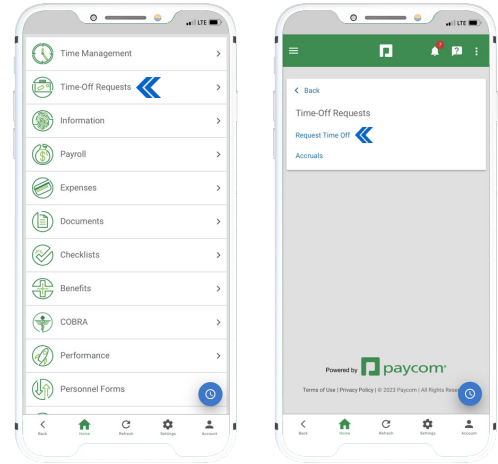# Show Me How
to Request Time Off
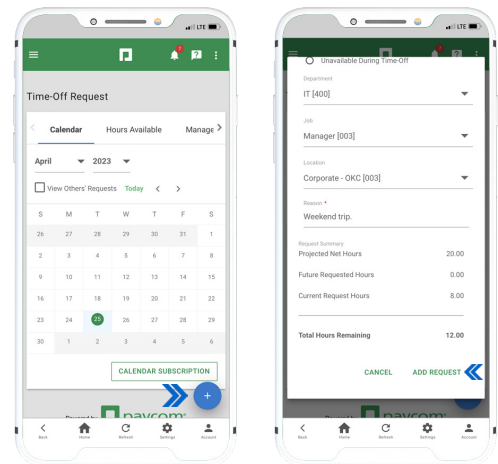
TIME-OFF REQUESTS

STEP 1

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

STEP 2

Tap "+" to enter the details of your request. Ensure you select the correct request type (vacation, sick, etc.).

After all details are entered, click "Add Request."

HELPFUL TIPS

Review accrued paid time off by navigating to Time-Off Requests > Request Time Off > Hours Available.

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