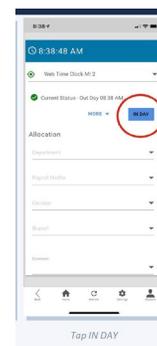
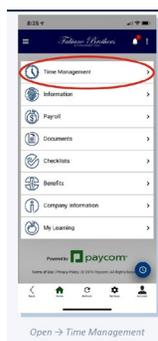


Your mobile device is your time clock. Use the Paycom app to record the start of your day, each account visit, travel time between stops, and the end of your workday.

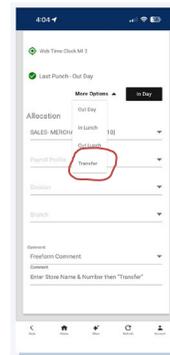
**1. Start of Day** (Complete from home before leaving)

- Open the Paycom app.
- Tap Time Management.
- Select Web Time Clock MI 2.
- Tap IN DAY to begin your workday.



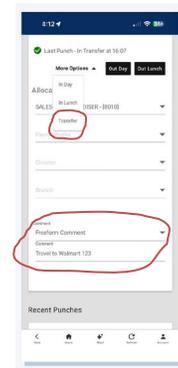
**2. Arriving at an Account** (Complete at each store)

- From the time clock screen, go to the Allocation section. Select
- Department: Sales – Merchandiser.
- Under Comment, choose Freeform Comment, enter store name/number.
- Tap More Options --Transfer.



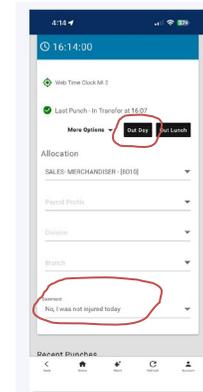
**3. Leaving an Account** (Complete each time you leave a store)

- Go to the Allocation section.
- Select Department: Sales – Merchandiser.
- Under Comment, enter your destination (example: Travel to Walmart – Alpena).
- Tap More Options -- Transfer.
- Repeat at every stop to track account and travel time separately.



**4. End of Day** (Complete at your final account)

- Go to the Allocation section.
- Select Department: Sales – Merchandiser.
- Confirm injury question (No, I was not injured today — or report if applicable).
- Tap OUT DAY to end your workday.
- Important: Do NOT tap OUT DAY from home.



**Need Help?** Use the 'Ask Here' (?) feature in the Paycom app or email [hr4u@fabianobrothers.com](mailto:hr4u@fabianobrothers.com).

Quick reminder 😊 Don't forget to complete your monthly Safety & Wellness program and earn your HIP dollars! Let's stay safe and stay on track! <https://humanresources.fabianobrothers.com/hc/en-us/sections/32508145899035--Monthly-Safety-Wellness-Programs>