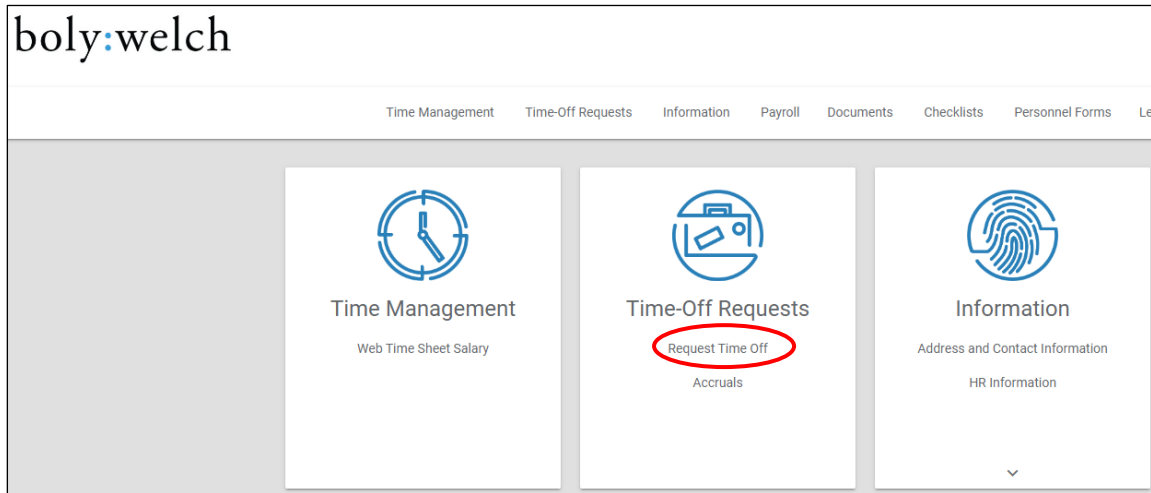
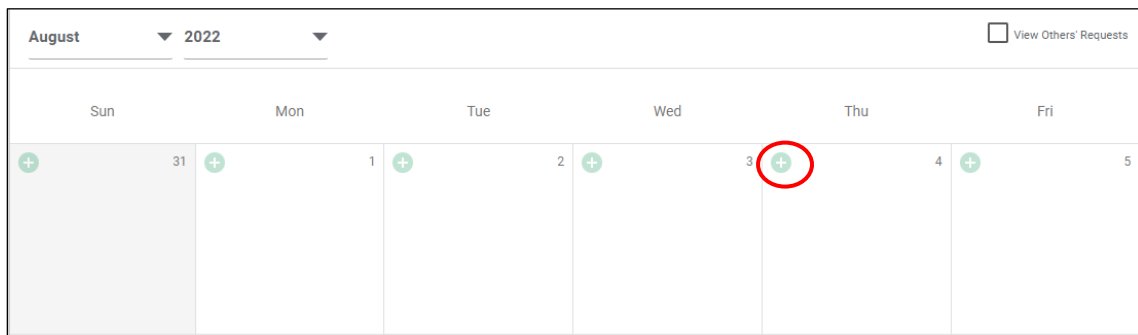


# How to Request Time off in Paycom (Desktop)

1. Click Request Time Off



2. Click green plus icon on whatever date you are requesting off



3. Select accrual type, date(s) requesting, and reason → Click Add Request

The screenshot shows the 'Add Time-Off Request' form. It includes the following fields and options:

- Hours per day: 8.00
- Type: Choose an accrual type (dropdown menu)
- Days: 08/04/2022 (calendar icon) To 08/04/2022 (calendar icon)
- Start Time: 08:00AM (clock icon)
- Exclude Weekends:
- Reason: Enter a reason for your request (text input field)
- Buttons: CANCEL and ADD REQUEST (circled in red)