Mobile App Paylocity Time Punch Instructions for Supervisors
(Should only be used when the employee is off-site)
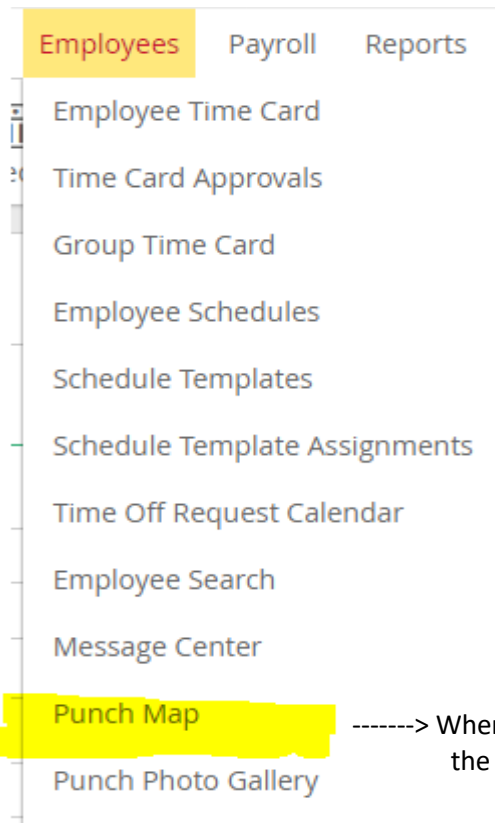
1. Moving from a timesheet to a time punch for Pastoral Center Non-exempt hourly employee's timecards will look the same.
   <u>If</u> an employee clocks outside of the barrier, the steps below may be followed so Supervisors may see where the employee clocked in from:
2. If an employee clocks outside of the assigned Geofence, the following notification will be sent via email:

From: Paylocity [mailto:donotreply@paylocity.com]
Sent:
To:
Subject: Employee punched outside of a geofence

[CAUTION: EXTERNAL E-MAIL - Exercise caution when opening attachments or clicking links, especially from unknown senders]

Employee   [2   9] punched from a mobile device, but was not inside one of your established geofences. To view more details, please click on the WebTime link to login and navigate to Employees > Punch Map. Time & Labor Login

3. Login into Paylocity
4. Go to Time & Labor
5. Toggle over to Employees then go to 'Punch Map'

| Employees | Payroll | Reports |

Employee Time Card

Time Card Approvals

Group Time Card

Employee Schedules

Schedule Templates

Schedule Template Assignments

Time Off Request Calendar

Employee Search

Message Center

Punch Map ------> When an employee is punching in from the on-site computer the employee will <u>not</u> show up on the 'Punch Map'

Punch Photo Gallery

6. The Supervisor will be able to see a map like the example below:
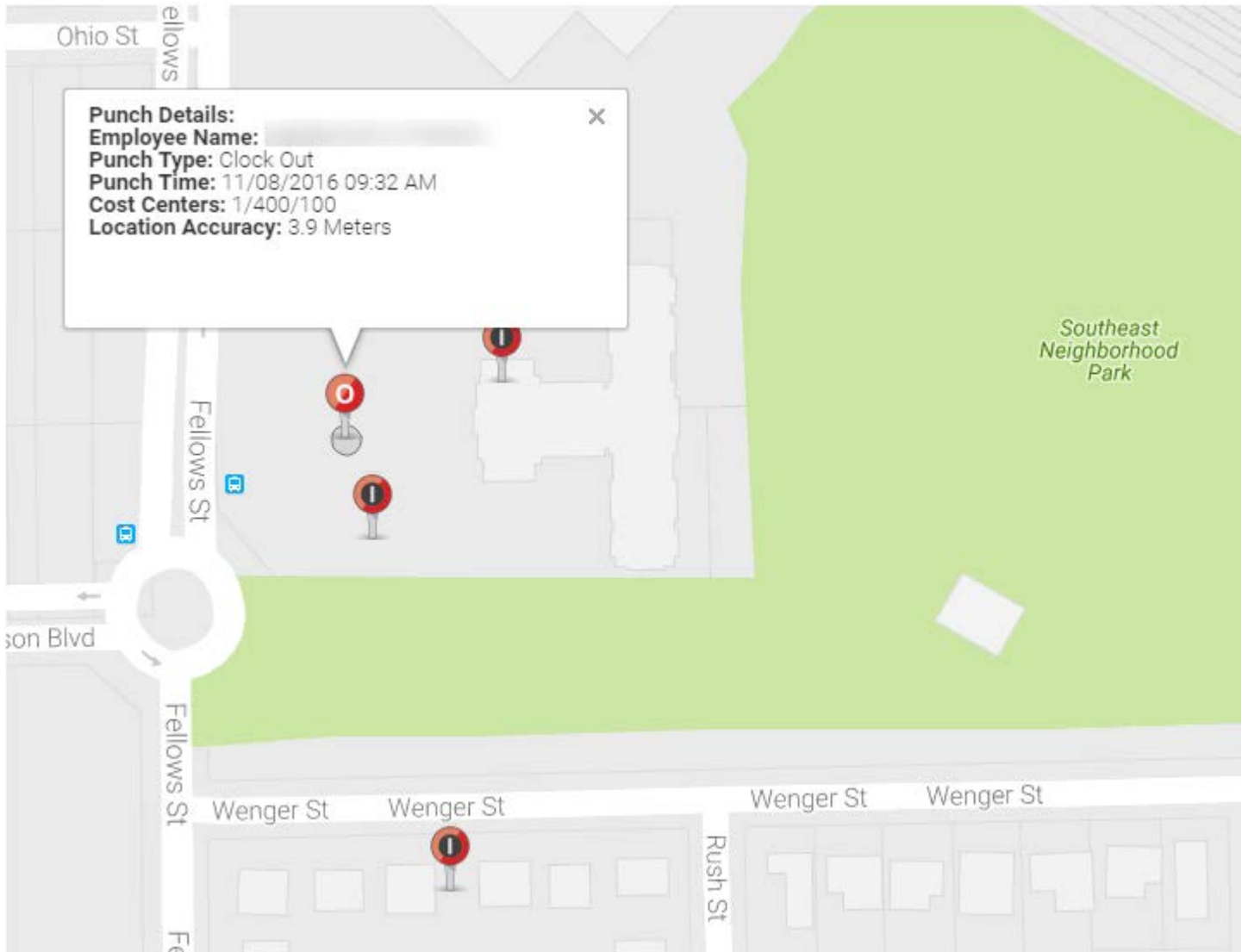
- I represents a Clock In punch.
- O represents a Clock Out punch
- B represents a Break punch
- L represents a Lunch Punch
- T represents a Transfer

The employee will be allowed to clock in and outside of the barrier, the employee isn't notified when doing so. Please be sure to advise the employee when they are punching outside of the barrier any repeated unauthorized punches outside the geofence policy may lead to disciplinary action up to including termination.

Editing an Employees Timesheet Instructions for Supervisors

1. Login into Paylocity

2. Navigate to Time & Labor > Employees > Employee Time Card
3. Select a cell to complete the following updates:
   Add
   Edit
   Delete
   Edit the time of the punch to change said punch
   Press Delete /Backspace to remove highlighted punches from the Time Card.
4. Type the time of a punch to add or edit. The following formats are acceptable for two in the afternoon:
   2p
   2pm
   200p
   200pm
   2:00 pm
   2:00p

	Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	Unpaid	EE App
☐	Sat 07/10/2021	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
☐	Sun 07/11/2021	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
☐	Mon 07/12/2021			08:33 AM	02:02 PM L	02:36 PM L	05:14 PM	8.12 hrs	0.00 hrs	0.00 hrs	0.57 hrs	
☐	Tue 07/13/2021			08:30 AM	12:21 PM L	12:53 PM L	05:00 PM	7.97 hrs	0.00 hrs	0.00 hrs	0.53 hrs	
☐	Wed 07/14/2021			08:30 AM	12:00 PM L	12:42 PM L	05:00 PM	7.80 hrs	0.00 hrs	0.00 hrs	0.70 hrs	
☐	Thu 07/15/2021			08:25 AM	01:30 PM L	01:36 PM L	01:40 PM	8.32 hrs	0.00 hrs	0.00 hrs	0.10 hrs	
				02:00 PM	05:10 PM							
☐	Fri 07/16/2021			08:26 AM	12:10 PM L	01:00 PM L	05:00 PM	7.73 hrs	0.00 hrs	0.00 hrs	0.83 hrs	

The system will default the next punch in the next punch in the sequence.

Select a punch using the right mouse button to edit the action:

	Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	Unpaid	
☐	Thu 07/15/2021			08:25 AM	01:30 PM L	01:36 PM L	01:40 PM	8.32 hrs	0.00 hrs	0.00 hrs	0.10 hrs	
				02:00 PM	05:10 PM							
☐	Fri 07/16/2021			08:26 AM	12:10 PM L	01:00 PM L	05:00 PM	7.73 hrs	0.00 hrs	0.00 hrs	0.83 hrs	
☐	Sat 07/17/2021	None					hrs		0.00 hrs	0.00 hrs	0.00 hrs	
☐	Sun 07/18/2021	None					hrs		0.00 hrs	0.00 hrs	0.00 hrs	
☐	Mon 07/19/2021			08:28 AM	12:31 PM L	01:15 PM L	05:01 PM	hrs	0.00 hrs	0.00 hrs	0.73 hrs	
☐	Tue 07/20/2021			08:25 AM	01:27 PM L	02:01 PM L	05:01 PM	hrs	0.00 hrs	0.00 hrs	0.57 hrs	
☐	Wed 07/21/2021			08:30 AM	12:18 PM L	12:47 PM L	05:01 PM	hrs	0.00 hrs	0.00 hrs	0.48 hrs	
☐	Thu 07/22/2021			08:29 AM	12:21 PM L	01:01 PM L	05:02 PM	hrs	0.00 hrs	0.00 hrs	0.67 hrs	
☐	Fri 07/23/2021			08:23 AM	ⓘ Missed Punch			hrs	0.00 hrs	0.00 hrs	0.00 hrs	

Right-click context menu (Fri 07/16/2021):
Edit Details
Add Row
Delete
Toggle Callback
Supervisor Note
Clock In
Clock Out ✓
Start Break
End Break
Start Lunch
End Lunch
Transfer

Totals   Benefit Balances   Adjustments   Schedule

5. Select Save to apply the changes to the employee Time Card or Select Discard Changes to discard the changes. A message will appear indicating a successful update and the timesheet processed.