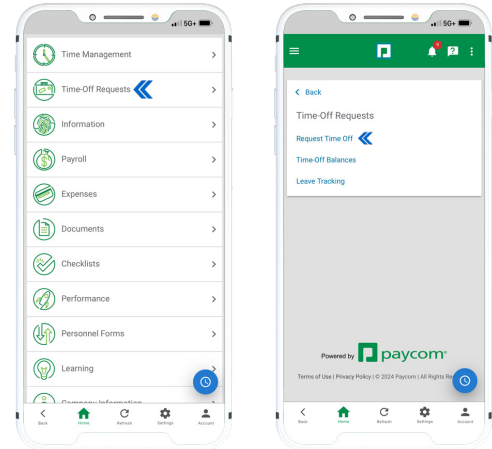# Show Me How
to Request Time Off

TIME-OFF REQUESTS

STEP 1

Log in to the Paycom app and navigate to Time-Off Requests > Request Time Off.


STEP 2

Tap "Add Request" to enter the details of your request. Ensure you select the correct request type (vacation, sick, etc.). After all details are entered, tap "Submit Request."

When submitting a time-off request, a warning banner appears if one or more of the requested days is unlikely to be approved with GONE®.

If your employer requires documentation for your time-off request, tap "Upload a File."
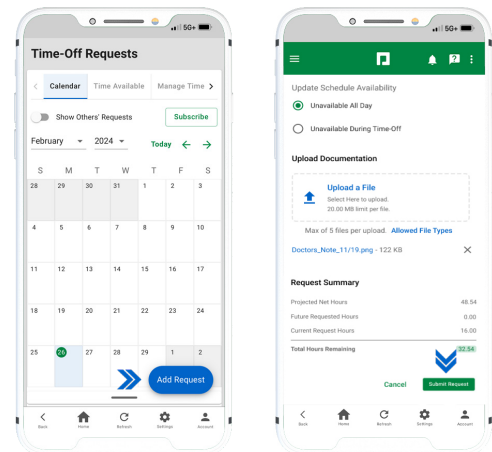
HELPFUL TIPS

Review accrued paid time off by navigating to Time-Off Requests > Time-Off Balances.

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

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