General – Exiting Paycom

When will employees stop using Paycom?

Employees will stop using Paycom on December 21, 2025 except to complete punch change requests and Approve My Check for the December 26 paycheck.

Can employees or managers change information in Paycom after Workday go live?

Beginning December 22, employees and managers should only use Paycom to complete punch change requests, Approve My Check, and Manager Approvals for the December 26 paycheck.

Paycom will become read-only, meaning no transactions can occur, after the final payroll process completes on December 26.

How long will employees have access to Paycom?

Employee access to Paycom ends January 23, 2026.

When are Punch Change Requests due in Paycom?

Punch Change Requests for time entered in Paycom must be approved by December 22. No changes will be allowed after December 23.

General – Exiting Paycom

Important Paycom Deadlines

Dec 17 – Deadline to submit Expenses in Paycom and RAMP

Dec 18 – Expense entry disabled in Paycom

Dec 19 – Deadline to approve Expenses and 2025 PTO requests in Paycom/RAMP

Dec 21 – Last Day to Clock-in in Paycom

Dec 22 – Last Day to Clock-out in Paycom (12/21 overnight shift ONLY)

Dec 22 – Deadline to approve Punch Change Requests in Paycom

Dec 23 – Timecards lock in Paycom (No Changes Allowed)

Dec 26 – Last paycheck paid in Paycom (Last Processed Timecard / Pay Period in Paycom: 12/8-12/21)

Dec 26 – Begin Read-Only access in Paycom

Jan 23, 2026 – Paycom access ends