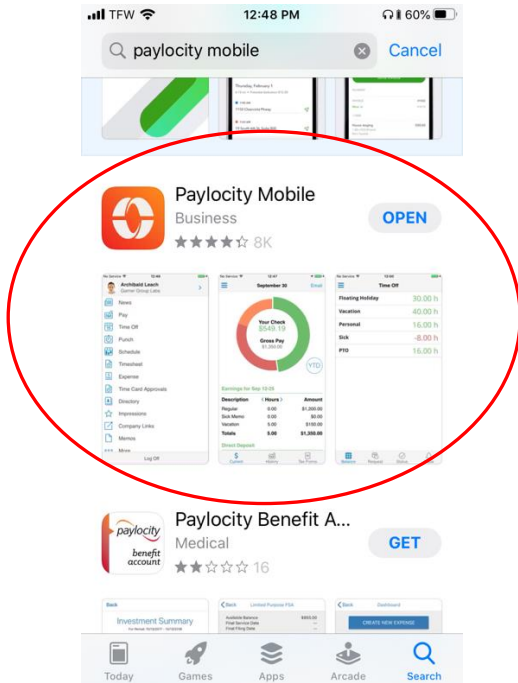


Paylocity App Instructions



1. Download the Paylocity Mobile App from Apple's App Store or Google's Play Store for the Android

Once downloaded, open the app.

2. Login like you normally would.

Enter the Company ID:
102067

Username/Password:
Enter the username and password that you have already been using to login to Paylocity on the desktop.

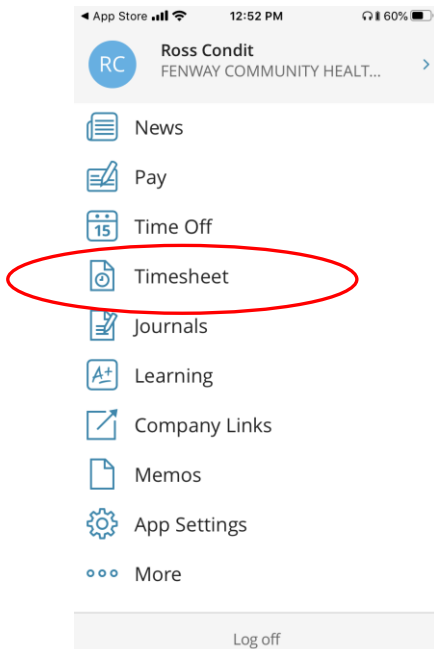
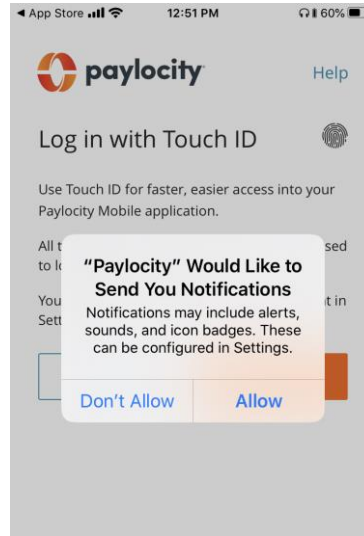
A screenshot of the Paylocity mobile app login screen. The top status bar shows 'App Store', signal strength, '12:47 PM', and '60%' battery. The app's logo and 'Help' link are at the top. Below is a 'Welcome' message. The login form consists of three input fields: 'Company ID' with the value '102067', 'Username' with the placeholder 'Your username', and 'Password' with the placeholder 'your password' and a 'Hide' toggle. Below the input fields are two buttons: an orange 'Login' button and a white 'Single Sign-On Login' button. At the bottom right is a link for 'Register New User'. A grey bar with an 'X' icon is at the very bottom of the screen.

3. Verify your identity by answering the **challenge question**.

4. Click **“Trust this Device.”**

5. Paylocity would like to send you notifications. **Allow/Don't Allow**.

6. At this point, you can allow the use of **Touch ID** (if your mobile device allows it).



7. Once you have logged in, you should see the Paylocity main menu.

Select the **“Timesheet”** option from the Paylocity menu.

8. If by default you are not brought to the current pay period, find the correct pay period by using the scroll arrows.

9. Once you have done that, click “Add” to add a new timesheet entry.

Cancel Thu Mar 26 Submit

Pay Type REMOTE

Labor Level 222/0110

Start Date Mar 26, 2020

End Date Mar 26, 2020

Duration 7.50 h

Include Weekends

Approve

Add Note >

13. Once you have entered your time, hit “Submit” in the top right-hand corner of the screen.

14. You will see an “Acknowledgement” screen and be asked to “Accept” your entry.

15. Congratulations, you should see your new entry in green!

Date	Day	Pay Type	Labor Level	Duration
22	Sun	REMOTE	222/0110/---	1.50 h
23	Mon	REMOTE	222/0110/---	8.50 h
24	Tue	REMOTE	222/0110/---	8.50 h
25	Wed	REMOTE	222/0110/---	7.50 h
26	Thu	REMOTE	222/0110/---	7.50 h

10. Select “Pay Type.” In many cases, Pay Type will be “REMOTE” which is at the bottom of the list.

11. Select Start and End Dates. These dates should be the same if you are making one day’s entry.

12. If using pay type REMOTE, Sick, Other-Sick, Vacation, etc., enter the number of hours you will be working (Ex. 7.5). If logging your time as “Work,” enter the Start Time and End Time.

Date	Day	Pay Type	Labor Level	Duration
22	Sun	REMOTE	222/0110/---	1.50 h
23	Mon	REMOTE	222/0110/---	8.50 h
24	Tue	REMOTE	222/0110/---	8.50 h
25	Wed	REMOTE	222/0110/---	7.50 h
26	Thu	REMOTE	222/0110/---	7.50 h