

Welcome to Time & Labor

Employee Guide



Welcome

Welcome to Paylocity, your employer's trusted human capital management provider! What's that, you ask? We bring the power of modern technology to all things HR and payroll. For you, that includes quick and convenient mobile solutions that make your life easier!

Like your company, our employees are our most valued resource. We create our services with them in mind and now they're available to you. This guide will help you explore how easy it is to use our powerful tools to manage, explore, and connect. Let's look at what's inside!

Scanning QR Codes

You can quickly access our video content via hyperlink or scan the QR codes with your mobile device. Never scanned a QR code? It's easy! Just take a picture on your Android or Apple device!

Apple

- Open the camera app from the home screen, control center, or lock screen.
- Select the rear-facing camera. Hold your device so the QR code appears in the viewfinder. Your device will recognize the QR code and display a link to the video.
- Finally, tap the pop-up notification to view some awesome content!

Android

- Press and hold the Home button. Then tap Lens. Note: A prompt appears if it's the first time you've used this feature. If it does, choose Allow.
- Select the rear-facing camera. Hold your device so the QR code appears in the viewfinder. Then tap the magnifying glass icon to scan the QR code
- Lastly, tap the pop-up notification to view some fantastic content!

Punch In & Out

Conveniently punch in and out from the same place you view pay stubs, submit time off requests, and more – even from your mobile device!



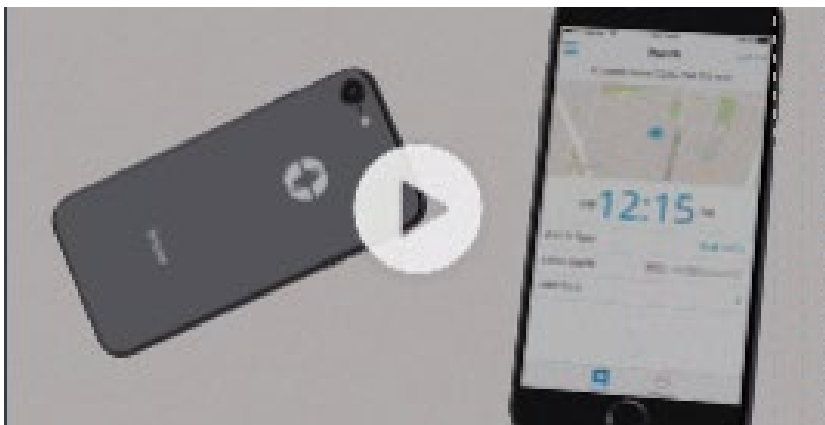
Open the Paylocity mobile app, tap **Punch**, select your **Punch Type**. Then tap **Submit**.



From your employee dashboard or Self Service Portal, click **Clock In** and you're ready to go.



If you work in multiple departments or areas throughout the day, tap **Cost Center** to change where you punch in.



Time & Labor: Punching In and Out

[Learn More](#)

Click on the image to the left or scan the QR code below to see how easy it is to punch in and out!



Manual Punch

Forget to clock in from lunch or start of the day? You'll need to make a minor adjustment to how you punch. Here at Paylocity, we call this a manual punch.



Tap **Punch**, then select any of the options under **Manual** from the **Punch Type** menu.



Want to add a comment? Click **Notes**.



When finished, tap **Submit**.



Punch and Transfer

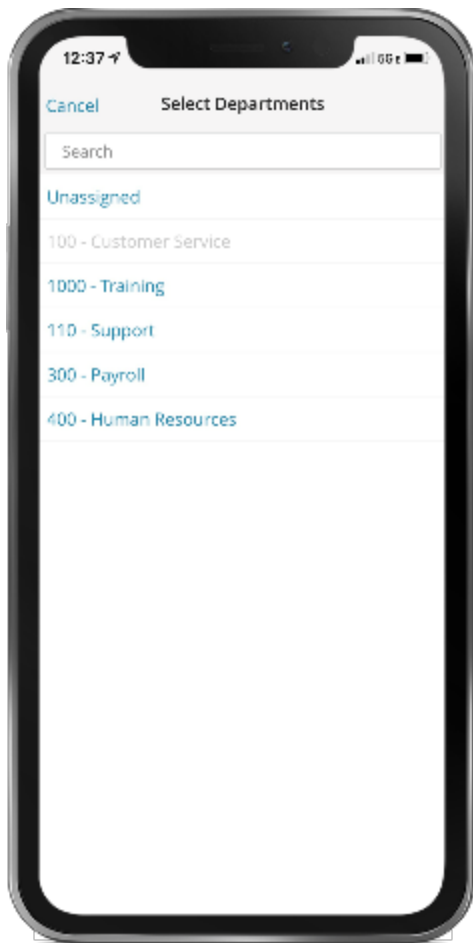
Need to cover for someone else's shift in a different department?



Tap **Punch**, then select any of the "transfer" options under the manual section of the **Punch Type** menu.



Select the appropriate **Cost Center** and then tap **Submit**.



Side note: If the transfer occurs after you start your lunch break, this button may appear as **End Lunch + Transfer**. If so, select the department you're transferring to and tap **Punch** to save.



Request Time Off

Request time off from the [employee dashboard](#) or time off calendar on your mobile device!



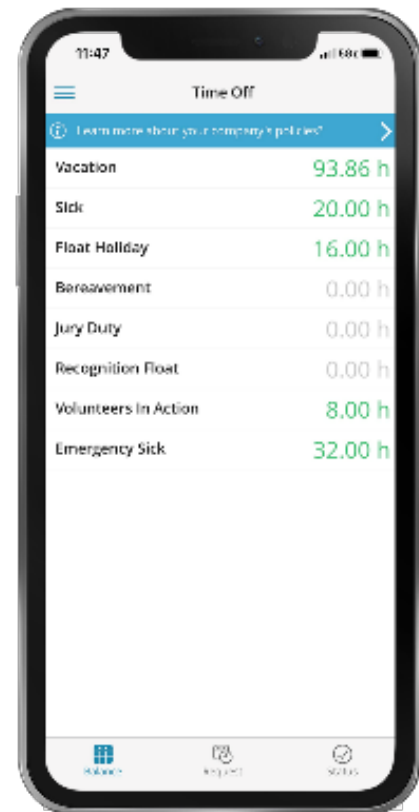
Log in and expand the Time Off card. Enter your request details and click **Submit Request**.



Click **Employee Time Off Calendar** to view potential conflicts with your request. It shows company holidays and requests from other team members. Click on any day within the calendar to submit a new time off request.



In the Paylocity mobile app, tap **Time Off** to view your balances. Then tap **Request**, fill in the details, then tap **Confirm** and **Submit**.



Side note: Your requests display as pending until they're approved.

Set Your Availability



Easily access and request availability right from your mobile device!



From the app, tap **Schedule** to see your schedule by week.



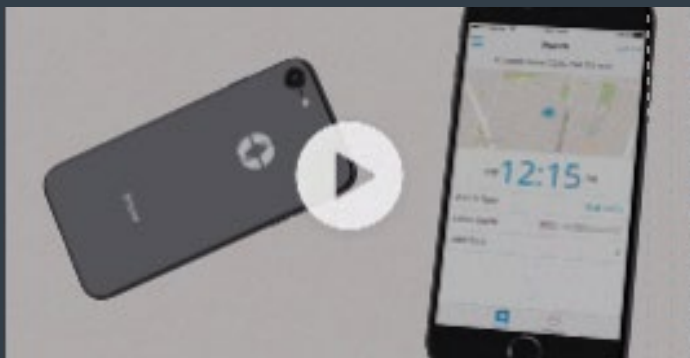
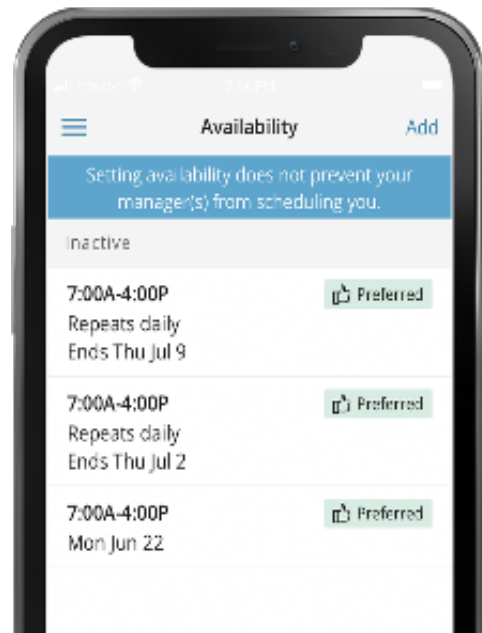
Tap **Availability**, then **Add** to add to your availability list.



To set your availability, tap **Setting** and choose either option.



Choose your frequency, the request date, and **Save**.



Scheduling Availability

Learn More

Click on the image to the left or scan the QR code below to see how easy it is to punch in and out!



Shift Swap



Request time off from the employee time off calendar or dashboard on your mobile device!



To Request a swap, open the mobile app and tap **Schedules**.



Tap the shift you want to swap, then tap the **Swap Shift** button.



Tap **Swap** on the right and your request goes to a pending status.



To accept or decline a swap request, tap on the shift then choose which you want to do.



You can also change or delete any pending requests. Tap the request to edit, then save. Or delete the request to cancel.

Learn More

Click the on the video or scan the QR code below to learn how to request and accept shift swaps.



Shift Swapping