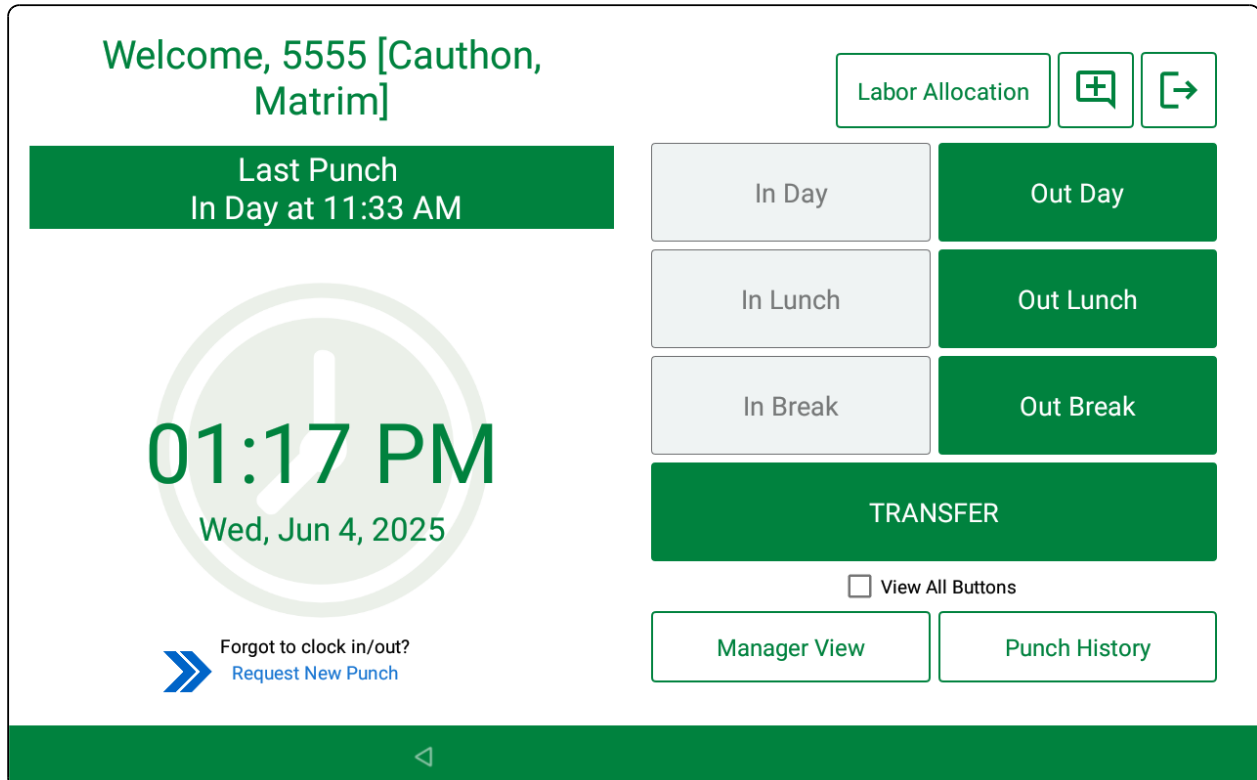


Submitting a Punch Change Request

Employees who log punches using an Android Time Clock may submit punch requests from the clock's home screen in addition to Employee Self-Service.

To enable punch change request on the Android Time Clock, contact your dedicated Paycom specialist. To use this feature, the Android Time Clock must have the most recent app version.

To submit a punch change request, employees should tap, "Request New Punch" on the Android Time Clock home screen.



The screenshot shows the Android Time Clock home screen. At the top, it says "Welcome, 5555 [Cauthon, Matrim]". Below this, there's a green bar with "Last Punch In Day at 11:33 AM". In the center, a large clock face displays "01:17 PM" and "Wed, Jun 4, 2025". To the right of the clock, there are buttons for "In Day", "In Lunch", and "In Break" (all in light green), and "Out Day", "Out Lunch", and "Out Break" (all in dark green). Above these buttons is a "Labor Allocation" button and two icons: a plus sign in a square and a square with an arrow. Below the clock, there's a "TRANSFER" button. At the bottom left, there's a blue arrow icon and the text "Forgot to clock in/out? Request New Punch". At the bottom right, there are "Manager View" and "Punch History" buttons. A "View All Buttons" checkbox is located above the "Manager View" button. The bottom of the screen has a dark green bar with a back arrow icon.

Then, employees enter the punch change request details and tap "Create Request."

Welcome, 5555 [Cauthon, Matrim]

Last Punch
In Day at 11:33 AM

01:17 PM
Wed, Jun 4, 2025

Forgot to clock in/out?
Request New Punch

← Punch Change Request

Punch Type * >

Punch Date & Time *

Reason for Punch Change Request >

Additional Comments >

Department

Cancel Create Request

Employees' completed punch change requests flow to the Punch Change Request Dashboard just like punch change requests made from Employee Self-Service.

Punch change history can be accessed by tapping "Punch History" on the Android Time Clock home screen.

Welcome, 5555 [Cauthon, Matrim]

Last Punch
In Day at 11:33 AM

01:17 PM
Wed, Jun 4, 2025

Forgot to clock in/out?
[Request New Punch](#)

Labor Allocation

In Day	Out Day
In Lunch	Out Lunch
In Break	Out Break
TRANSFER	

☐ View All Buttons

Manager View Punch History

Employees may also be notified of missing or duplicate punches on the Android Time Clock home screen. By tapping “Fix Now,” employees will be prompted to submit a punch change request to correct the error.

This feature is only available to those who process payroll with Beti. To learn more about this feature, contact your dedicated Paycom specialist.

Welcome,
5555 [Cauthon, Matrim]

Last Punch
In Lunch at 01:21 PM

01:22 PM

Wed, Jun 4, 2025

Forgot to clock in/out?
Request New Punch

You have multiple missing punches

FIX NOW

In Day (F1)

In Lunch (F3)

In Break (F6)

TRANSFER (F7)

☐ View All Buttons

Manager View


Out Day (F4)

Out Lunch (F2)

Out Break (F5)

Punch History

Paycom regularly updates and improves functionality to meet client needs and expectations, which may result in differences between the content of these materials and actual system functionality. The information in this guide does not constitute legal or professional advice.



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