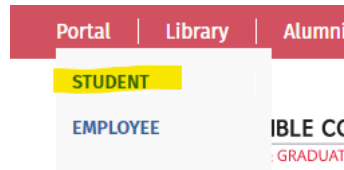


**As a student worker, we ask that you assist us with the following so that you are paid correctly:**

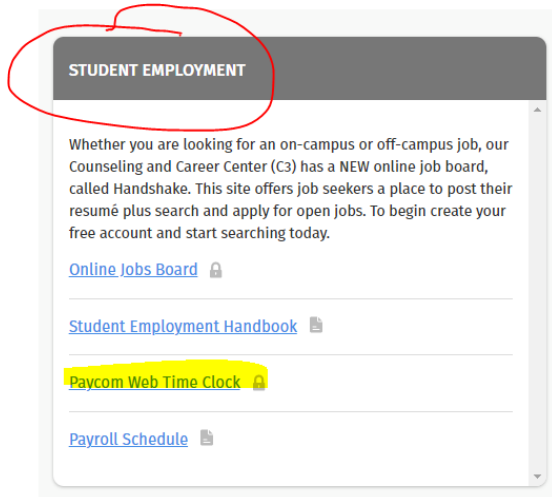
1. Log into Paycom using the link provided on the Student Portal.
2. **Approve your hours** each week (can be done daily if you prefer). This is done on under “Time Management”, then choosing “Web Time Sheet Read Only.”
  - Clicking “Approve Timecard” will approve ALL of the dates on the current screen. 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.”

[www.lbc.edu](http://www.lbc.edu)

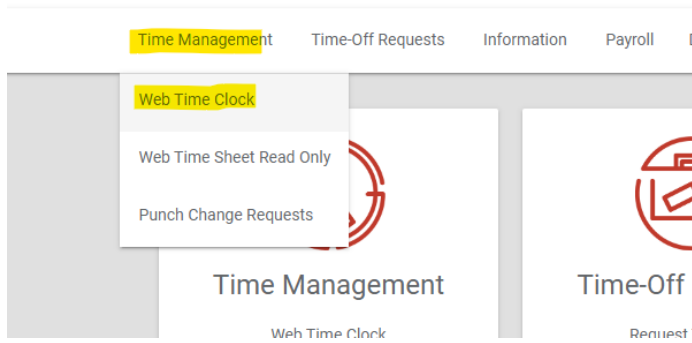
Click on Portal > Student



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



Under **Time Management**, click on **Web Time Clock**.



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** – [Show Me How to Submit a Punch Change Request \(paycom.com\)](#)

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

