

Paylocity Time Punch Instructions Using Desktop On-site

1. Login into Paylocity
2. On your Self-Service Portal please see 'time entry' and click 'Clock in'(don't forget to clock out for lunch and to clock back in).
 - a. If you are concerned about your timesheet click 'Launch and Time & Attendance' and 'My Timesheet' (also how you will continue to approve your timesheet)

Archdiocese of San Antonio [59200] paylocity

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Announcements

Opt-in for Direct Deposit

Paylocity Pointers
1/12/2021 at 4:46 PM
0 comments 630 views
[View on Community](#)

Putting a bow on 2020

Paylocity Pointers
12/29/2020 at 2:23 PM
0 comments 682 views
[View on Community](#)

Hi,

[View Employee Record](#)

Tasks To Complete

[More...](#)

Company

Pay

Date	Check #	Net Amount	Dir Dep
06/18/2021	13039	hidden	✓

[Go Paperless](#) [More...](#)

Time Off

Type	Available	Lea Bal
LVS75 - LAY SICK 7.5 HOURS	79.61 Hours	79.
LVS75 - LAY VACATION 7.5 HOURS	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

11

2:51

CST PM

Notes

[Clock In](#)

[Clock In + Transfer](#)

[Manual](#)

[Launch Time & Attendance](#)

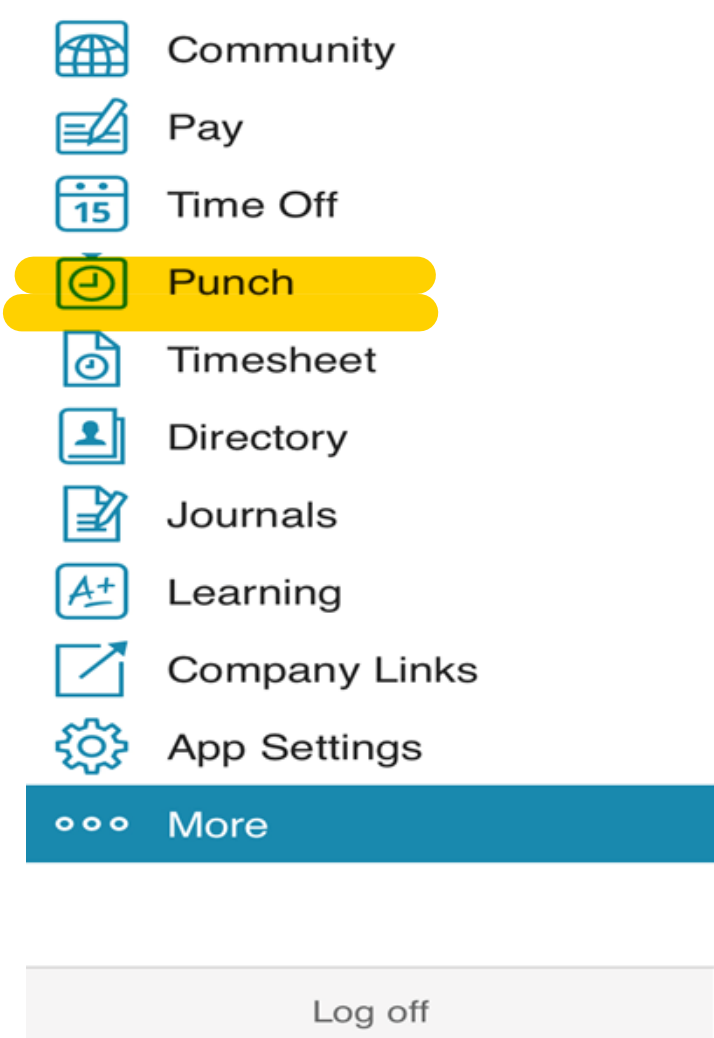
Benefits

Paylocity Time Punch Instructions Using the Mobile App Off-site (Should only be used when the employee is off-site)

- 1) Download and Login in to the Paylocity Mobile App



- 2) Go to 'Punch'



3) Punch in and submit your time, don't forget to clock out for lunch and to clock back in.

The screenshot shows a mobile application interface for clocking in. At the top, there is a menu icon on the left, the word "Punch" in the center, and a yellow "Submit" button on the right. Below this, the status "Status: Clocked Out" is displayed. In the center, there is a blue location pin icon on a grid background, with the text "Acquiring Location" below it. A large digital clock shows "CST 4:11 PM". Below the clock, there are two yellow-highlighted fields: "Punch Type" and "Clock In". Below these, the "Cost Center" is set to "59200/100/1160". There is an "Add Note" field below that. At the bottom of the screen, there are two buttons: "Punch" with a clock icon and "History" with a circular arrow icon.

-----> Don't forget to select your punch type and then submit