

PAYCOM Q&A-8/14/2025

1. PTO Requests

- a. PTO accruals will be in to Paycom by the end of the day and staff will be able to submit new PTO requests. Previously submitted and approved time in Criterion will be transferred over. This may take some time, so please be patient.

2. Punch Change Requests

- a. Punch Change Requests being submitted and approved by supervisor but not showing up on timesheet or being deleted from timecard? Please make sure that you are making changes to the current punch instead of adding a new punch to the timecard. This adds a second time to the timecard. You can also delete punches by clicking on and making changes to the punch that is already on the timecard.

3. IWant feature

- a. This new feature is an AI driven update that Paycom rolled out this week that can be found at the top of your Employee Self-Service menu. This feature allows you to type questions about items that you may be looking for or questions that you may have. Check it out!

4. Submitting Manual Mileage

- a. How do I submit a manual mileage request if I am not able to use the mileage tracker? You can do this by going to Expenses-> Expenses-> Add New Expense-> Add New Expense-> 2025 Mileage- then fill out all required information.

5. Expense Reimbursement

- a. Mileage reimbursement will be made with each pay instead of monthly if submitted as you are completing the trips.

6. Adding a mileage tracker trip

- a. You must create a new expense and add a mileage tracker trip to the expense. The mileage tracker trip **will not** automatically be submitted as an expense.

7. Expense Management

- a. Please see the attached Show Me How Guides on how to submit mileage and other expenses.

8. Approving my Timecard

- a. You will still need to review your own timecard before your supervisor can approve your timecard. You can approve each day on your timecard and this will make the end of the pay period much easier for you and your supervisor.

9. Uploading Schedules

- a. If you are a manager, please review the scheduling recording from the previous training. All schedules by managers need to be input by 8/31/2025. Please also see the attached Scheduling Guide.