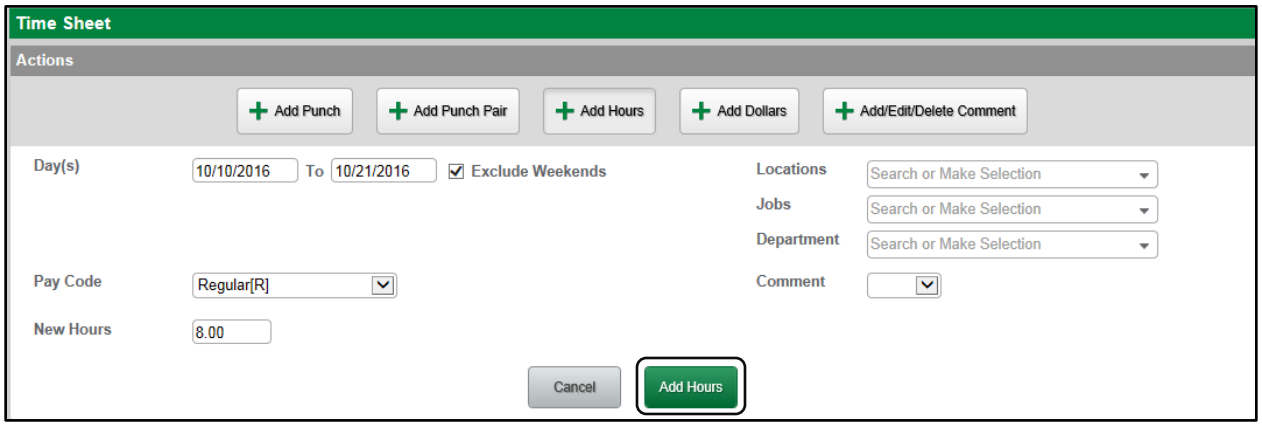
Note: *Only the days on or after 09/12/2016 can be edited* *Legend*

Prev | 09/12/2016 - 09/25/2016 (Previous Period) | Next | View Schedule

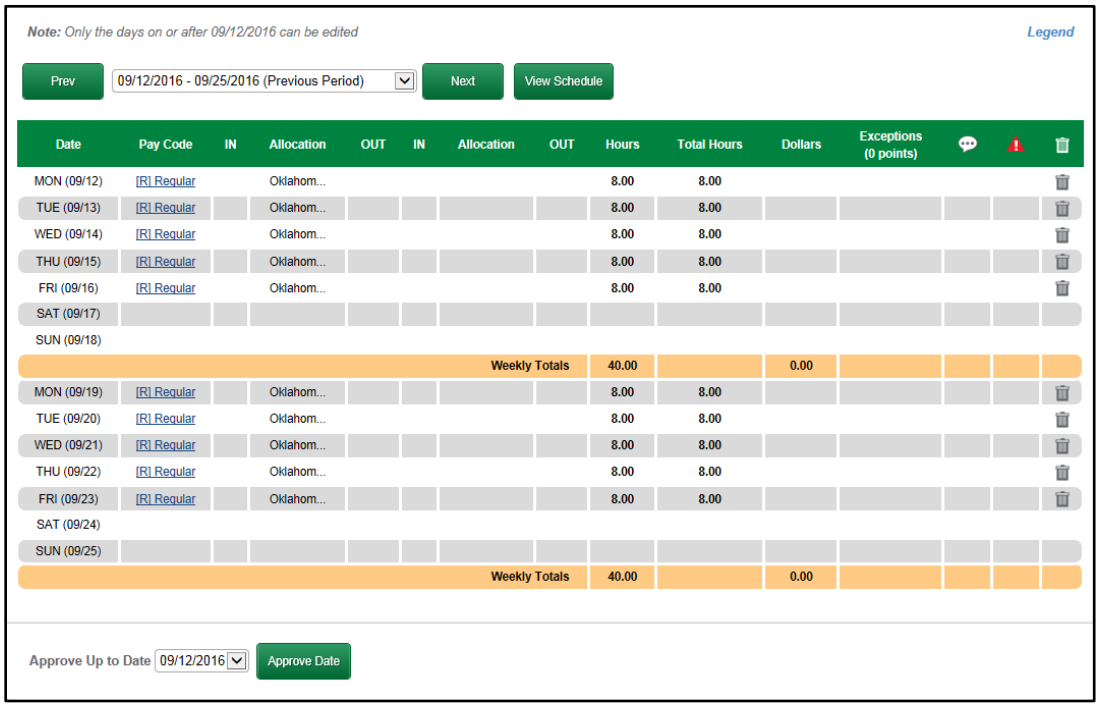
Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
MON (09/12)		08:00 AM	Oklahom...	??					0.00					
TUE (09/13)		08:00 AM	Oklahom...	??					0.00					
WED (09/14)		08:00 AM	Oklahom...	??					0.00					
THU (09/15)		08:00 AM	Oklahom...	??					0.00					
FRI (09/16)		08:00 AM	Oklahom...	??					0.00					
SAT (09/17)														
SUN (09/18)														
						Weekly Totals		0.00		0.00				
MON (09/19)		08:00 AM	Oklahom...	??					0.00					
TUE (09/20)		08:00 AM	Oklahom...	??					0.00					
WED (09/21)		08:00 AM	Oklahom...	??					0.00					
THU (09/22)		08:00 AM	Oklahom...	??					0.00					
FRI (09/23)		08:00 AM	Oklahom...	??					0.00					
SAT (09/24)														
SUN (09/25)														
						Weekly Totals		0.00		0.00				

Adding Hours to a Web Time Sheet

Next, let's discuss how to add hours to a time sheet. As with punches, you can add hours individually or by batch. After entering the pay period dates in the "Day(s)" fields, select the appropriate Pay Code from the drop-down menu. Then, enter the amount of hours you worked into the New Hours field. When finished, select "Add Hours."



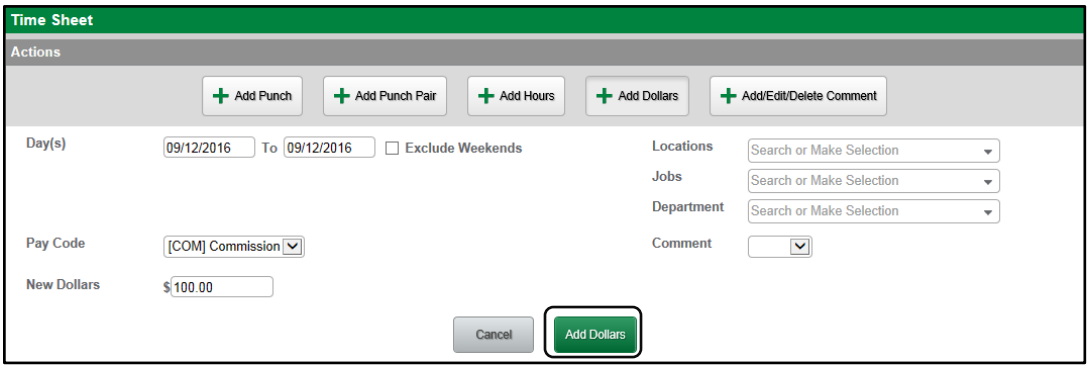
Afterward, the hours will then display on the time sheet.



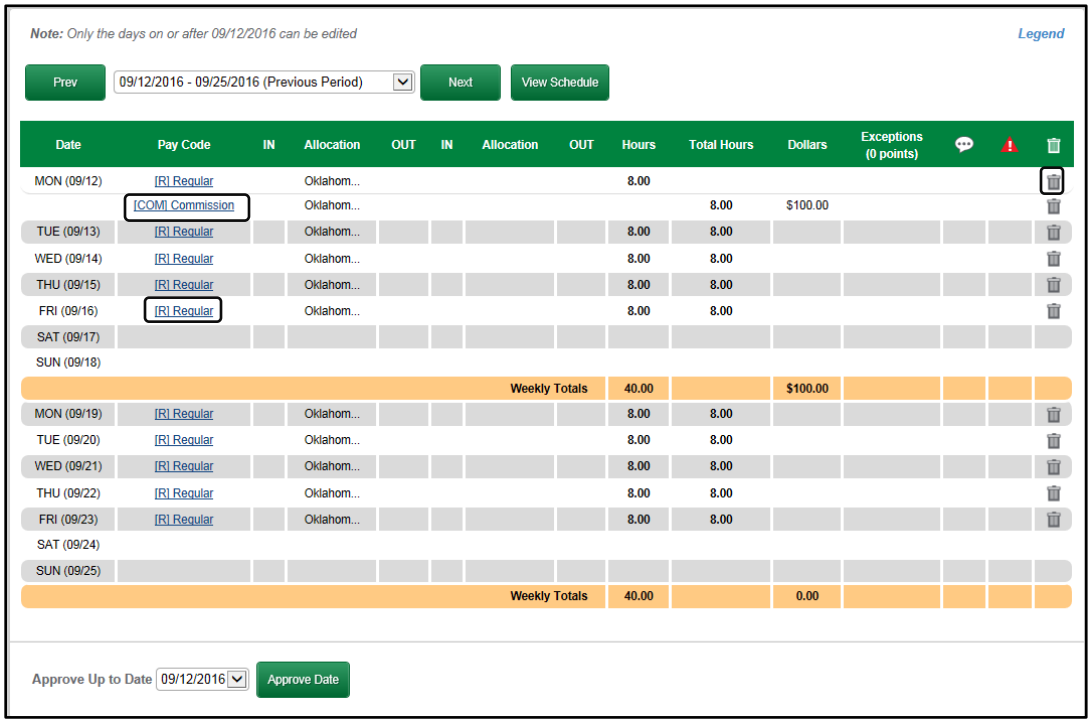
Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)
MON (09/12)	[R] Regular		Oklahom...					8.00	8.00		
TUE (09/13)	[R] Regular		Oklahom...					8.00	8.00		
WED (09/14)	[R] Regular		Oklahom...					8.00	8.00		
THU (09/15)	[R] Regular		Oklahom...					8.00	8.00		
FRI (09/16)	[R] Regular		Oklahom...					8.00	8.00		
SAT (09/17)											
SUN (09/18)											
							Weekly Totals	40.00		0.00	
MON (09/19)	[R] Regular		Oklahom...					8.00	8.00		
TUE (09/20)	[R] Regular		Oklahom...					8.00	8.00		
WED (09/21)	[R] Regular		Oklahom...					8.00	8.00		
THU (09/22)	[R] Regular		Oklahom...					8.00	8.00		
FRI (09/23)	[R] Regular		Oklahom...					8.00	8.00		
SAT (09/24)											
SUN (09/25)											
							Weekly Totals	40.00		0.00	

Adding Dollars to a Web Time Sheet

You may have the ability to add dollars to your time sheet. This is useful, for example, if you track your own bonuses, commissions or tips. To do so, enter the day, or days, in the first field(s). Then, select the Pay Code from the drop-down menu and enter the amount in the New Dollars text field. When ready, select "Add Dollars."



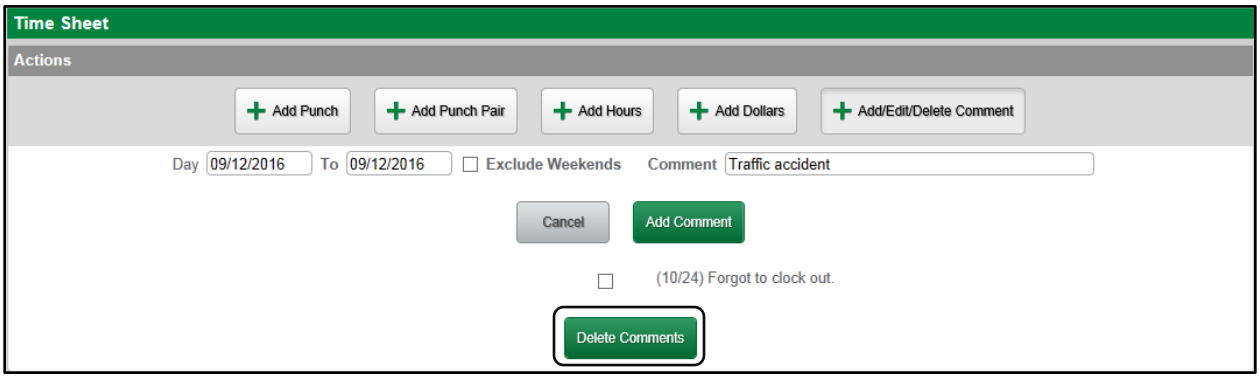
The amount will then display on the time sheet. As with any of the other methods, you can or delete the time, if needed, by selecting either the blue, clickable link or the trash can.



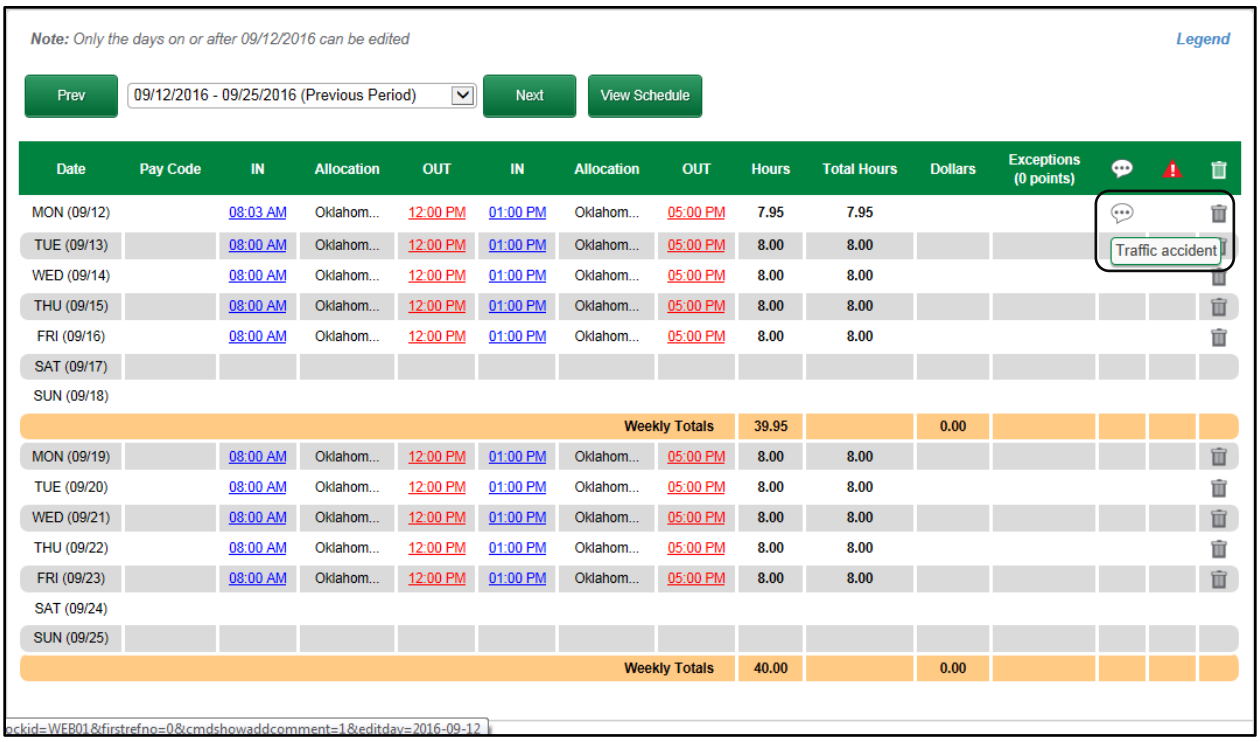
Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)
MON (09/12)	[R] Regular		Oklahom...					8.00			
	[COM] Commission		Oklahom...						8.00	$100.00	
TUE (09/13)	[R] Regular		Oklahom...					8.00	8.00		
WED (09/14)	[R] Regular		Oklahom...					8.00	8.00		
THU (09/15)	[R] Regular		Oklahom...					8.00	8.00		
FRI (09/16)	[R] Regular		Oklahom...					8.00	8.00		
SAT (09/17)											
SUN (09/18)											
							Weekly Totals	40.00		$100.00	
MON (09/19)	[R] Regular		Oklahom...					8.00	8.00		
TUE (09/20)	[R] Regular		Oklahom...					8.00	8.00		
WED (09/21)	[R] Regular		Oklahom...					8.00	8.00		
THU (09/22)	[R] Regular		Oklahom...					8.00	8.00		
FRI (09/23)	[R] Regular		Oklahom...					8.00	8.00		
SAT (09/24)											
SUN (09/25)											
							Weekly Totals	40.00		0.00	

Adding, Editing or Deleting Comments

Finally, if given access, you can add comments to your time sheet. This is useful, for example, if you were late to work on a specific day. Enter the day(s) in the Day and To fields, select "Exclude Weekends," if applicable, then enter your note in the Comment field. When finished, select "Add Comment."

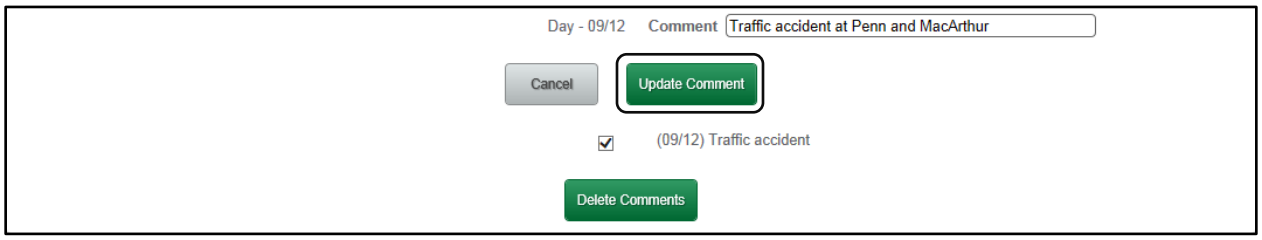


To view the comment, hover over the ellipsis icon.



Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)
MON (09/12)		08:03 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	7.95	7.95		
TUE (09/13)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
WED (09/14)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
THU (09/15)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
FRI (09/16)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
SAT (09/17)											
SUN (09/18)											
							Weekly Totals	39.95		0.00	
MON (09/19)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
TUE (09/20)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
WED (09/21)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
THU (09/22)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
FRI (09/23)		08:00 AM	Oklahom...	12:00 PM	01:00 PM	Oklahom...	05:00 PM	8.00	8.00		
SAT (09/24)											
SUN (09/25)											
							Weekly Totals	40.00		0.00	

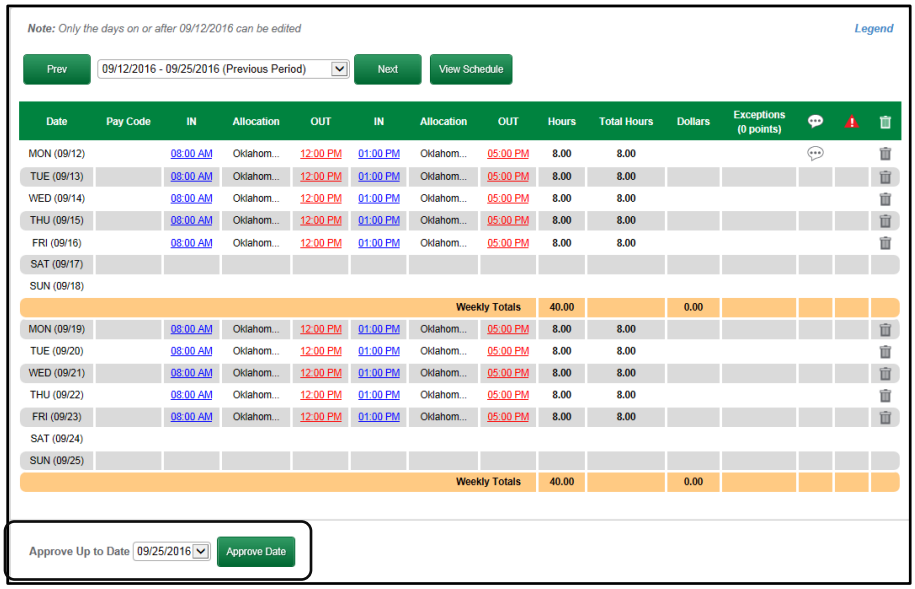
Sometimes more or less detail is required. If you need to edit the comment, select "Add/Edit/Delete Comment" and enter the updates in the Comment field. Then, check the desired comment's box and select "Update Comment."



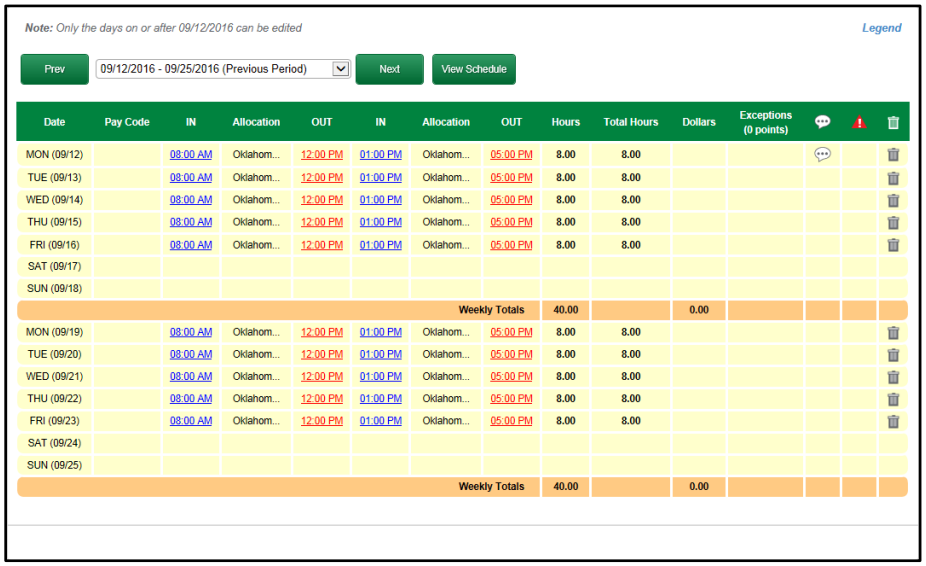
To remove the comment entirely, check the applicable Comment box and select "Delete Comments."

Approving your Time Sheet

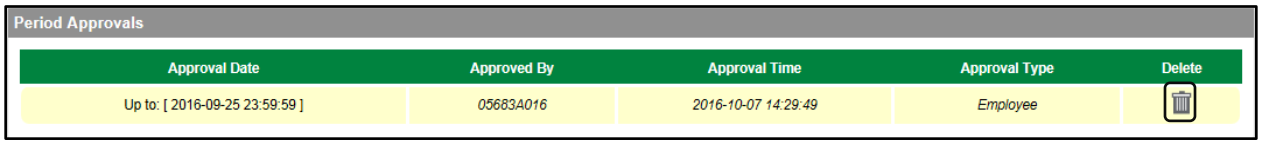
Once a pay period ends, you can approve your time sheet. First, select the correct pay period. If applicable, choose the "Approve Up to Date" from the drop-down menu, which will default to the most recent day, and click "Approve Date."



Your time sheet will then display in yellow, signifying your approval. After your supervisor has approved your time sheet, it will display in blue.



Lastly, if you need to remove your approval, you can do so in the Period Approvals section. Simply select the trash can icon in the Delete column.



In Conclusion

This concludes our training guide for *My Time and Attendance: Web Time Sheet*. Now you know how to add punches, hours and dollars to your time sheet, as well as how to approve it. If you have any additional questions, check out the Help Menu or contact your Human Resources or Payroll departments. Stay tuned for more Paycom University courses!