Salary Employee Timesheet Approval in Paylocity

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

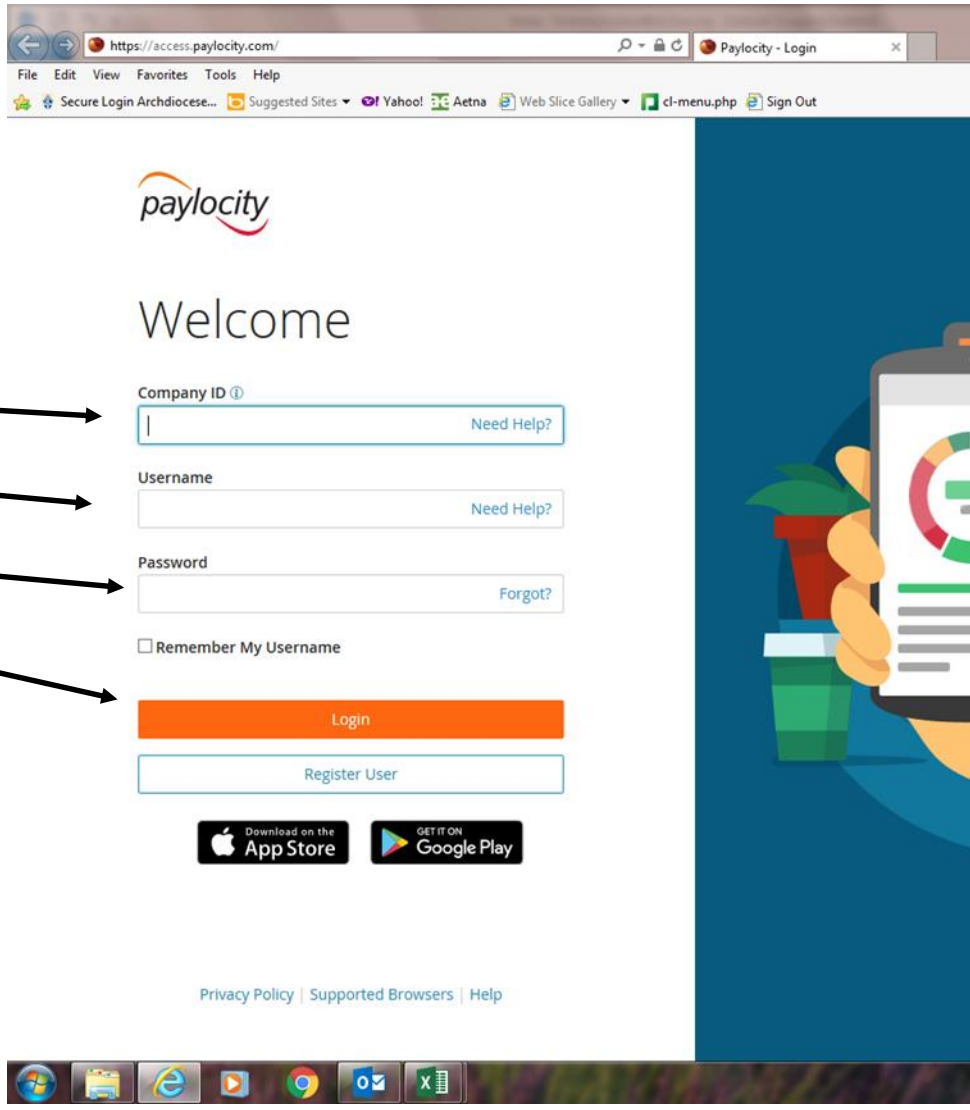
Enter your company id,

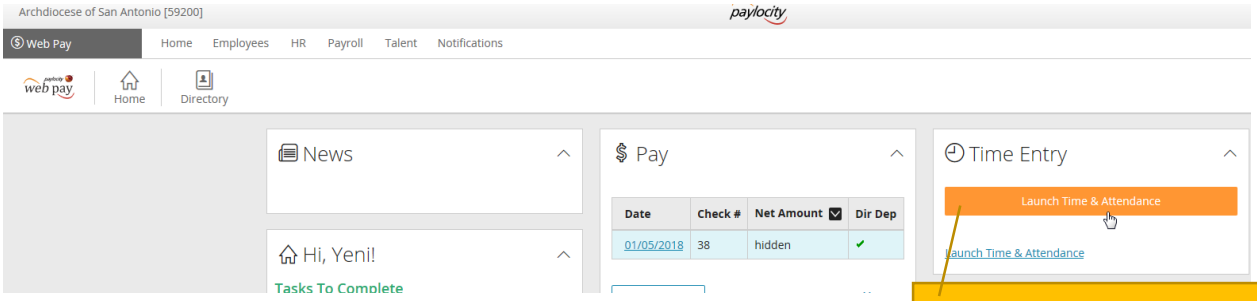
user name,

password, and

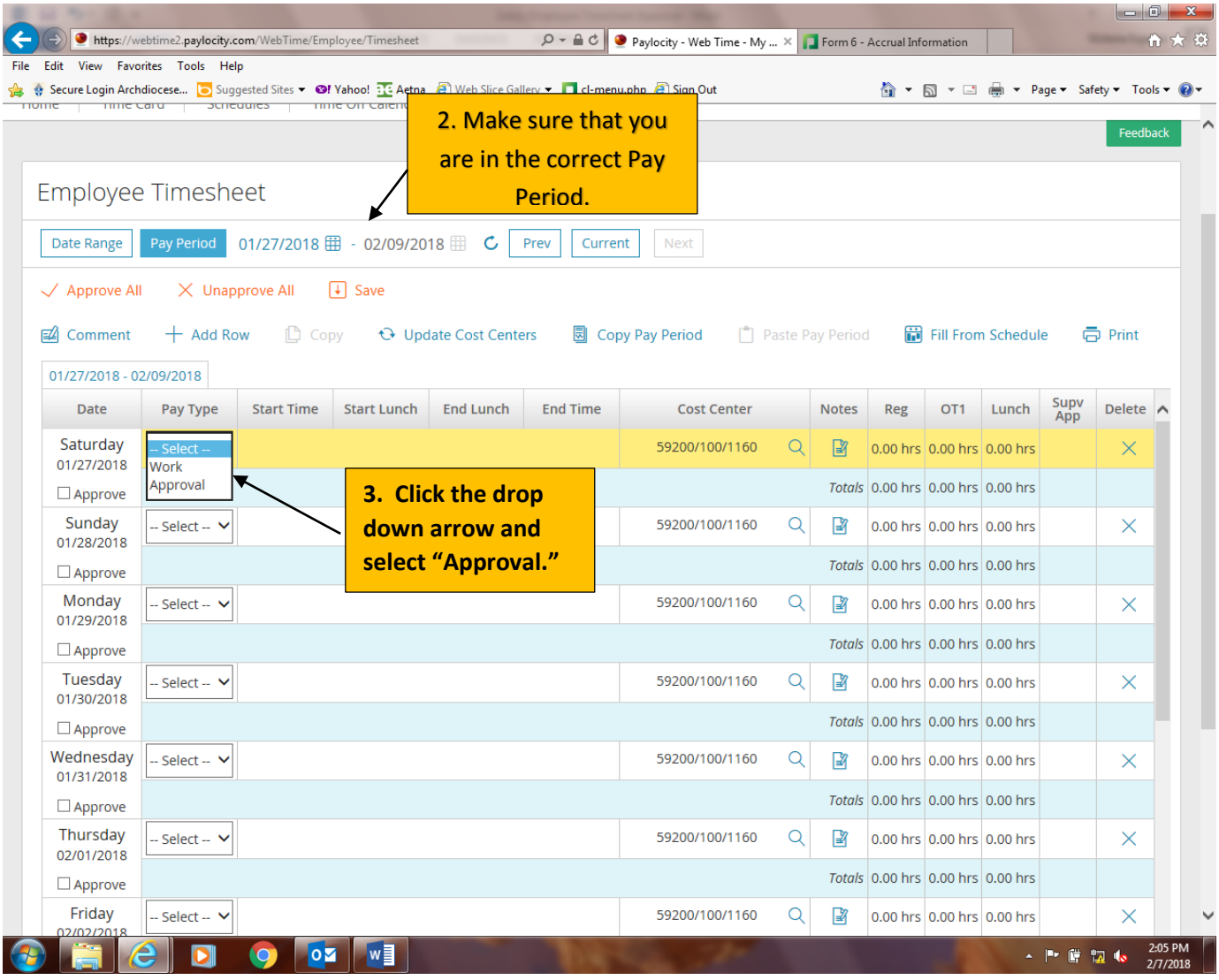
click Login.

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



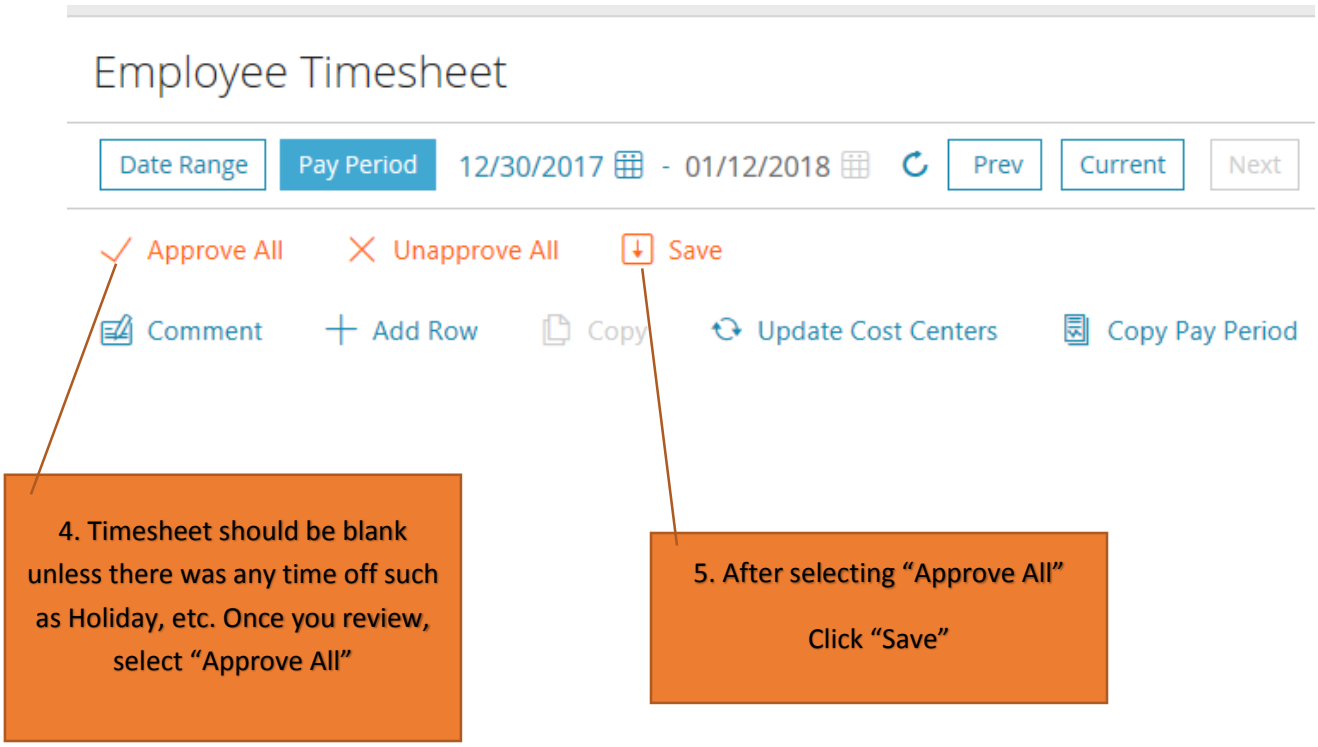


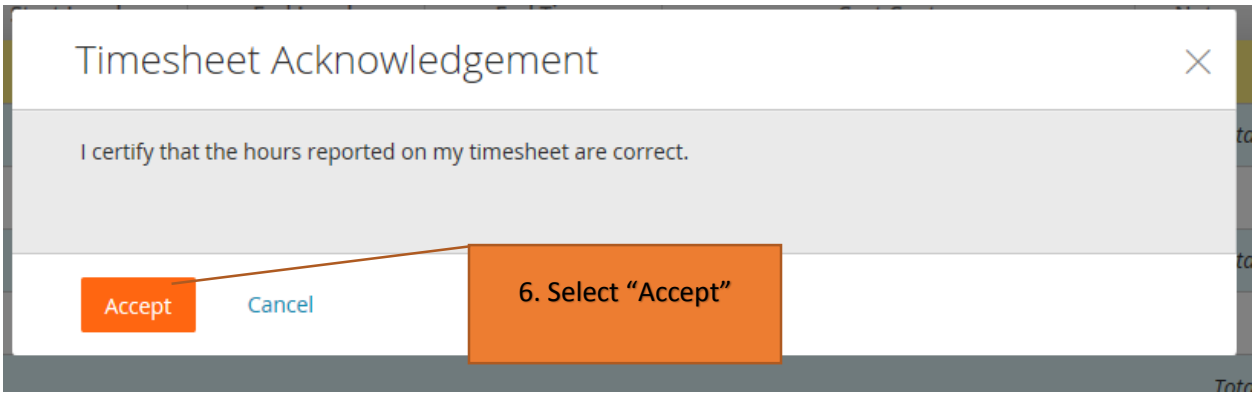
1. From your home page, select "Launch Time & Attendance" This will take you to your timesheet.



2. Make sure that you are in the correct Pay Period.

3. Click the drop down arrow and select "Approval."





After clicking "Accept", you will return to your timesheet and the boxes will be unchecked. Only time taken will be checked as approved. **Your timesheet is now approved.**

When you timesheet is approved, your supervisor will be able to see you in their list of Timesheet Approvals.