



API Companion Guide



2026



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General Information

Paycom offers a REST standards-based API for circumstances where near real-time access to employee, punch, or labor allocation information is needed. The API solution requires that your organization have development expertise and timelines that account for adequate consultation and testing. The automation team maintains a list of 3rd party development groups who have assisted Paycom clients with API projects in the past; list available upon request.

Paycom's API supports Basic Authentication using an SID and Token and only allows connections from allow-listed IPs of your choosing. Paycom can allow-list a large range to accommodate dynamic IPs. You will need to provide the IP(s) prior to receiving your SID and Token. Some 3rd parties may refer to the SID as the "Client ID" or "Username" and the Token as the "Client Secret" or "Password".

Paycom's API also includes **webhooks**. Webhooks are like a reverse API that Paycom kicks off any time certain employee change events occur. When employee change events that you have subscribed to (like an employee status change) occur Paycom will send data to a web listener or middleware application setup client side. The webhook will contain limited details about the event and provide the callback URL so that the receiving party can do an API call to retrieve the complete information about the change. This allows clients to avoid constantly polling the API to retrieve information greatly reducing the number of API requests needed. Consult the *Paycom Webhooks Guide* for more information and a complete list of change events that can be subscribed to.

API Scope

Not all data within Paycom is available via the API. Consult the *Paycom API Endpoint Guide* for a complete list of endpoints.

Employee Information > Export only
Timecard data > Import, Patch, Export
Labor allocations > Import, Patch, Export
Labor allocation filter profiles > Post, Patch, Export
Postition Management > Export

Sensitive Endpoints will be disabled by default.

Employee Sensitive
Employee Rates by Allocation
Employee Effective Rates by Allocation
Employee Taxes

They are disabled because they contain specific rate/salary information and the Employee Sensitive endpoint contains the Social Security Number. If your integration requires access to any of these endpoints, someone in HR at your organization will need to email the automation team to approve access to those endpoints. They can also be enabled client side with the proper permissions in Paycom. Specific data points cannot be removed from the API response.

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



Enabling the API Setup Menus for Client Users

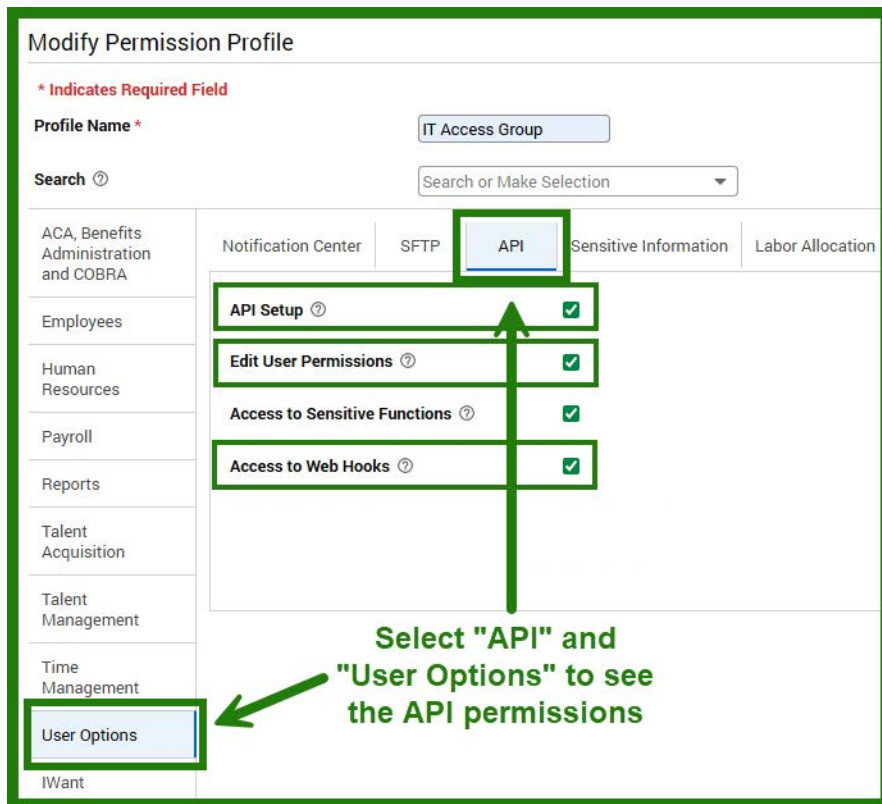
A client admin can give API permission profile access to other Paycom client users in order for those client users to manage the IP allow-list, configure Webhooks, manage which endpoints are enabled, and review documentation as needed. Documentation can only be seen by advanced or admin level users.

This can be done by going to:

User Options > User Access and Security > Manage User Access > Permission Profiles

Click on the permission profile you wish to update then click the User Options tab on the left, then the API tab at the top. You should see a screen similar to the image below.

This step is optional and only needs to be done if you need to give additional users (like your IT Department) the ability to manage the IP Allow-list and configure Webhooks.



Be sure to click "update" to save the changes made to the Permission Profile

If you need support updating permission profiles, please reach out to your dedicated Paycom Specialist

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.

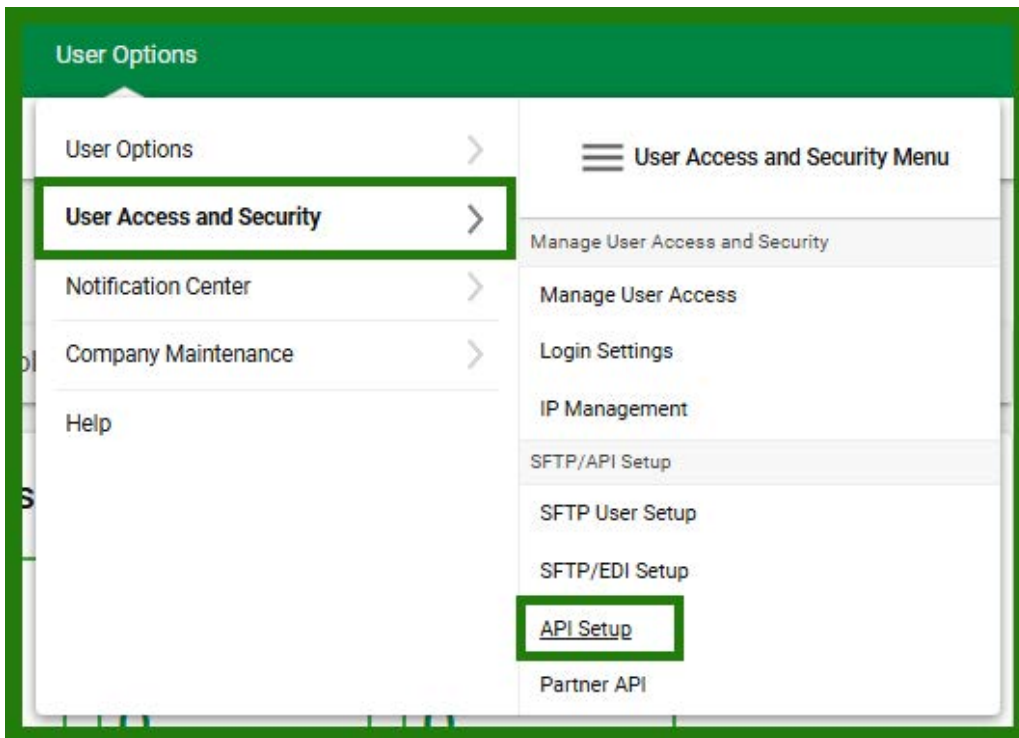


Managing API Access

A client admin or any client user with the API Permission Profile will be able to access the API setup page. From the API setup page the user can edit the IP Allow-list and configure webhooks. They will also see an option to view documentation if they are an Admin or Advanced client user.

To manage API settings, navigate to:

User Options > User Access and Security > API Setup



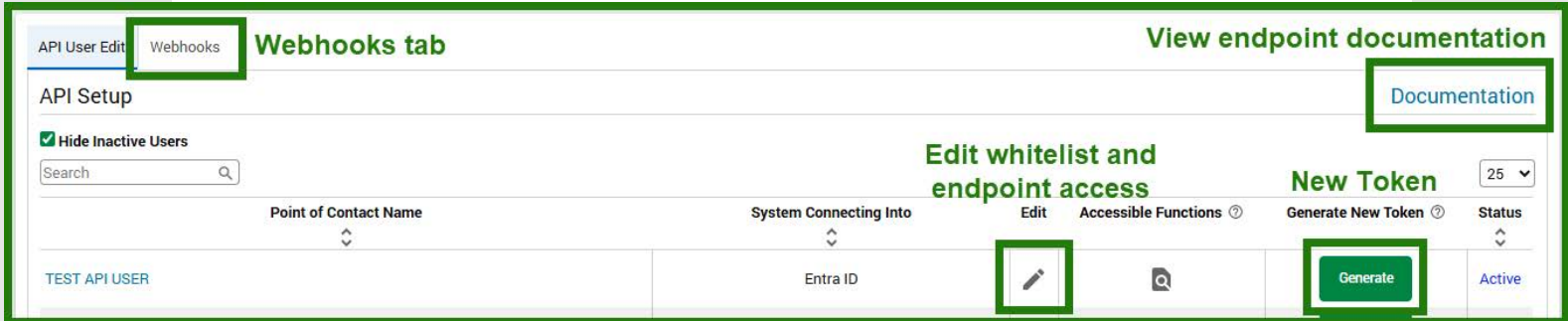
*If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.*



Once inside this menu, you will see a list of API users.

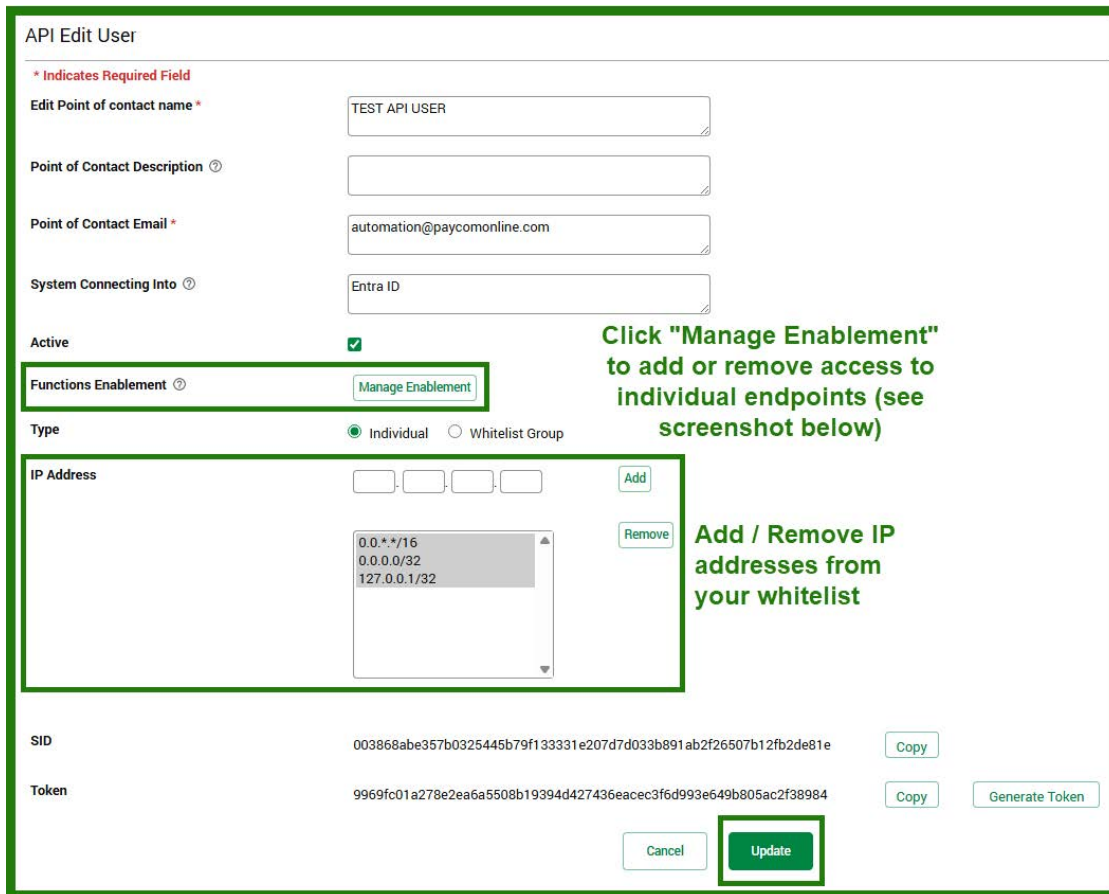
- Click the pen icon under **Edit User** to manage that API user's IP allow-list and endpoint access.
- Click **Documentation** to review endpoint documentation (Documentation can only be seen by Admin and Advanced client users).
- Click the **Webhooks tab** to manage and configure webhooks.

Note: You will also see the option to **generate a new token**. This is essentially changing the password for the API. This should only be done with the consultation of your IT team or the group who is maintaining the API integration.



***If you are needing additional API credentials created, please contact your Paycom Specialist.**

On the API Edit User page, enter details such as the point of contact's name, description, and email address. Then, check the appropriate boxes in the "Functions Enablement" section to determine which functions the API user can access. For sensitive functions to display, "Access to Sensitive Functions" must be enabled in the permission profile. When finished, click "Update"





Function Enablement

After clicking "Function Enablement" you will be able to see all available endpoints, a brief description, and the option to enable or disable the endpoint.

Function Enablement

Search

Select All

Enablement	Functions	Category	Description
<input checked="" type="checkbox"/>	REST-GET POSITION DETAIL	Position Management	Return a list of all positions configured and the details on the position.
<input checked="" type="checkbox"/>	REST-GET POSITION LEVELS	Position Management	Return a list of all position levels and provides the detail about the position levels.
<input checked="" type="checkbox"/>	REST-GET POSITION SEATS	Position Management	Return a list of all current position seats and provides the detail about the position seats.
<input type="checkbox"/>	REST-GET LABOR ALLOCATION	Client	Add, edit, or delete labor allocation profiles.
<input type="checkbox"/>	REST-POST LABOR ALLOCATION PROFILES	Client	Add, edit, or delete labor allocation profiles.
<input type="checkbox"/>	REST-PATCH LABOR ALLOCATION PROFILES	Client	Add, edit, or delete labor allocation profiles.
<input type="checkbox"/>	REST-DELETE LABOR ALLOCATION PROFILES	Client	Add, edit, or delete labor allocation profiles.
<input checked="" type="checkbox"/>	REST-GET CATEGORY DETAIL	Client	Return information for one or all distributions for a specified labor allocation category. Add new distributions or update existing distributions.
<input checked="" type="checkbox"/>	REST-ADD CATEGORY DETAIL	Client	Return information for one or all distributions for a specified labor allocation category. Add new distributions or update existing distributions.
<input checked="" type="checkbox"/>	REST-SET CATEGORY DETAIL	Client	Return information for one or all distributions for a specified labor allocation category. Add new distributions or update existing distributions.
<input checked="" type="checkbox"/>	REST-GET CATEGORY	Client	Return a list of one or all labor allocation categories.
<input checked="" type="checkbox"/>	REST-ADD BULK CATEGORY DETAILS	Client	Add multiple new labor distributions in the Paycom system.
<input checked="" type="checkbox"/>	REST-GET COMPANY ESTABLISHMENTS	Client	Returns a list of all, or specific Company Establishments configured for the client.
<input checked="" type="checkbox"/>	REST-GET COMPANY LOCATIONS	Client	Returns a list of all, or specific Company Locations configured for the client.
<input checked="" type="checkbox"/>	REST-GET CLIENT EARNING	Client	Return information about earnings.
<input checked="" type="checkbox"/>	REST-GET EMPLOYEE IDS CHANGES	Employee	Returns a list of employee ids of those with changes for a specified timeframe.
<input checked="" type="checkbox"/>	REST-GET EMPLOYEE CUSTOM FIELDS CHANGE	Employee	Return an audit log of updates made to non-sensitive employee custom fields for a specified date range.
<input checked="" type="checkbox"/>	REST-GET EMPLOYEE CUSTOM FIELDS	Employee	Return custom field information for employees.
<input checked="" type="checkbox"/>	REST-GET EMPLOYEE CHANGE SENSITIVE	Employee	Return an audit log of updates made to employee fields for a specified date range.
<input checked="" type="checkbox"/>	REST-GET EMPLOYEE CHANGE	Employee	Return an audit log of updates made to non-sensitive employee fields for a specified date range.
<input checked="" type="checkbox"/>	REST-GET EMPLOYEE PHOTO	Employee	Return an encoded string representing the employee photo.
<input checked="" type="checkbox"/>	REST-GET EMPLOYEE IDS	Employee	Return a list of employee identifiers.

Showing 1 to 34 of 34 entries

Submit

Check boxes for endpoints that you want access to, then click Submit



If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



Connecting to Paycom's API

After you have provided the initial WAN IP addresses that will be used to connect to the API to your Paycom Representative, you will be able to retrieve your SID and Token from the API setup pages detailed previously in this guide. You can request **sandbox credentials** from the automation team.

Basic Authentication

SID > Username / Client ID

Token > Password / Client Secret

There are 3 base URLs. You will use the base URL of the server where your organization's data is stored. If you are connecting to the API Sandbox environment you will use the OKC base URL.

Base URL (OKC): <https://api.paycomonline.net/v4/rest/index.php/>

Base URL (PHX): <https://api.phx.us-west.paycomonline.net/v4/rest/index.php/>

Base URL (DFW): <https://api.paycomdfw.net/v4/rest/index.php/>

You will use a Base URL + any endpoint in the *Paycom Endpoint Guide* to connect to the API.

It is recommended to connect to the Paycom API for the first time using a testing suite such as Postman or Testfully to allow you to manually step through the the Paycom API. It will give you an idea of how the requests should look and what responses you will receive. You can request the endpoint collection from the automation team to import into your environment.

If you are not using a simple API connection tool, a header using basic authentication will also be necessary. The SID and Token will be used as the username and password respectively for authentication. You then base64 encode these strings separated by a colon ":" which allows for connection to the API.

Example:

Follow the example below to call the Employee Directory endpoint using Testfully to retrieve a list of all employees and their basic demographics.

Base URL + Employee Directory Endpoint =

<https://api.paycomonline.net/v4/rest/index.php/api/v1/employeedirectory>

Employee Directory Saved Global Values Send

GET ▼ <https://api.paycomonline.net/v4/rest/index.php/api/v1/employeedirectory>

Headers Params 1 Cookies **Authorization** Body Scripts Validation Actions Settings

Method **Basic Auth** ▼

Username **Your SID here**

Password **Your Token here**

Header name Authorization

Prefix Basic

Click the Authorization tab and select Basic Auth as the Method then click Send.

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



Adding Parameters

Parameters allow you to limit the response you will receive from the API. Each endpoint has their own parameters and parameter values defined in the *Paycom Endpoint Guide*.

To add a parameter you will add a question mark "?" after the endpoint, then the parameter name equal to the parameter value, then an ampersand "&" for each additional parameter.

In this example the eestatus and deptcode parameters are added so that the response is limited to only Active Employees in the Sales Department (department codes will be unique to your organization).

Base URL + Employee Directory Endpoint + eestatus + deptcode =

<https://api.paycomonline.net/v4/rest/index.php/api/v1/employeedirectory?eestatus=A&deptcode=SALES>

Pagination

When pulling all employees, your results will likely return a partial result (status code 206 Partial Content) due to pagination. If this occurs, there are **two options** to retrieve all of the results.

- 1) Increase the results per page using the "pagesize" parameter and the "page" parameter to go through each page of results if you have more than 500 (max pagesize) results.

Other useful headers returned are 'X-Max-Page-Size', which can be referenced for the max page size parameter that can be requested and 'X-Total-Count', which returns the total number of records.

- 2) Reference the Link header where the next relative page URL as well as the previous page and first and last pages can be found. The Link header will look like the below example.

```
'Link':  
<https://api.paycomonline.net/v4/rest/index.php/api/v1/employeedirectory?requestid=363f31f373e  
d912e073006bde24e7fc3&page=2>; rel="prev",  
https://api.paycomonline.net/v4/rest/index.php/api/v1/employeedirectory?requestid=363f31f373e  
912e073006bde24e7fc3&page=1>; rel="first",  
<https://api.paycomonline.net/v4/rest/index.php/api/v1/employeedirectory?requestid=363f31f373e  
d912e073006bde24e7fc3&page=3>; rel="last",'
```

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



Sample Workflows

Retrieve Employee Changes

Here is an example of pulling employee changes for employee A002 between 12/24/2025 and 12/30/2025. When using any date parameter with the Paycom API you will first convert the date to UNIX time.

<https://api.paycomonline.net/v4/rest/index.php/api/v1/employee/A002/change?startdate=1766535584&enddate=1767136784>

Successful response code (200)

Endpoint + ECode

Date parameters

```
{
  "result": true,
  "data": [
    {
      "changedby": "pcm520cfaa42",
      "changedesc": "Apt/Suite/Other (Primary Address)",
      "changetime": "2025-12-29T16:07:09-06:00",
      "changetype": "U",
      "childcode": "1",
      "clockseq": "29778",
      "eocode": "A002",
      "eename": "BLACK, JACK A",
      "new_value": "Apt 348",
      "notes": "",
      "old_value": "",
      "usetype": 1
    },
    {
      "changedby": "pcm520cfaa42",
      "changedesc": "Street Address (Primary Address)",
      "changetime": "2025-12-29T16:07:08-06:00",
      "changetype": "U",
      "childcode": "1",
      "clockseq": "29778",
      "eocode": "A002",
      "eename": "BLACK, JACK A",
      "new_value": "1750 75TH TERRACE",
      "notes": "",
      "old_value": "5006 N DREXEL BLVD",
      "usetype": 1
    }
  ]
}
```

JSON response detailing each employee change in the given range

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



Import & Patch Labor Allocation Codes

To **PUT** a new detail code into an existing labor allocation category or to **PATCH** an existing detail code you only need a simple JSON body in combination with the URL:

<https://api.paycomonline.net/v4/rest/index.php/api/v1.1/cl/category/:CATCODE/detail>

Consider you want to **import** the new job "Server", code 6767, into Paycom. If "Job" is your category 2 the full URL and JSON body will look like the example below (the structure of the labor allocation categories will be unique to your organization):

<https://api.paycomonline.net/v4/rest/index.php/api/v1.1/cl/category/2/detail>

```
{
  "hideonline": "0",
  "tippedjob": "1",
  "detailcode": "6767",
  "detaildesc": "Server",
  "glcode": "6767"
}
```

PUT <https://api.paycomonline.net/v4/rest/index.php/api/v1.1/cl/category/2/detail>

Headers Params Cookies Authorization **Body** Scripts Validation Actions Settings

Select PUT to import

JSON ▾

```
{
  "hideonline": "0",
  "tippedjob": "1",
  "detailcode": "6767",
  "detaildesc": "Server",
  "glcode": "6767"
}
```

Select the "Body" tab and add the labor allocation category detail information

201 successful PUT / POST response

Response Headers Request

```
{
  "result": true,
  "data": "Successfully added new distribution",
  "errors": [],
  "errorCount": 0,
  "records": 1
}
```

Response confirms that the new labor allocation category detail was imported

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



If you would like to **Patch** the existing "Server" detail description to "Server OLD" and hide the labor allocation from the options that employee's can see, you would send a **PATCH** to the same URL except in this case you would include the detail code to be patched and a JSON body that includes the information that you are updating.

<https://api.paycomonline.net/v4/rest/index.php/api/v1.1/cl/category/2/detail/6767>

```
{
  "hideonline": "1",
  "detaildesc": "Server OLD"
}
```

PATCH <https://api.paycomonline.net/v4/rest/index.php/api/v1.1/cl/category/2/detail/6767> **Detail code to be Patched**

Select **PATCH** to update

Body **Select the "Body" tab and add the labor allocation category detail information you are updating**

```
{
  "hideonline": "1",
  "detaildesc": "Server OLD"
}
```

202 successful PATCH response

Response Headers Request

```
{
  "result": true,
  "data": "Successfully updated distribution details.",
  "errors": [],
  "errorCount": 0,
  "records": 1
}
```

Response confirms that the labor allocation category detail was updated

Now the detail code 6767 in category 2 has a detail description of "Server OLD" and the labor allocation category detail has been hidden from employees by using hideonline=1

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



Importing Time

To **POST** a new punch, hours event, earning, or number of units to the timecard, you will use this URL:

<https://api.paycomonline.net/v4/rest/index.php/api/v1.2/punchimport>

In this example, a series of events are added to the timecard for 12/30/2025

- Employee A001 punches in for the day to department 1234 at 8:00 CST and out for the day at 5:00 CST.
- Employee B001 records 5 hours in their assigned department and labor allocation; they record \$30 of tips.

Note: punches are automatically assigned to the department and labor allocation categories that the employee is assigned to. When you add a deptcode or cat1-cat20 code, the punch will be applied to those categories.

POST <https://api.paycomonline.net/v4/rest/index.php/api/v1.2/punchimport>

Headers Params Cookies Authorization **Body** Scripts Validation Actions Settings

JSON

```
[
  {
    "eocode": "A001",
    "entrytype": "1",
    "deptcode": 1234,
    "punchtime": "1767081600",
    "punchtype": "ID",
    "timezone": "CST"
  },
  {
    "eocode": "A001",
    "entrytype": "1",
    "punchtime": "1767114000",
    "punchtype": "OD",
    "timezone": "CST"
  },
  {
    "eocode": "B001",
    "entrytype": "2",
    "hours": 5.0,
    "earncode": "R",
    "punchtime": "1767096000",
    "timezone": "CST"
  },
  {
    "eocode": "B001",
    "entrytype": "3",
    "dollaramount": 30,
    "earncode": "TP1",
    "punchtime": "1767096000",
    "timezone": "CST"
  }
]
```

Up to 2500 individual punches can be added to a single Punch Import Call

Different entry types and punches for multiple employees can imported with the same API call

JSON body to add these timecard events

```
[
  {
    "eocode": "A001",
    "entrytype": "1",
    "deptcode": 1234,
    "punchtime": "1767081600",
    "punchtype": "ID",
    "timezone": "CST"
  },
  {
    "eocode": "A001",
    "entrytype": "1",
    "punchtime": "1767114000",
    "punchtype": "OD",
    "timezone": "CST"
  },
  {
    "eocode": "B001",
    "entrytype": "2",
    "hours": 5.0,
    "earncode": "R",
    "punchtime": "1767096000",
    "timezone": "CST"
  },
  {
    "eocode": "B001",
    "entrytype": "3",
    "dollaramount": 30,
    "earncode": "TP1",
    "punchtime": "1767096000",
    "timezone": "CST"
  }
]
```

If you have questions regarding your API setup. Please email automation@paycomonline.com
Please be sure to include your Specialist on the email.



Notes when importing and patching time via API

The values such as Earning Code, Labor Allocation, and Department are unique per client in Paycom. Please reach out to your Paycom Specialist to determine what those unique values are. It is best practice when sending time data into Paycom to only include the fields that are required and that are being used to allocate the time event.

When using version 1.1 (and beyond) of the punch import method, the response will include a Paycom assigned punchID for each punch item. It is best practice to store these punchIDs on your end for future mapping or troubleshooting needs.

It is also best practice to store a record of if the punch has been sent to Paycom or not. In the event a request to the endpoint fails, all punches in the request will be considered to have failed and not written to the timecard. A revision will need to be made and the entire batch will need to be resent.

Error Handling

Error handling should be included in your process. There could be times when, for unforeseen reasons, something may go wrong. In any given response, Paycom includes the result object. If there were any errors with the call itself, this object will be set to false, otherwise true if the call was successful.

Any errors that occurred will be returned as response codes.

Error Response Codes

200	OK (all content returned)
201	Created (adding something online, method would be PUT or POST)
202	Accepted (updating a value online, method PATCH)
206	Partial Content (too big of response to fit it all)
400	Bad Request (check parameters and URL)
401	Unauthorized (IP address not allow-listed)
404	Not Found (often a URL issue)
409	Conflict (check response body error)
413	Forbidden (endpoint is not enabled)
429	Too Many Requests

Rate Limits

Rate limits are specific to each endpoint and set of API credentials. All rate limits are generally very high; 30,000+ calls per day for most endpoints. All rate and call per second limits are detailed in the *Paycom Endpoint Guide*. Reference the *Paycom Webhooks Guide* to understand how to potentially reduce the number of API calls you will need.

Support

The automation team is available via email Monday-Friday 8:00am-5:00pm CST at automation@paycomonline.com. When sending an email please include your Paycom Specialist, your Paycom client code, and as much information as possible about your issue.



Paycom API Project Plan			
Project/Task	Responsible Party	Team Member Assigned	✓
Discovery			
Contact Paycom Representative to begin exploring API	Client		
Discovery call	Client, Paycom Rep, Paycom Automation Team		
Review/Sign Paycom proposal and MSA for API	Client and Paycom Rep		
User Creation and Connection			
Provide IP(s) that will be added to the initial IP Whitelist	Client		
API SID, Token, and documentation are provided	Paycom Rep		
Provide API SID, Token, and API documentation to technical contact	Client		
Add additional IPs that the technical contact will need to be whitelisted	Client, Automation Team (as needed)		
Test connection to Paycom API using Postman/Testfully or a sample script	Client (Technical Team)		
Extracting Data			
Review scope of project and what data is needed from Paycom API and on what frequency	Client and Client's Technical Team		
Review API documentation and confirm what API methods you will use to extract data and process for getting that data	Client (Technical Team)		
Build API script that will connect to the Paycom API and extract data	Client (Technical Team)		
Build the next part of the script that will insert/update that data in the other system	Client (Technical Team)		
Confirm Results are working and desired result is in the target system	Client		
Schedule script to run on a frequency and go live	Client (Technical Team)		
Importing Data (If Applicable)			
Review scope of project and what data is needed to send to Paycom API to add time or update labor allocations. Frequency should also be determined.	Client and Client's Technical Team		
Review API documentation and confirm what API methods you will use to extract data and process for getting that data	Client (Technical Team)		
Build script to pull down desired timecard or labor allocation information from the other system	Client (Technical Team)		
Paycom API. It's recommended to use the sandbox credentials provided by Paycom until you have a good test.	Client (Technical Team)		
Confirm results are working and desired result is in the sandbox	Paycom Automation Team if in Sandbox		
Move script to live, do a sample test on 1 or 2 employees	Client		
Confirm results are working and desired result is live	Client (Technical Team)		
Schedule script to run on a frequency and go live	Client (Technical Team)		
Maintaining API User Permissions and IP Whitelist			
Update API User Permissions and Allowed IPs	Client		
Obtain most up-to-date API Endpoint Documentation as needed	Client		

