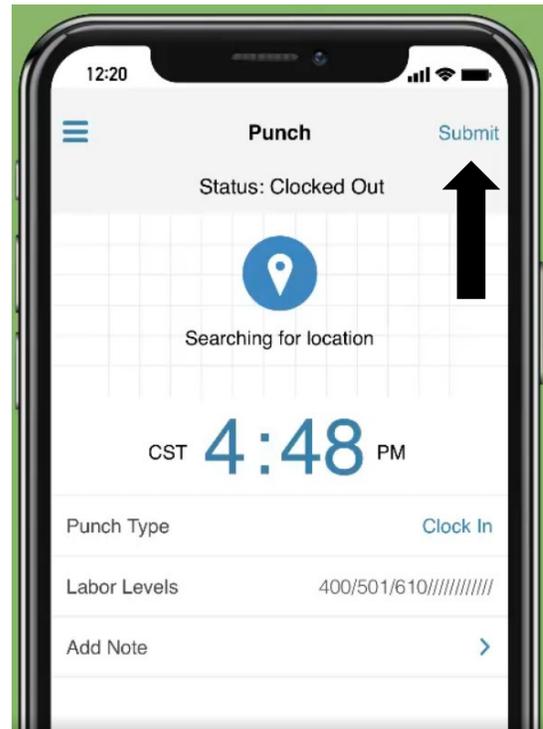
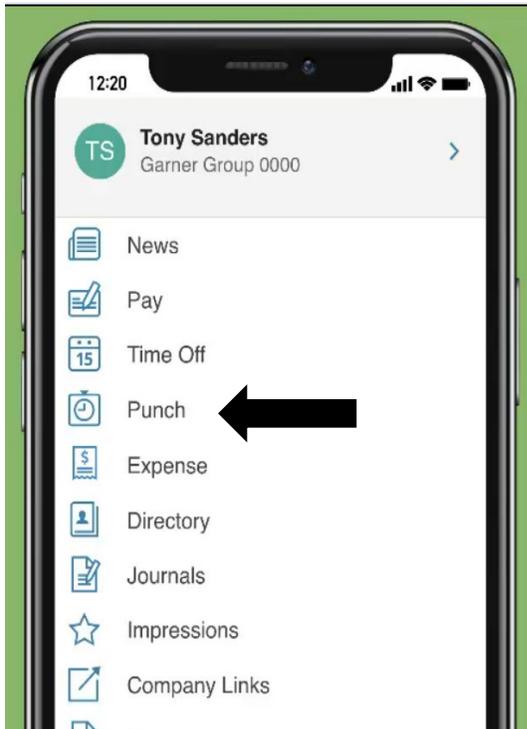




## Tracking Time in Paylocity Mobile App

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.

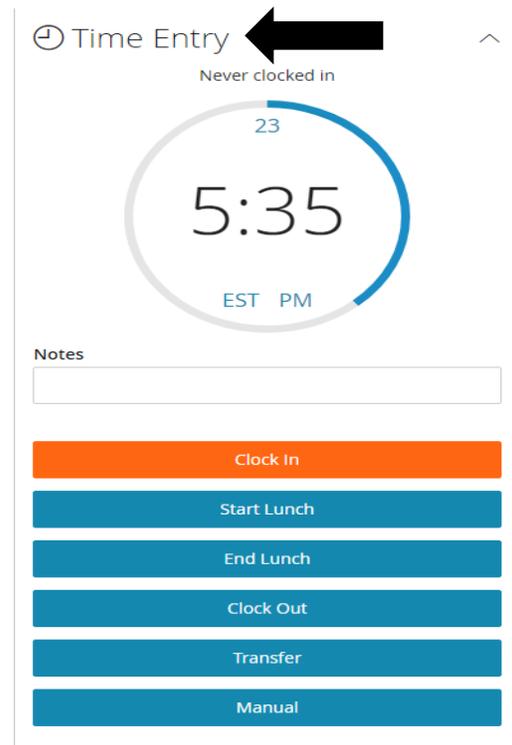
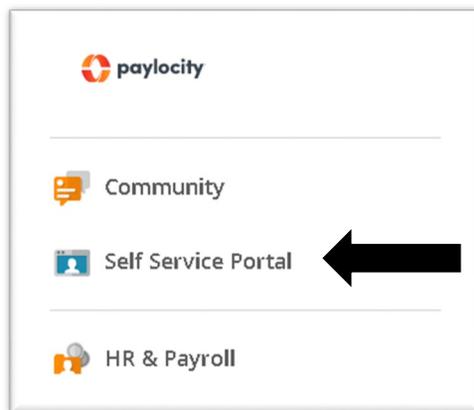




## Tracking Time in Paylocity Web Punch

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.

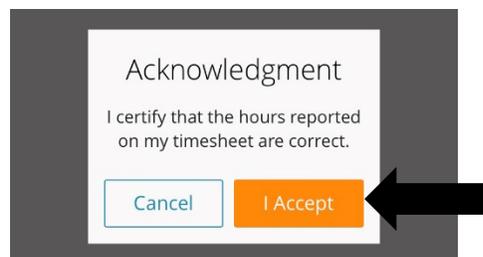
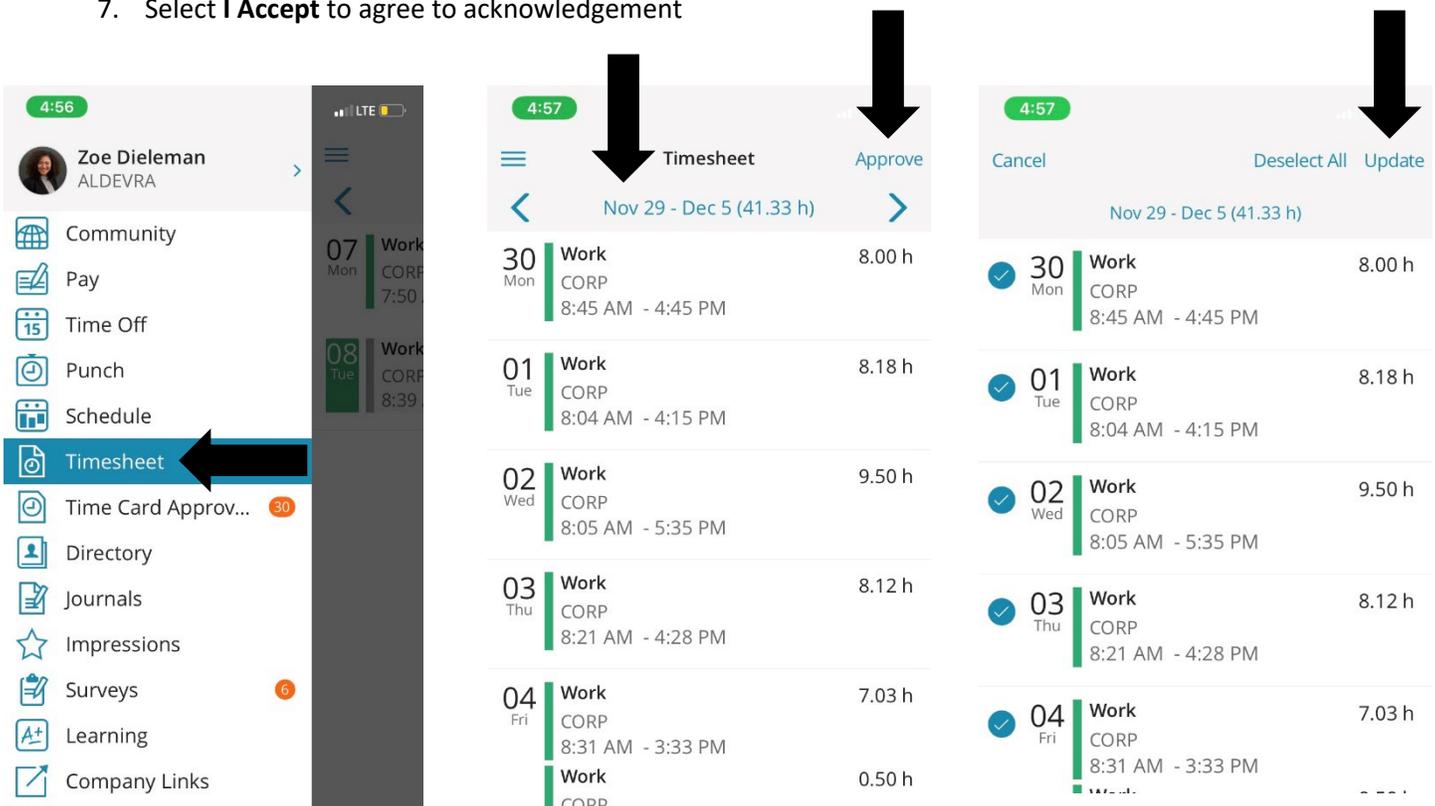
\*If you need to explain a late/missed punch, add your note BEFORE you click Submit.





## 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



Employee Timesheet

Date Range: 11/29/2020 - 12/05/2020 | Last Week | This Week | Next Week

Approve All |  Unapprove All |

11/29/2020 - 12/05/2020

Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Cost Center	Notes	Reg	OT1	Lunch
Sunday 11/29/2020							Totals	0.00 hrs	0.00 hrs	0.00 hrs
Monday 11/30/2020	Work	08:45 AM			04:45 PM	CORP/---/---	<input checked="" type="checkbox"/> Approve	8.00 hrs	0.00 hrs	0.00 hrs
Tuesday 12/01/2020	Work	08:04 AM			04:15 PM	CORP/---/---	<input checked="" type="checkbox"/> Approve	8.18 hrs	0.00 hrs	0.00 hrs
Wednesday 12/02/2020	Work	08:05 AM			05:35 PM	CORP/---/---	<input checked="" type="checkbox"/> Approve	9.50 hrs	0.00 hrs	0.00 hrs
Thursday 12/03/2020	Work	08:21 AM			04:28 PM	CORP/---/---	<input checked="" type="checkbox"/> Approve	8.12 hrs	0.00 hrs	0.00 hrs
Friday 12/04/2020	Work	08:31 AM			03:33 PM	CORP/---/---	<input checked="" type="checkbox"/> Approve	6.20 hrs	0.83 hrs	0.00 hrs
	Work	05:00 PM			05:30 PM	CORP/---/---	<input checked="" type="checkbox"/> Approve	0.00 hrs	0.50 hrs	0.00 hrs

### Timesheet Acknowledgement

I certify that the hours reported on my timesheet are correct.

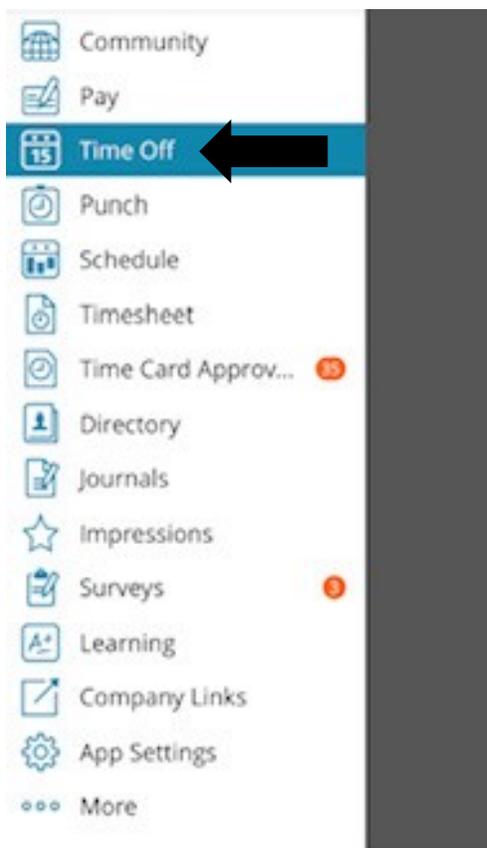
Accept

Cancel



## 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.



12:20 12:20 12:20

Time Off Submit

Request Total 0.00 h

Request Type >

Start Date Dec 18, 2020

End Date Dec 18, 2020

Start Time 8:00 AM

End Time >

Hours Per Day 0.00

Include Weekends

Add Note >





## 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**

The screenshot illustrates the process of submitting a time-off request on the Paylocity Self Service Portal. On the left, a navigation menu lists various options, with 'Time & Labor' highlighted by a black arrow. The main content area shows the 'Time Off' section with three tabs: 'Request', 'Status', and 'Balances'. The 'Request' tab is active, displaying a form with the following fields:

- Type: Select Type (dropdown menu)
- Single Day (selected radio button), Multiple Days (radio button), Include Weekends (checkbox)
- Start Date: 12/07/2020 (calendar icon)
- End Date: 12/07/2020 (calendar icon)
- Start Time: 8:00 AM (clock icon)
- End Time: (empty field with clock icon)
- Hours Per Day: 0

Below the form is a 'Notes' section with a text input field. At the bottom, there are two buttons: 'Submit Request' (orange) and 'Reset' (blue). A black arrow points to the 'Submit Request' button.