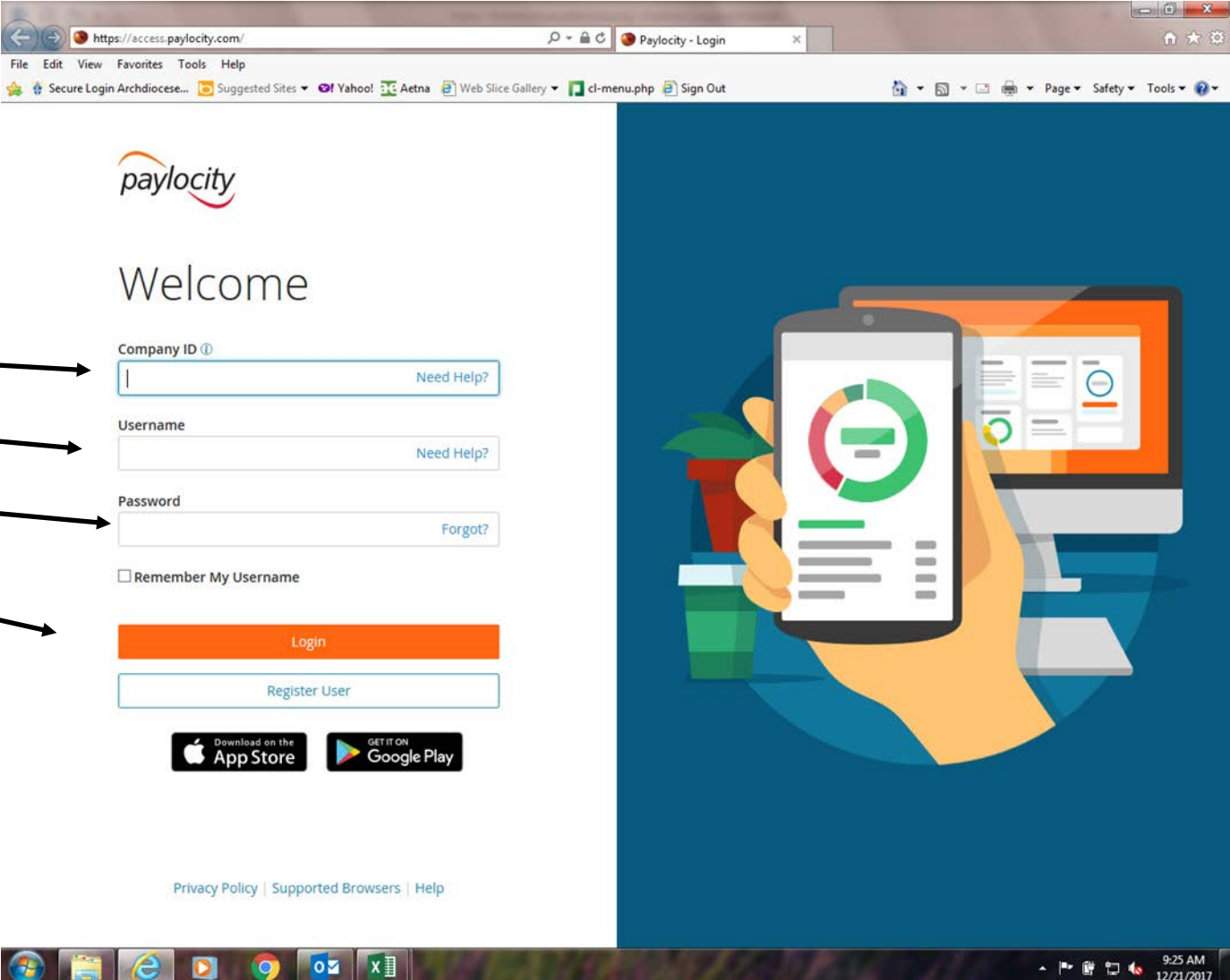


## *Hourly Employee Timesheet Approval in Paylocity*

Log into Paylocity at <https://login.paylocity.com> to access your Welcome screen.

Enter your company id,  
user name,  
password, and  
click Login.

(If you have not registered,  
please click the Register User  
button and obtain your company  
ID from your Payroll  
Coordinator.)



The screenshot shows the Paylocity login page in a web browser. The browser's address bar displays <https://access.paylocity.com/>. The page features the Paylocity logo at the top left, followed by the word "Welcome". Below this, there are three input fields: "Company ID" (with a "Need Help?" link), "Username" (with a "Need Help?" link), and "Password" (with a "Forgot?" link). A "Remember My Username" checkbox is located below the password field. Two buttons are present: an orange "Login" button and a white "Register User" button. At the bottom, there are two app store download buttons: "Download on the App Store" and "GET IT ON Google Play". The page footer includes links for "Privacy Policy", "Supported Browsers", and "Help". On the right side of the page, there is a large blue graphic showing a hand holding a smartphone displaying a dashboard with a pie chart, with a computer monitor in the background.

We're committed to bring our solutions to you, wherever you are. Stay connected by downloading our mobile app today.

### Announcements

**Opt-in for Direct Deposit**  
Paylocity Pointers  
1/12/2021 at 4:48 PM  
0 comments 620 views  
[View on Community](#)

**Putting a bow on 2020**  
Paylocity Pointers  
12/29/2020 at 3:23 PM  
0 comments 688 views  
[View on Community](#)

Hi, Andrea!

[View Employee Record](#)

**Tasks To Complete**

[More...](#)

### Company

### Pay

Date	Check #	Net Amount	Dir Dep
<a href="#">06/18/2021</a>	13939	hidden	✓

[Go Paperless](#)

[More...](#)

### Time Off

Type	Available	Las Bal
<a href="#">LYS75 - LAY SICK 7.5 HOURS</a>	79.61 Hours	79.
<a href="#">LYV75 - LAY VACATION 7.5 HOURS</a>	79.61 Hours	79.



[Time Off History](#)

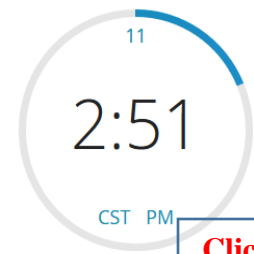
[More...](#)

### Employment

[Employee Status](#)  
[Dept / Position](#)

### Time Entry

Clocked Out since 05:00 PM on 06/25/2021



Notes

- [Clock In](#)
- [Clock In + Transfer](#)
- [Manual](#)

[Launch Time & Attendance](#)

**Click on "Launch Time & Attendance" to go to your timesheet.**

### Benefits

Employee Timesheet

**1. Make sure you are in the right pay period.**

**2. You can click here to approve the entire timesheet or click approve by each day.**

Date Range Pay Period 07/10/2021 - 07/23/2021 Prev Current

✓ Approve All ✗ Unapprove All Save

**3. Click Save**

**You can download your timesheet.**

Comment Download PDF

Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Cost Center	Notes	Reg	OT1	Lunch	Supv App	Delete
Saturday 07/10/2021							Totals	0.00 hrs	0.00 hrs	0.00 hrs		
Sunday 07/11/2021							Totals	0.00 hrs	0.00 hrs	0.00 hrs		
Monday 07/12/2021	Work	08:33 AM	02:02 PM	02:36 PM	05:14 PM	59200/100/1160		8.12 hrs	0.00 hrs	0.57 hrs		
<input type="checkbox"/> Approve							Totals	8.12 hrs	0.00 hrs	0.57 hrs		
Tuesday 07/13/2021	Work	08:30 AM	12:21 PM	12:53 PM	05:00 PM	59200/100/1160		7.97 hrs	0.00 hrs	0.53 hrs		
<input type="checkbox"/> Approve							Totals	7.97 hrs	0.00 hrs	0.53 hrs		
Wednesday 07/14/2021	Work	08:30 AM	12:00 PM	12:42 PM	05:00 PM	59200/100/1160		7.80 hrs	0.00 hrs	0.70 hrs		
<input type="checkbox"/> Approve							Totals	7.80 hrs	0.00 hrs	0.70 hrs		
Thursday 07/15/2021	Work	08:25 AM	01:30 PM	01:36 PM	01:40 PM	59200/100/1160		5.15 hrs	0.00 hrs	0.10 hrs		
<input type="checkbox"/> Approve	Work	02:00 PM			05:10 PM	59200/100/1160		3.17 hrs	0.00 hrs	0.00 hrs		
							Totals	8.32 hrs	0.00 hrs	0.10 hrs		
Friday 07/16/2021	Work	08:26 AM	12:10 PM	01:00 PM	05:00 PM	59200/100/1160		7.73 hrs	0.00 hrs	0.83 hrs		
<input type="checkbox"/> Approve							Totals	7.73 hrs	0.00 hrs	0.83 hrs		
Saturday 07/17/2021							Totals	0.00 hrs	0.00 hrs	0.00 hrs		

**If you notice a miss punch please contact your Supervisor before approving so they may edit your timesheet as necessary.**