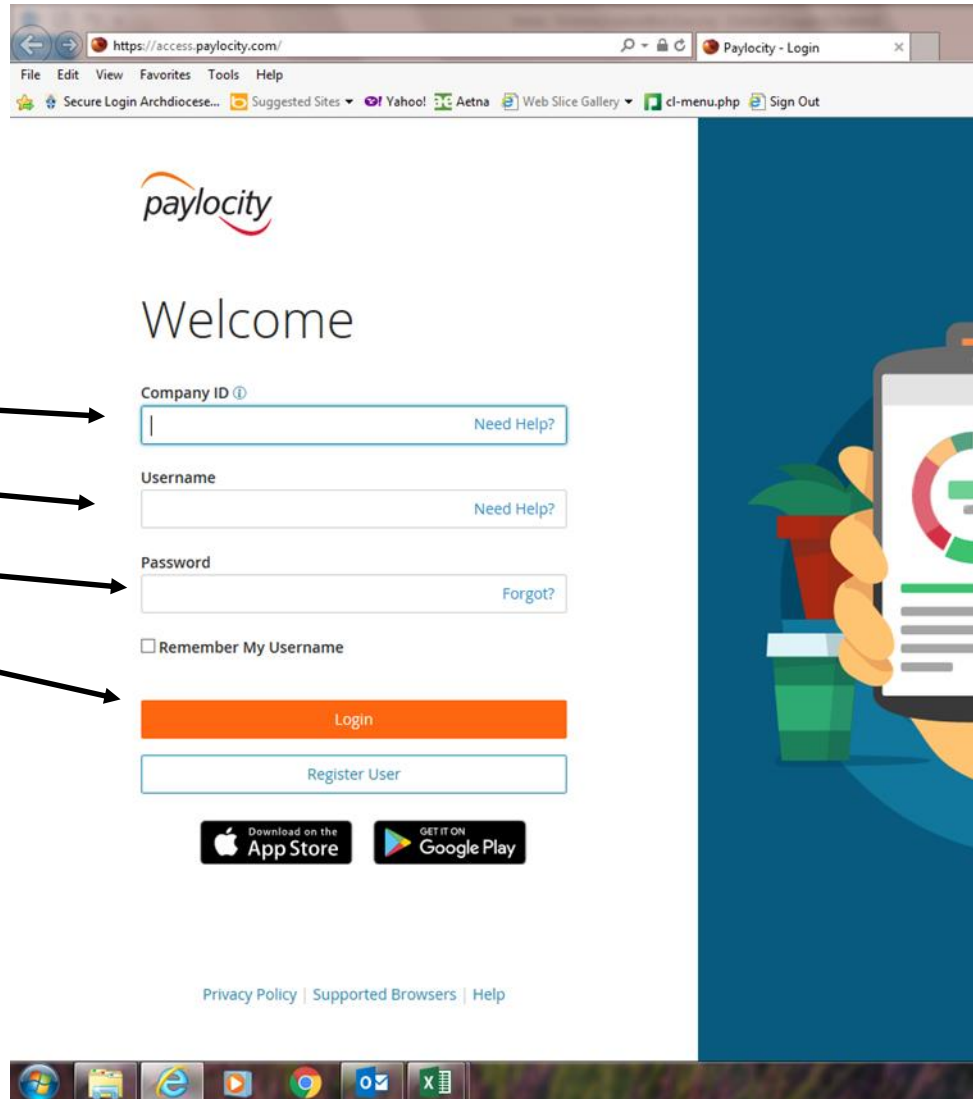


## Salary Employee Timesheet Approval in Paylocity

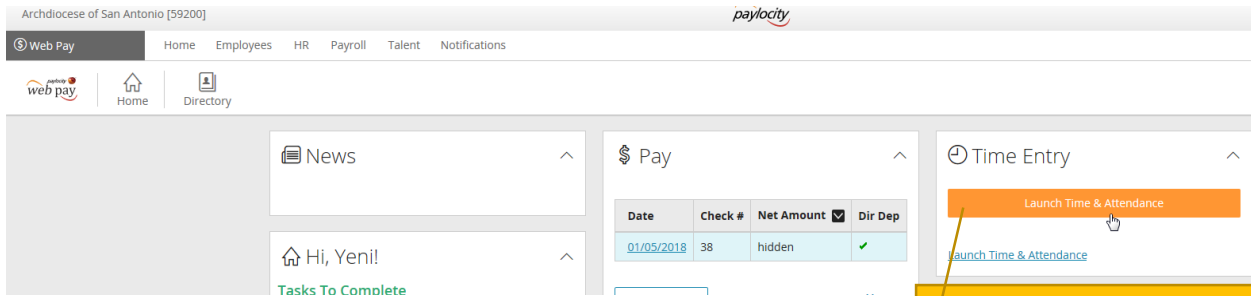
Log into Paylocity at <https://login.paylocity.com> to access your Welcome screen.

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

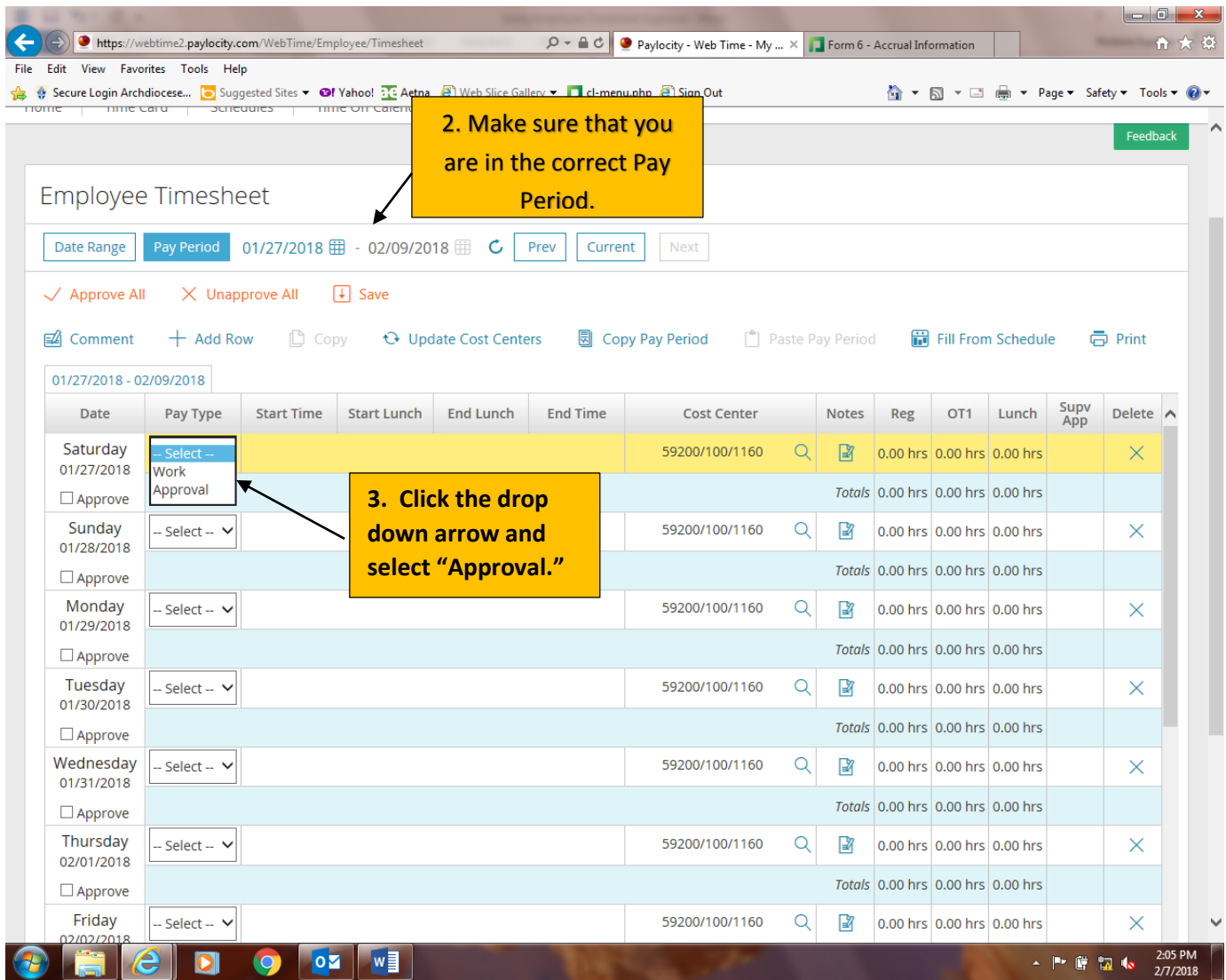
(If you have not registered, please click the Register User button and obtain your company ID from your Payroll Coordinator.)



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, followed by the word "Welcome". Below this, there are four input fields: "Company ID" with a "Need Help?" link, "Username" with a "Need Help?" link, "Password" with a "Forgot?" link, and a "Remember My Username" checkbox. At the bottom of the form are two buttons: "Login" (orange) and "Register User" (white with blue border). Below the buttons are two app store download links: "Download on the App Store" and "GET IT ON Google Play". At the very bottom of the page, there are links for "Privacy Policy", "Supported Browsers", and "Help". The Windows taskbar is visible at the bottom of the screenshot, showing icons for Internet Explorer, Google Chrome, and Microsoft Excel.



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."

# Employee Timesheet

Date Range

Pay Period

12/30/2017 - 01/12/2018



Prev

Current

Next

Approve All

Unapprove All

4. Timesheet should be blank unless there was any time off such as Holiday, etc. Once you review, select "Approve All"

5. After selecting "Approve All" Click "Save"

## Timesheet Acknowledgement

I certify that the hours reported on my timesheet are correct.

Accept

Cancel

6. Select "Accept"

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