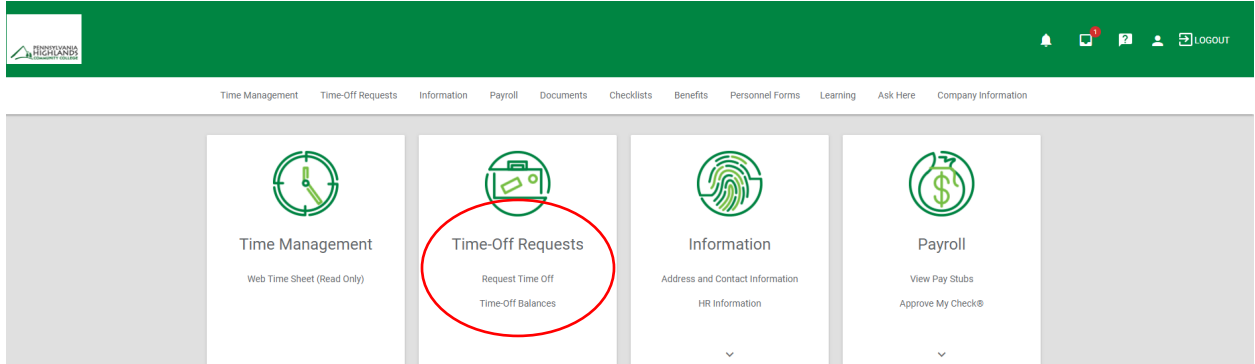
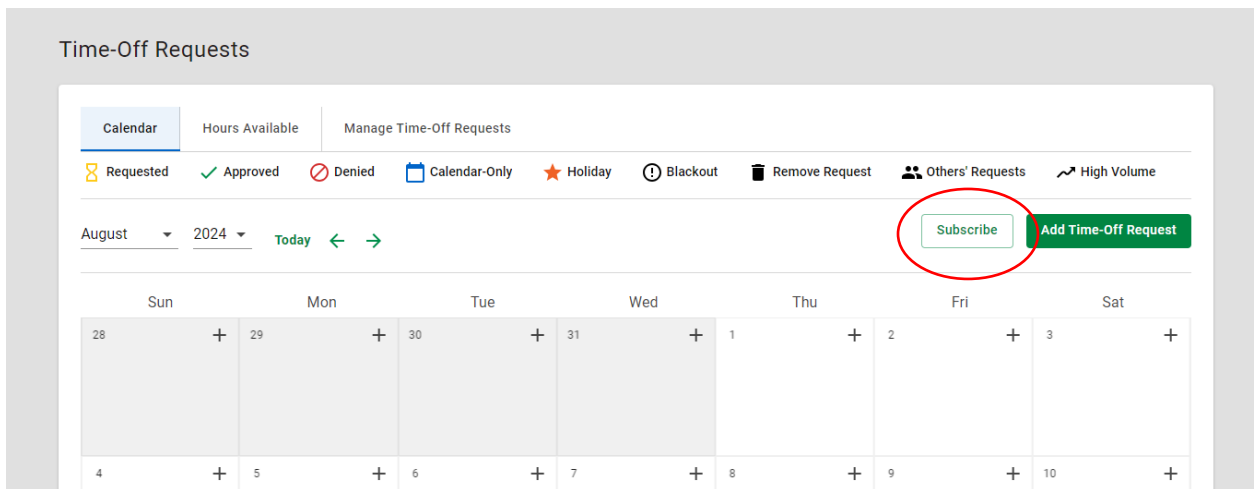


Paycom Calendar Sync

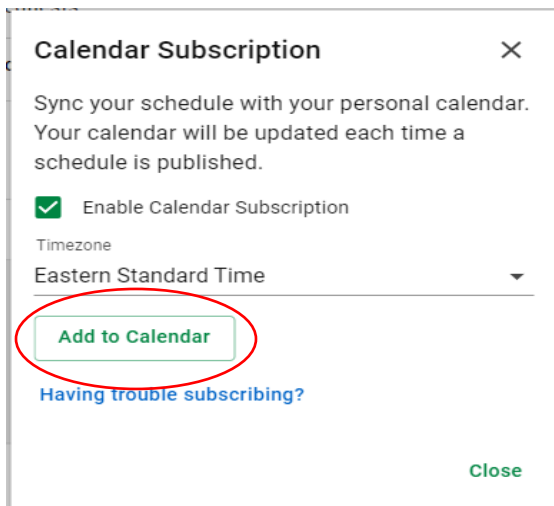
- Log into Paycom then go to **Time-Off Request -> Request Time Off**



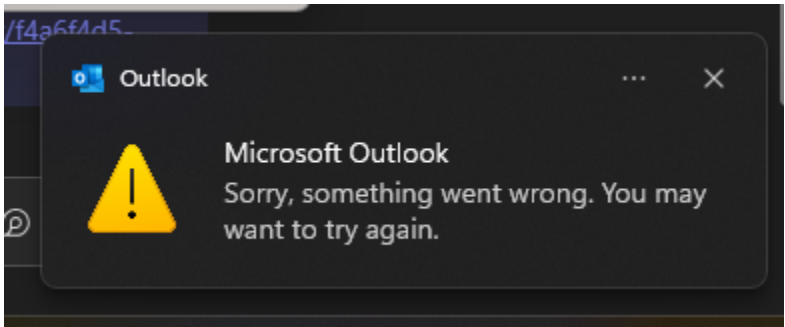
- At the top of the calendar click on **Subscribe**



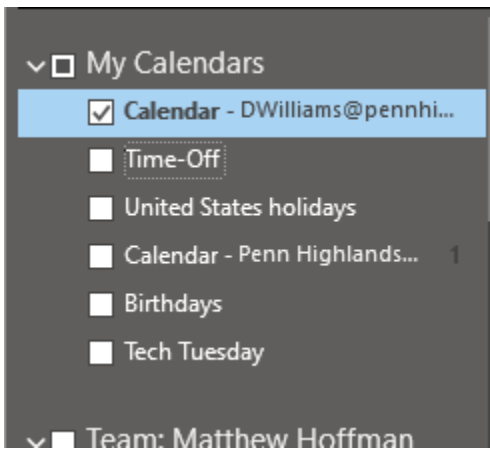
- Select the correct Time Zone and then click **Add to Calendar**



- You will get prompted to select an app, choose **Outlook** (not New Outlook). You may get a pop up that something went wrong, this is OK.



- Now go to your Outlook Calendar and you should see a new calendar named **Time Off**



- Check the Time Off calendar and it will show up beside your personal calendar. Click the Arrow beside the name and it will overlay your time off with your calendar.

