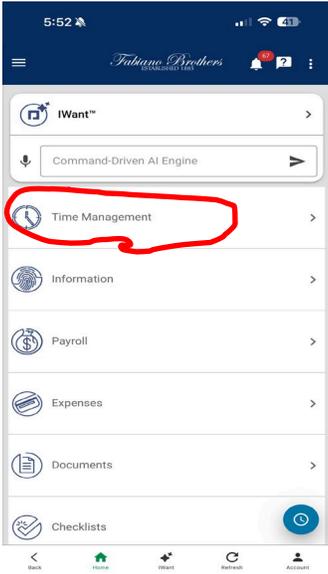


All employees use their personal mobile device or a company-issued device to clock in and out each day through the Paycom app. Your mobile device is your time clock. Employees must clock in at the warehouse they are working in at the start of their shift and clock out from within the warehouse when their shift is over. **Each employee is responsible for ensuring their punches are accurate and may review their time daily or at any time in Paycom.**

**START & END OF DAY: STEP 1**

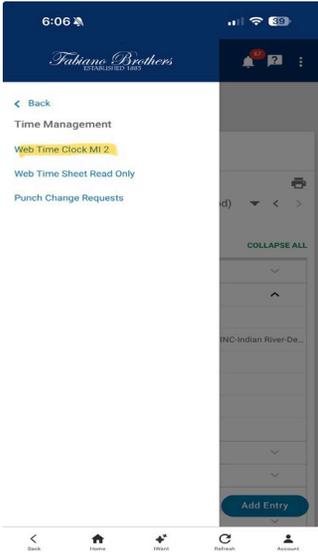
Open Time Management



From the Home screen, tap Time Management.

**START & END OF DAY: STEP 2**

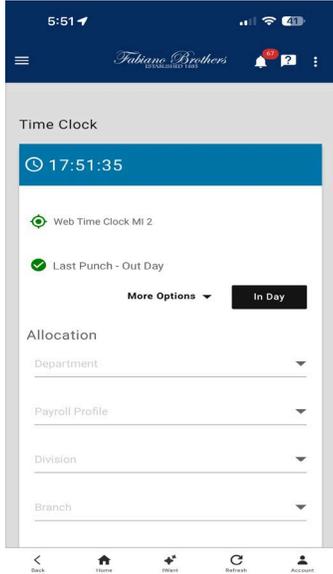
Select Web Time Clock MI 2



In the Time Management menu, tap Web Time Clock MI 2

**START OF DAY: STEP 3**

Complete Allocation & Punch In



Select your Department & Branch, then tap In Day.

**NOTES AND TROUBLESHOOTING**

**Before closing the app,** verify that all punches have been accepted. Do not close Paycom until all entries are confirmed.

The Paycom app requires Location Services to be enabled on your mobile device in order to record your time punches accurately. If you receive an error or are unable to clock in or out, please verify that Location Services are turned on by following these steps (if using iPhone): Go to **Settings > Privacy & Security > Location Services**, locate **Paycom**, and ensure it is set to **"While Using the App"** or **"Always."**

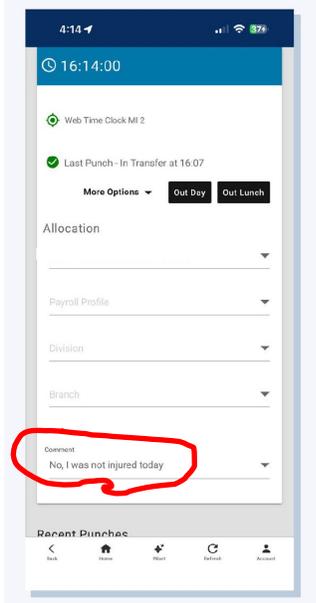
If a punch is missed, a punch request can be submitted. However, punch requests are not a substitute for properly clocking in and out during your shift. See the back of this sheet for instructions.

You may be required to connect to the warehouse Wi-Fi in order to clock in and out. If prompted, connect to the Wi-Fi and complete the electronic authorization that appears on your screen before proceeding.

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

**END OF DAY: STEP 3**

Add Injury Comment & press OUT DAY

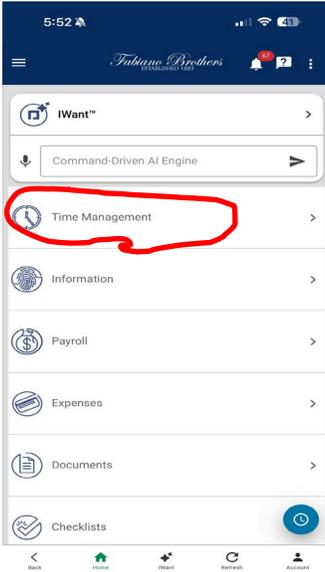


If injured, contact your supervisor & HR immediately.

Employees are responsible for ensuring their punches are accurate and may review their time daily or at any time in Paycom. Punch requests are for corrections only and are not a substitute for clocking in/out properly. **All missed punches must be requested in the same week they occur. Failure to do so may result in delayed or missed payment for those hours.**

**STEP 1**

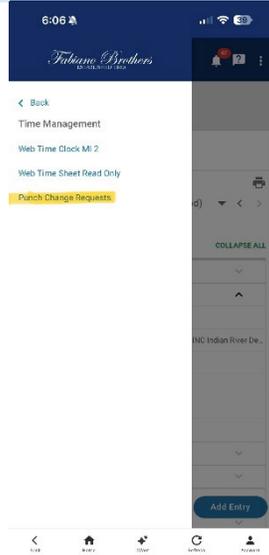
Open Time Management



From the Home screen, tap Time Management.

**STEP 2**

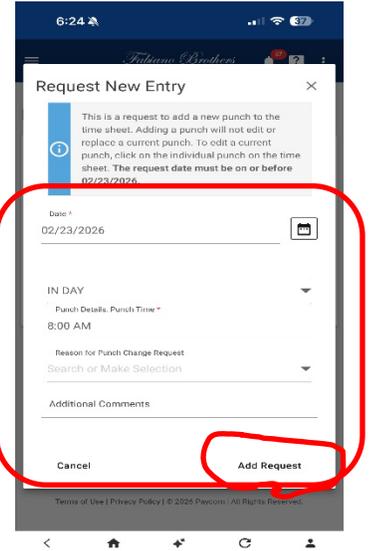
Select Punch Change Request



In the Punch Change Request screen, tap New Entry

**STEP 3**

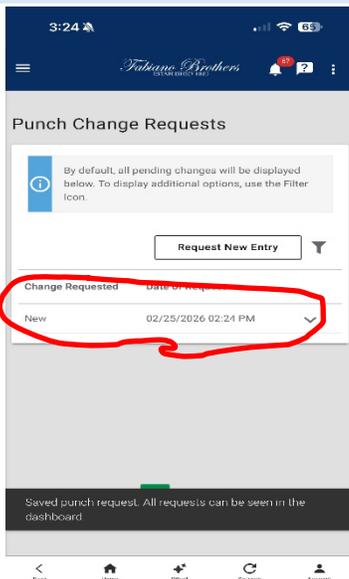
Enter Missed Punch & Add Request



Enter date, time, and reason for missed punch -select Add Request.

**VERIFICATION**

Make sure it saved!



If submitted, you will see it listed as New.

**NOTES AND TROUBLESHOOTING**

**Before closing the app,** verify that all punches have been accepted. Do not close Paycom until all entries are confirmed.

The Paycom app requires Location Services to be enabled on your mobile device to record your time punches accurately. If you receive an error or are unable to clock in or out, please verify that Location Services are turned on by following these steps (if using iPhone): Go to **Settings > Privacy & Security > Location Services**, locate **Paycom**, and ensure it is set to **"While Using the App"** or **"Always."**

Review your punches at the end of each workweek — or more often if you prefer — to ensure they are accurate. Employees may only make punch changes during the current workweek.

You may be required to connect to the warehouse Wi-Fi to clock in and out. If prompted, connect to the Wi-Fi and complete the electronic authorization that appears on your screen before proceeding.

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