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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.


☰ HR & Payroll Employ


 Self-Service Portal  Home


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 Self Service Portal


 HR & Payroll


 Expense


 Learning

 Performance

 Spending Accounts

 Surveys

 Time & Labor

 Enterprise Web Benefits



**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.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/30860000001010/content/PCTY-65253>