

SHOW ME HOW

to Clock In/Out via Kiosk
Time and Attendance



STEP 1

Enter your identification number (Social Security number, badge number, etc.). Then, click "Login."

Kiosk
Badge Number
00000000
 Show Badge Number
1 2 3
4 5 6
7 8 9
Clear 0 Login
paycom®



STEP 2

To clock in, click "In (Day)."
To clock out, click "Out (Day)."

JANE ADAMS
jane_adams@paycom.com
(878) 655-5423
Current Status: OUT DAY
View Recent Punches
Time Clock
✓ Out Day punch was successful
3:52:41 PM
Show All Clock Buttons
In (Day)
Department Department
Locations Locations
Jobs Jobs



STEP 3

You will see a confirmation message regarding your recent punch. When you are finished, click "Log Out."

JANE ADAMS
jane_adams@paycom.com
(878) 655-5423
Current Status: IN DAY
View Recent Punches
Time Clock
✓ In Day punch was successful
3:53:05 PM
Show All Clock Buttons
Log Out
Out (Day)
Department Department
Locations Locations
Jobs Jobs



HELPFUL TIPS

- Not sure whether you are clocked in or out? Your current status appears directly under your name.
- To see your history of recent clock-in/out activity, click "View Recent Punches." From there, click "Edit" to request a change.

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

