

Employee Paylocity Resource Guide



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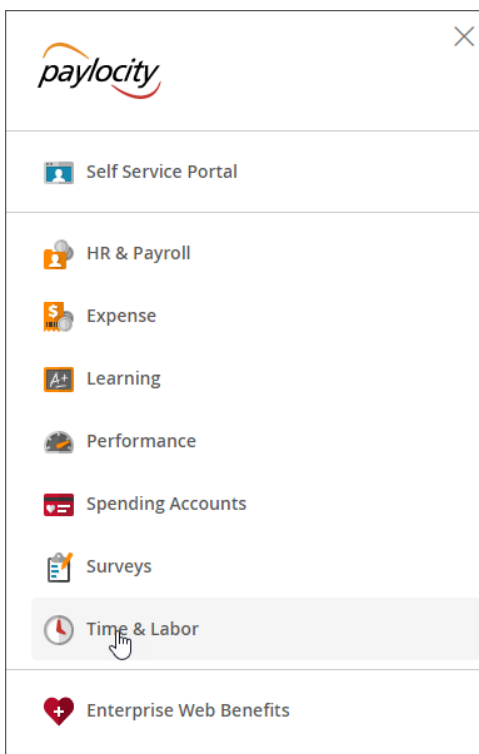
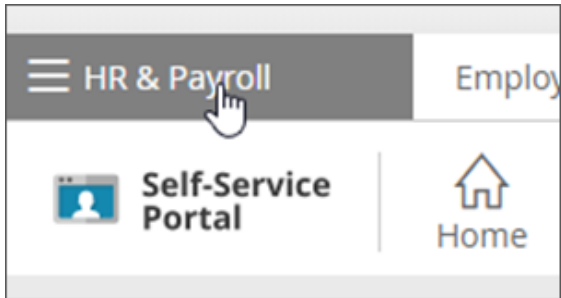
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Time & Labor Login and Registration

To access Time & Labor from HR & Payroll or Self Service Portal:

1. Navigate to the [login page](#).
2. Enter the Paylocity assigned **Company ID**.
3. Enter the **Username**.
4. Enter the **Password**.
5. Hover over **HR & Payroll** in the top left corner.
6. Select **Time & Labor** or select **Launch Time & Attendance** based on [configuration](#).

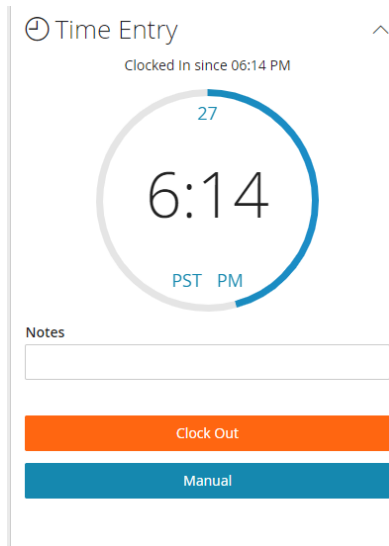
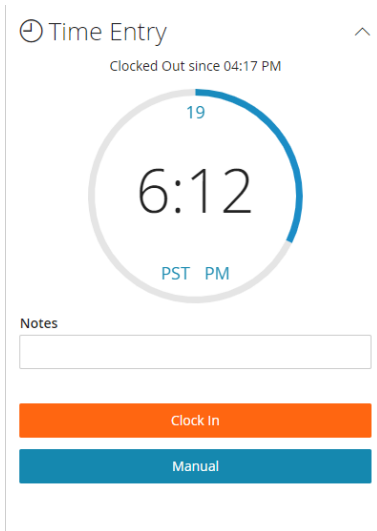


Important Information:

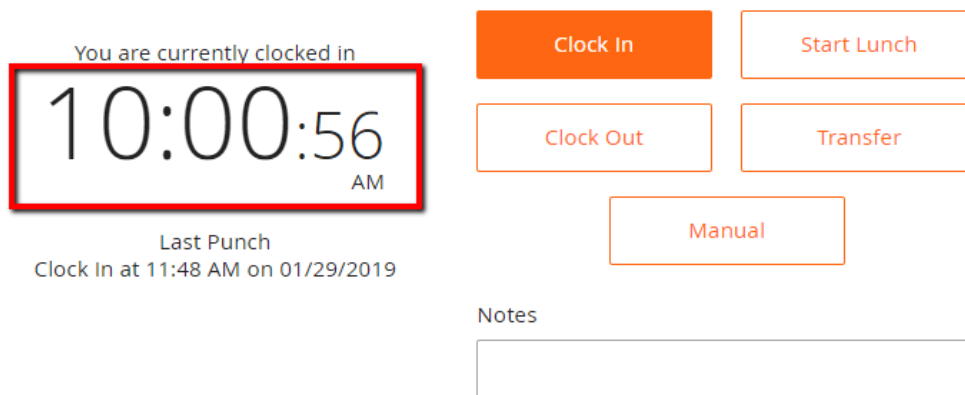
- First time users will need to [register for HR & Payroll](#) before being able to access the Time & Labor database.
- If already registered but without access to the Launch Time & Labor options, see a company administrator.

How to Punch In Desktop/Laptop

1. Log in to your self service portal
2. Navigate to Time Entry
3. To Log In click on the Orange Clock In bar
4. To Log Out click on the orange clock out bar



When punching from the self service portal, employee dashboard, mobile app, or kiosk, the time listed may not match a user's device. To prevent manual manipulation of recorded hours, Time & Labor does not draw the time from a user's phone or computer, but rather from the Network Time Protocol server. The time displayed is the national time based off the employee's listed time zone.



Submit Time Off Requests in Time & Labor from a Desktop/Laptop

Users may submit time off requests in the [Self Service Portal](#).

1. Navigate to **HR & Payroll > Self Service Portal**.
2. Select option to submit request:
 - **Request Time Off** for request to go through HR & Payroll.
 - **Submit Time Off Request** link for request to go to the Time Card in [Time & Labor](#).
3. Select the correct type from the **Request Type** dropdown menu.
4. Enter any additional details in the **Employee Comments** field.
5. Select the **Single Day** or **Multiple Days** radio button.
6. Select the **Start Date**.
7. Select the **End Date**.
8. Enter the *number of hours* in the **Hours Per Day** field.
9. Select the applicable **Start Time**. The end time will default to 12:00 AM, regardless of the start time and amount of hours in the request.

Submit Time Off Request

Select Time Off Request Type

• Request Type

Optionally Enter Employee Comments

Employee Comments

Select one or more days and Hours Per Day / Start Time for all requested days

Single Day Multiple Days Include Weekends?

• Start Date

End Date

• Hours Per Day

Start Time

Smart Tip
Check the **Include Weekends?** box if the time off request will include weekend days and the time off balance should be affected by the weekend hours.

[Discard changes and go to the Time Off Request History](#)

10. Select **Save and Add New** for an additional request or **Save and Close** if no additional requests exist. After a supervisor approves or declines the request, a message will appear in the [Message Center](#).

Submit Time Off Requests in the Paylocity Mobile App

1. Select **Time Off** from the main menu.
2. Select the **Request** tab.
3. Choose the **Time Off Type** from the dropdown menu.
4. Enter a **Start Date**.
5. Enter an **End Date**.
6. Enter the **Start Time**
7. Leave the **End Time** field empty.
8. Enter the **Hours Per Day**
9. 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).
10. Enter a Note, if desired.
11. Select **Submit** in the top right of the interface once completed.

Important Information:

- A user cannot submit a zero hour request in the app.
- Tap the **Status** section to track the status of a request.
- Employees enabled for Time & Labor and assigned a Benefit Policy must have Web Time Access set to **Allow** to see the **Request Types** in the Mobile app.
- Users receive push notifications when the status of the request changes.
- Supervisors receive notifications when employees submit requests.
- Not adjusting the duration of hours can result in the Mobile app displaying a different request total than Web Time. While this is a visual discrepancy only, it can be confusing for employees.
- When selecting a request time, the available balance appears to follow the same rules as Time Off Balances on the ESS Portal.
 - If using HR & Payroll only, in four-column view, the **Used Since Last** Payroll amount changes per requests in HR & Payroll that are in an approved status, but not yet taken.
 - The available column will then display differently based on that data and may not match what is on the employee record.
- There is a Spanish version of this document available [here](#).