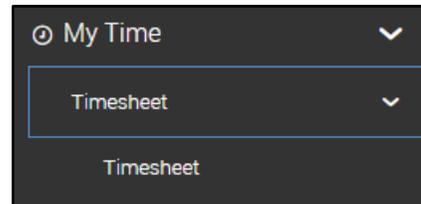


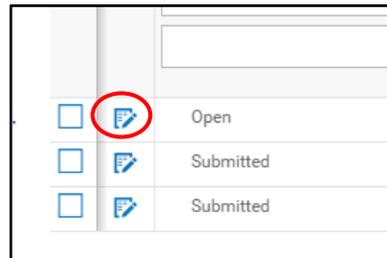
PaycoHCM Tips and Tricks: Tracking Mileage in Timesheets

One of the many benefits of using PaycoHCM is the ability to track mileage in timesheets. Here is how:

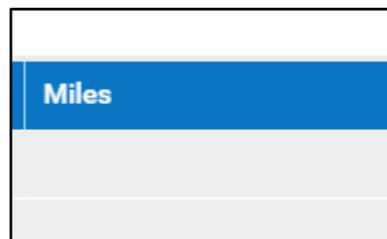
- 1) From the *My Info* navigation menu , select: *My Time* > *Timesheet* > *Timesheet*.



- 2) Select View/Edit timesheet for the current timesheet.



- 3) Enter the number of miles under the Miles column.

A screenshot of a text input field containing the number "0.0".

- 4) Click **SAVE**. The miles will pull into the payroll along with the hours and automatically be paid out based on the current mileage rate.

