

# Paycom - Time Sheet Punch Change Request

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## Paycom Website (Online Portal)

If you have missed a punch or clocked in at the wrong time you can request time punch changes from your supervisor directly through Paycom.

Under Time Management, select your Time Sheet and then select the punch that needs to be changed or click **Request New Punch** at the top of the page.

Make the changes to the punch and add the reason at the bottom and then simply click **Add Request**.

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