

TIME-OFF REQUESTS



PAYCOM UNIVERSITY



Oct. 21, 2022

Employee Access

Employee Access

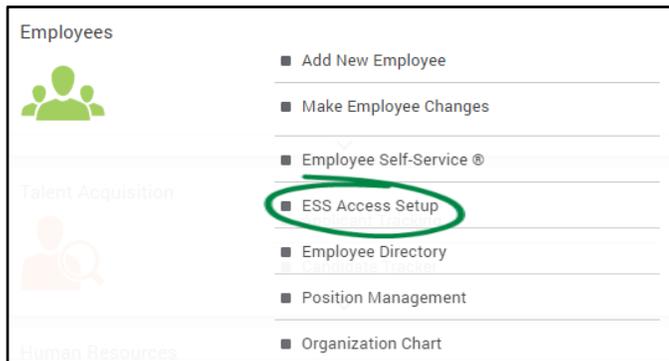
Submitting Time-Off Requests in Employee Self-Service®

Calendar Sync



Employee Access

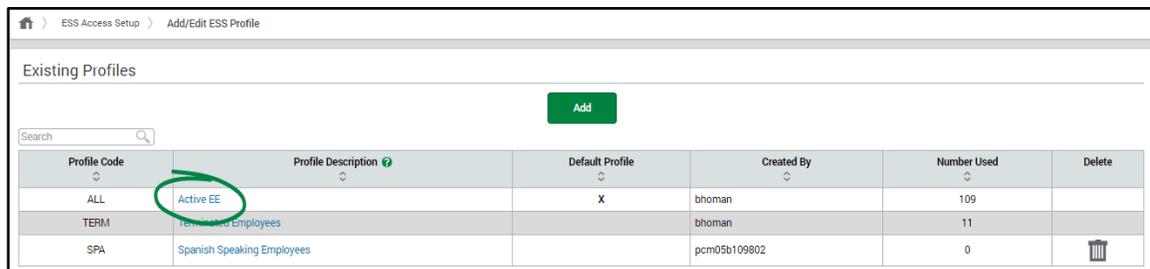
To give employees the ability to submit their time-off requests, navigate to the Employees tile on the main menu and click “ESS Access Setup.”



Then, click “Add/Edit ESS Profile.”



From the Add/Edit ESS Profile screen, click the appropriate profile to edit.





Under the Time-Off Requests section, enable the permissions you wish your employees to have. We'll explain what each permission controls so you can ensure your employees have the proper level of access to each Time-Off Request feature.

- **Time-Off Requests:** Allows users to submit time-off requests.
- **Enable Time-off Request/Schedule Confirmation:** If enabled, when the employee requests time-off, this will give them an option to post their shift to board. If they are posting a shift to the board, it will also prompt them to request time-off.
- **Enable Time-Off Request Threshold:** Set a limit of how many days, weeks, months or years in advance an employee can request time-off.
- **Enable Global Time-Off Calendar:** If enabled, this will display approved time-off requests from other employees on the Time-Off Request Calendar per the visibility settings. This is useful for allowing employees to check staffing levels prior to submitting a time-off request. To change the visibility settings, click the gear icon next to the permission.
- **Calendar Sync:** Allows employees to subscribe to the Time-Off Calendar in Employee Self-Service® (desktop and mobile) and sync their approved time-off requests to their personal calendar.

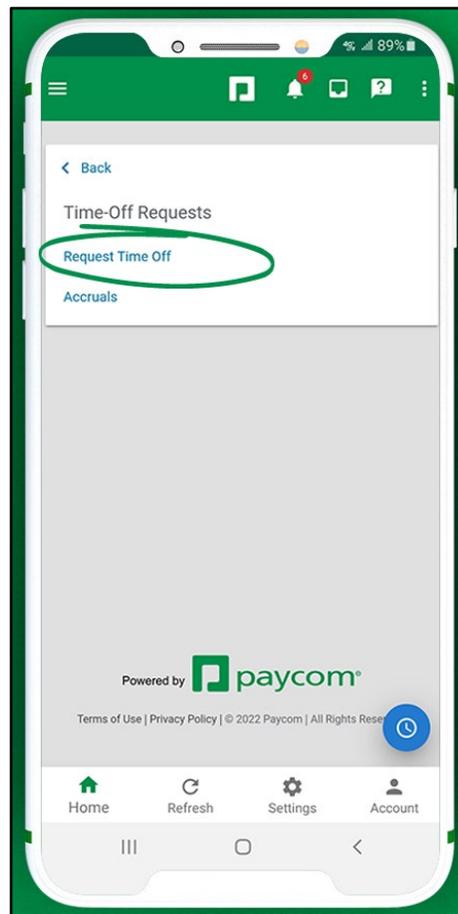
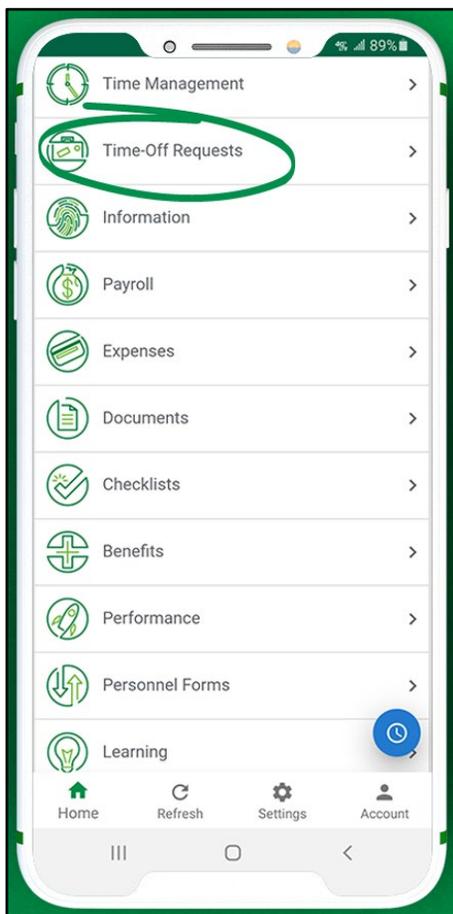


Submitting Time-Off Requests in Employee Self-Service®

With Paycom, employees can view accrual balances and request time off anytime, anywhere. As a best practice, employees should submit time off through Employee Self-Service® so managers can approve or deny requests on the Time-Off Calendar.

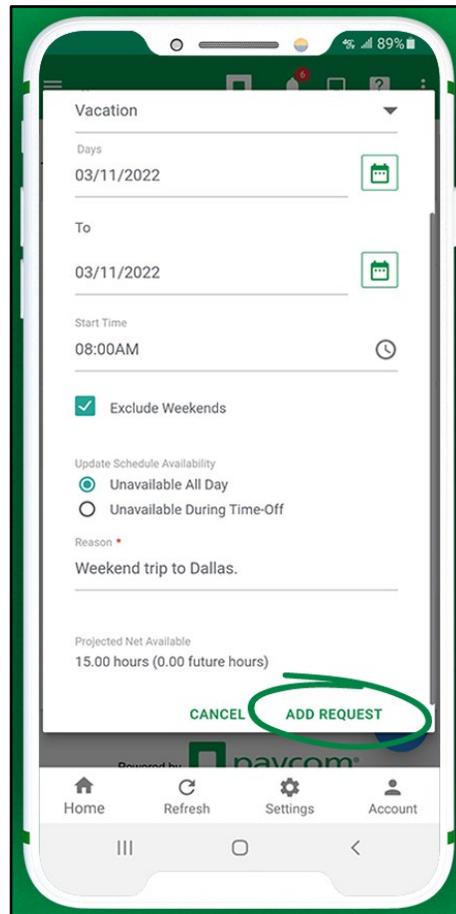
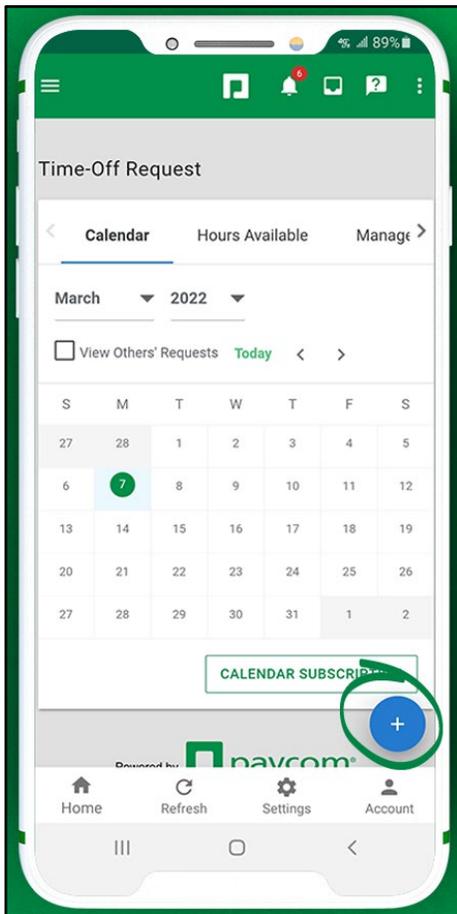
To submit a time-off request on mobile, employees log in to the Paycom app and tap “Time-Off Requests.”

Then, employees tap “Request Time-Off.”





Employees tap the blue “+” icon and enter the request details, including the accrual type and date and start time. When finished, employees tap “Add Request.”

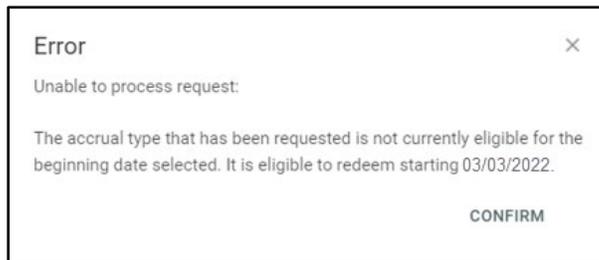




If new hires have accrual hours, and the request falls after the redeem start date, they can plan ahead and submit time-off requests on their day of hire.

For example, if a new hire's start date is Feb. 1 and they have a 30-day waiting period for vacation accruals, the new hire can submit a time-off request in Employee Self-Service® (desktop or mobile) for March 4 on or after their first day of work.

If the same new hire submits a time-off request for Feb. 18, Paycom will not process the request because the accrual type isn't eligible for use. The redeem start date displays in a pop-up window so the new hire knows when they can begin using the accrual.

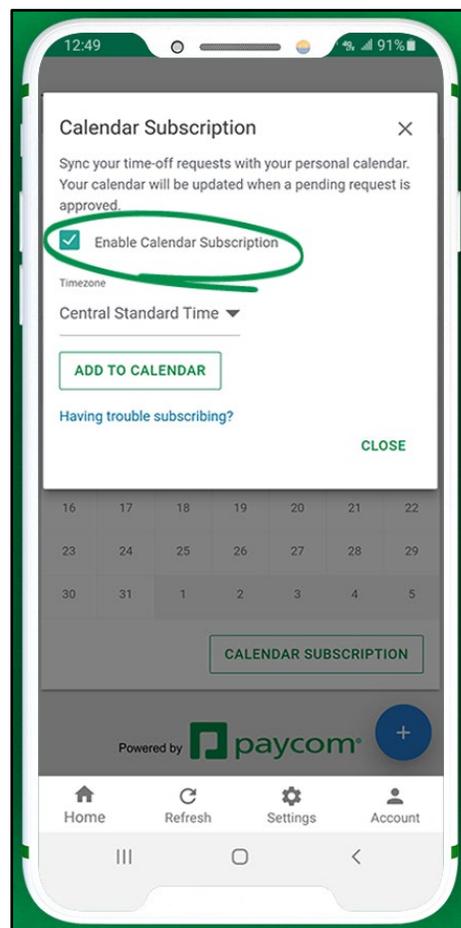
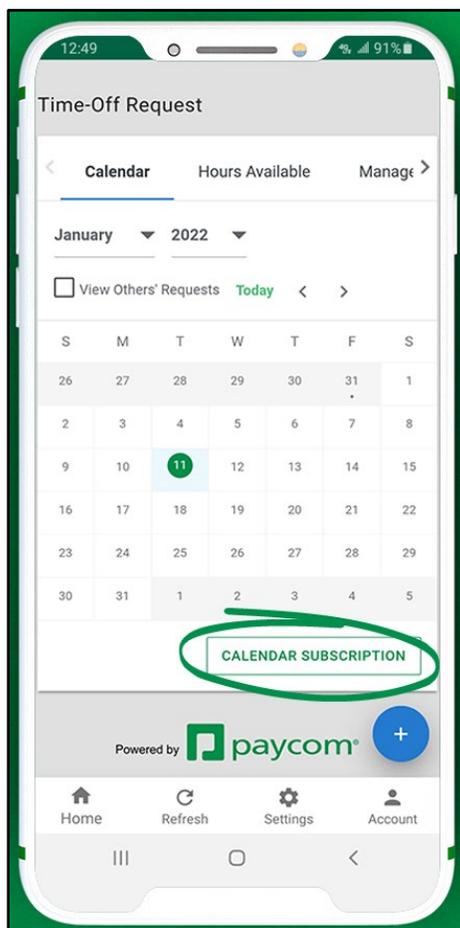




Calendar Sync

Managing personal and work calendars has never been easier with Calendar Sync. To subscribe through the Paycom app, employees navigate to Time Off Requests > Request Time Off and tap “Calendar Subscription.”

Next, employees review the information in the pop-up window and check the box for “Enable Calendar Subscription.” If necessary, employees can use the Timezone drop-down menu to select the appropriate time zone. When finished, employees tap “Add to Calendar” to launch and sync their mobile calendar application to the Time-Off Calendar.





If the mobile calendar application does not automatically launch, employees can tap “Have trouble subscribing?” and copy and paste the provided link into their calendar’s subscription settings.

Default Android calendars do not use calendar subscriptions. Instead, employees must manually add the subscription link to a third-party calendar app that supports subscriptions, such as Google Calendar. To learn more, employees can review this [Google Help](#) article.

Upon subscribing, approved time-off requests will sync to employees’ personal calendars and automatically update when a pending time-off request is approved. Information that will sync to personal calendars include:

- Accrual type
- Start time
- Number of hours

Pending, denied or removed time-off requests, holidays and blackout days will not flow to personal calendars.

Calendar subscription is valid for two years. Employees will receive a renewal reminder in Employee Self-Service® 30 days before the subscription expires.

