## As a student worker, we ask that you assist us with the following so that you are paid correctly:

- 1. Log into Paycom using the link provided on the Student Portal.
- 2. Approve your hours each week (can be done daily if you prefer). This is done on under "Time Management", then choosing "Web Time Sheet Read Only."
  - Clicking "Approve Timecard" will approve ALL of the dates on the current screen. Only do this if you are done working for all weeks showing on the screen.
  - Clicking the small triangle to the right of Approve Timecard will allow you to "Approve Specific Days."
- 3. Enter punch change requests if there is a clocking in/out error.
  - This is also done on under "Time Management", then choosing "Web Time Sheet Read Only."
  - Look for the Plus Sign in the bottom right corner, then choose "Request New Punch."

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Click on Portal > Student



Scroll down until you find the Student Employment section and click on "Paycom Web Time Clock".



Under Time Management, click on Web Time Clock.

Time Management	Time-Off Requests	Information	Payroll	C
Web Time Clock				
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For more information, you can access these resources:

- Show Me How to Punch Show Me How To Clock In With Web Time Clock (paycom.com)
- Show Me how to Submit a Punch Change Request <u>Show Me How to Submit a Punch Change</u> <u>Request (paycom.com)</u>

Click on Company Information to view the Help Center for additional resources:

Time Management Time-Off Requests Information F	Payroll Expenses	Documents	Checklists	Benefits	Personnel Action Forms	Learning	Company information
Help Center							
Company Information		M	y Payroll				
Adk Here		Payroll					
Download the App		Review My Check Details with Beti					
Show Me How, to Submit an Ask Here Conversation			Show Me How: to Approve My Check (Desktop)				
Show Me How to Submit an FFCRA Leave Request in Ask Here			Show Me How: to Approve My Check (Mobile)				
Show Me How: to Download the IDS App (Video)		Show Me How: to Approve My Check (Video)					
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