Tracking Time in Paylocity Mobile App

1. Log into the Paylocity Mobile App.

2. Select **Punch** from the main menu.

3. Select the appropriate **Punch Type** from the dropdown menu if it does not already reflect the one you need.

   i) Select the **Labor Levels / Cost Center** field for options to transfer, if applicable.

   ii) Select **Add Note** to add a message to the Punch Type. If you need to explain a late/missed punch, add your note BEFORE you click submit.

   iii) Select **Back** to return to the Punch screen.

4. Select **Submit** to record the punch.

5. Select **OK** to confirm the punch.

   • The punch time will reflect the start of the punching session for Punch In.

   • The punch time will reflect the end of the punching session for Punch Out.
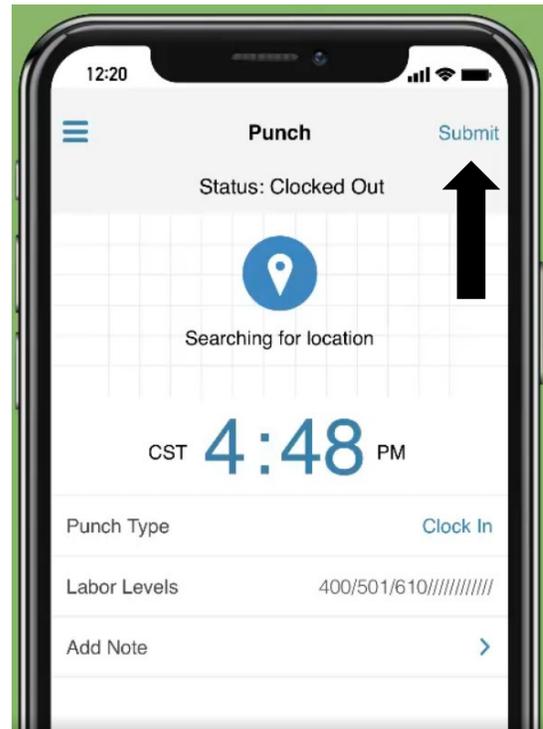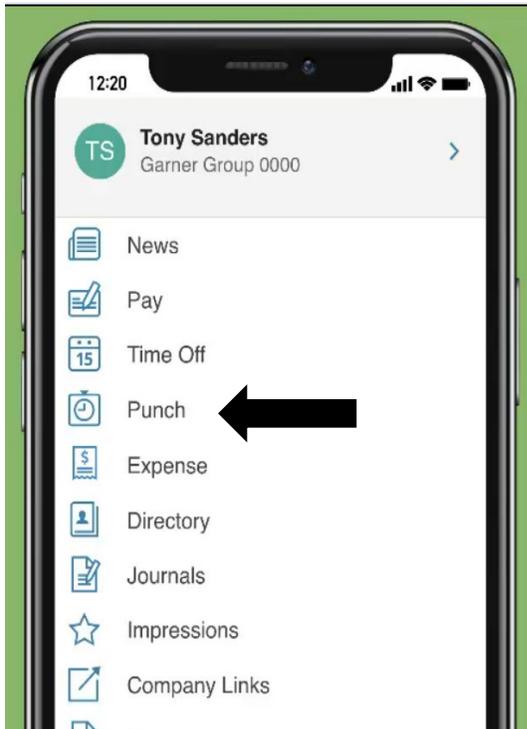
Tracking Time in Paylocity Web Punch

1. Log into Paylocity.com and go to **Self Service Portal**.

2. Locate the **Time Entry** box on the dashboard.

3. Web punch users can **clock in** or **clock in and transfer**. After clocking in, a user's next punch option will be the next logical.

   - Users in a policy that allows transfers will always see a **Transfer** option.

   - Users in a policy without breaks or lunches will see **Clock Out** as their next default option.

   - Users in a policy setup to take lunches will see the **Start Lunch** option next.

   - Users who do not see the action they need, should select **Manual** and will be able to select additional action types.

   - To attach a note to a punch for the supervisor, enter a message into the Note field prior to selecting the punch action.

*If you need to explain a late/missed punch, add your note BEFORE you click Submit.
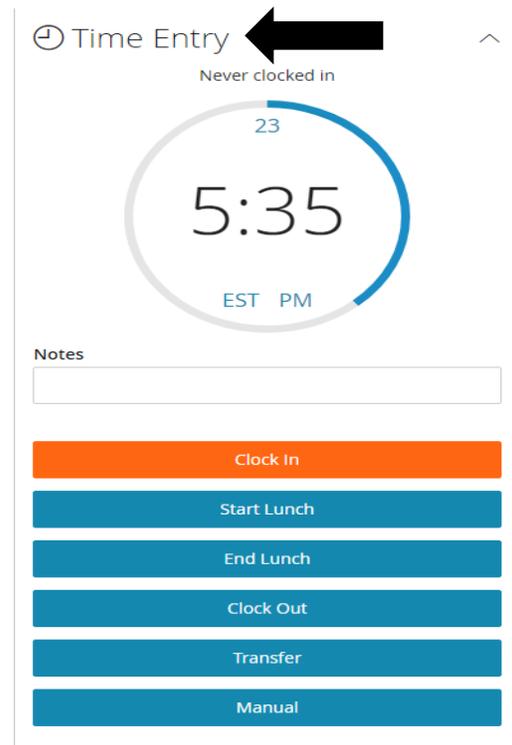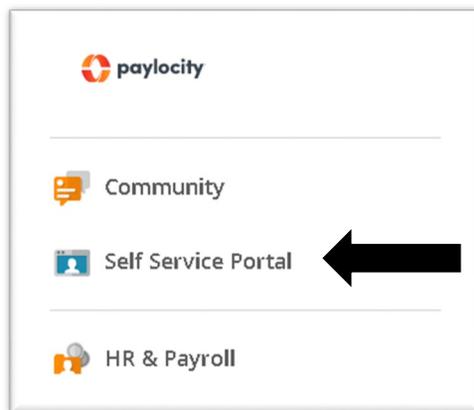
Submitting Timesheets in the Paylocity Mobile App

1. Go to **Timesheet**

2. Select the correct **date range** at the top

   a) **Make sure the dates reflect only one entire work week**

3. Select **Approve** in the top right-hand corner

4. **Select All** OR select individual days to **Approve**

5. Select **Update** in the top right-hand corner

6. A window will appear stating, "Acknowledgement: I certify that hours reported on my timesheet are correct."

7. Select **I Accept** to agree to acknowledgement
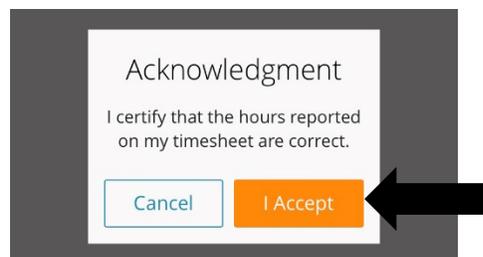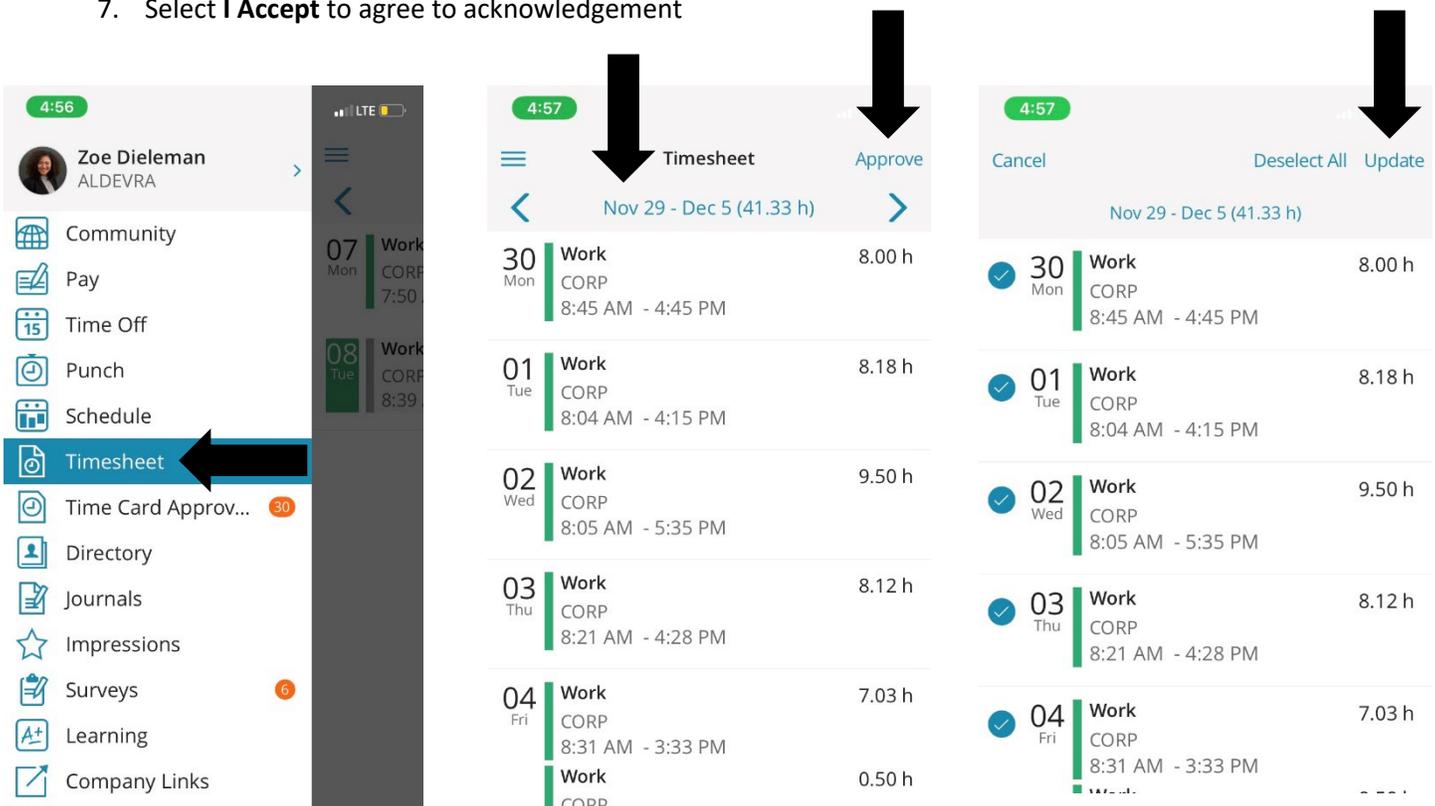
Submitting Timesheets on Paylocity.com

1. Go to **Time and Labor** module

2. Go to **My Timesheet**

3. Select the correct **date range** at the top

   a) **Make sure the dates reflect only one entire work week**

4. Select **Approve** next to each day you'd like to approve OR select **Approve All** at the top of the page to approve all days in the date range selected

5. Select **Save** at the top

6. A window will appear stating, "Acknowledgement: I certify that hours reported on my timesheet are correct."

7. Select **I Accept** to agree to acknowledgement

Time-off Requests in Paylocity Mobile App

1. Select **Time Off** from the main menu.

2. Select the **Request** tab.

3. Choose the **Request/Time Off Type** from the dropdown menu.

4. Enter a **Start Date**.

5. Enter an **End Date**.

6. Enter a **Duration of Hours.**

7. Tap **Include Weekends** to turn on or off. If the request occurs on or crosses over a weekend, this setting should be to the right (and blue).

8. Select **Submit** in the top right of the screen once completed.
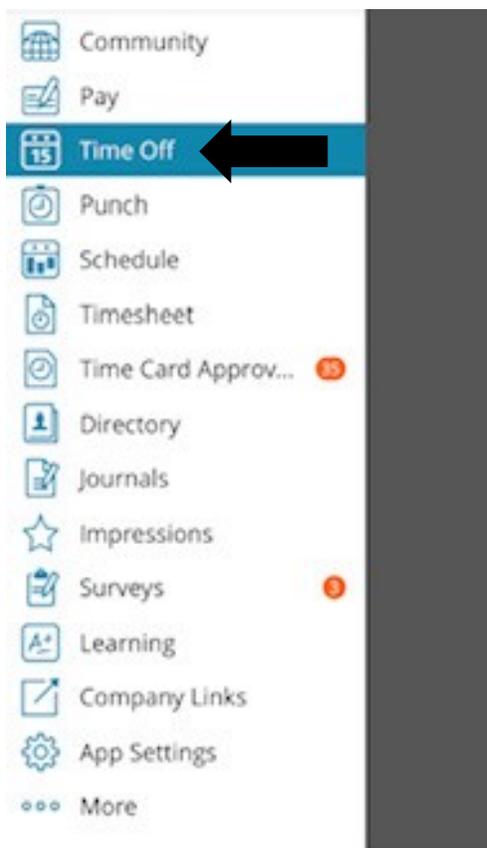
Time-off Requests on Paylocity.com

1. In the Menu on the left side of your screen, go to **Time & Labor**

    OR

    In your **Self Service Portal**, find the **Time Entry** box and click on **Launch Time and Labor**

2. Go to your **Employee Dashboard**

3. Find the **Time Off** box and fill out the **Request** tab accordingly

4. Click **Submit Request**