

Employee Dashboard



Time Clock

You are currently clocked in

11:12:46
AM

Last Punch
Clock In at 08:00 AM on 04/23/2015

Notes

History

Date	Time	Punch
04/23/2015	08:00 AM	Clocked In
04/22/2015	05:00 PM	Clocked Out
04/22/2015	01:00 PM	Clocked In
04/22/2015	12:00 PM	At Lunch

Clock in and out, view your schedule, request time off, check the status of submitted time off requests, and review benefit balances.

Schedule

Today April, 2015

Sunday	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday
29	30 08:00 AM	31 08:00 AM	01 08:00 AM	02 08:00 AM	03 08:00 AM	04
05	06 08:00 AM	07 08:00 AM	08 08:00 AM	09 08:00 AM	10 08:00 AM	11
12	13 08:00 AM	14 08:00 AM	15 08:00 AM	16 08:00 AM	17 08:00 AM	18
19	20 08:00 AM	21 08:00 AM	22 08:00 AM	23 08:00 AM	24 08:00 AM	25

Time Off

Type:

Single Day Multiple Days Include Weekends

Start Date: End Date:

Start Time: End Time:

Hours Per Day:

Notes

Employee Dashboard



Access the Dashboard

Access the Employee Dashboard by clicking Home from the menu bar.

Easily retrieve messages from a supervisor.



- ✓ Select My Timesheet to complete timesheets for work performed.
- ✓ Select My Pay Adjustments to view pay adjustments such as bonuses and expenses.
- ✓ Select Employee Time Off Calendar to view and make time off requests.
- ✓ Users may be able to view other employees' time off requests in the calendar.

Select Help and then Employee Training Documents to access user guides and videos.

Based upon Company selected features view/edit access may vary.

In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Enter Comments and click Submit to send a message to a supervisor.

History Comments

My timesheet needs some adjustment.

215 characters remaining

Submit Clear

Employee Dashboard



Use the Dashboard

Web Punch Current Time will display in local time zone.

- ✓ Punch types display based on rules and current status.
- ✓ Recommended punch type is highlighted.
- ✓ Use Transfer to change labor level.
- ✓ Use Manual punch when applicable punch is not displayed.
- ✓ Easily add Notes.

Displays recent punch history.

🕒 Time Clock ^

You are currently clocked in

9:09:47

AM

Last Punch
Clock In at 08:00 AM on 04/23/2015

Clock OutTransfer

Manual

Notes

HistoryComments

Date	Time	Punch
04/23/2015	08:00 AM	Clocked In
04/22/2015	05:00 PM	Clocked Out
04/22/2015	01:00 PM	Clocked In
04/22/2015	12:00 PM	At Lunch

Employee Dashboard



View schedules by Day, Week, or Month.

Schedule

Today Monday, May 04, 2015 Day Week Month

Mon 5/04

8:00 AM	08:00 AM 05:00 PM
9:00 AM	400/401/600
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	

Schedule

Today Sunday, May 03, 2015 - Satur... Day Week Month

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09
8:00 AM		08:00 AM 05:00 PM	08:00 AM 05:00 PM	08:00 AM 05:00 PM	08:00 AM 05:00 PM	08:00 AM 05:00 PM	
9:00 AM		400/401/600	400/401/600	400/401/600	400/401/600	400/401/600	
10:00 AM							
11:00 AM							
12:00 PM							

Schedule

Today May, 2015 Day Week Month

Sunday	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday
26	27 08:00 AM	28 08:00 AM	29 08:00 AM	30 08:00 AM	01 08:00 AM	02
03	04 08:00 AM	05 08:00 AM	06 08:00 AM	07 08:00 AM	08 08:00 AM	09
10	11 08:00 AM	12 08:00 AM	13 08:00 AM	14 08:00 AM	15 08:00 AM	16
17	18 08:00 AM	19 08:00 AM	20 08:00 AM	21 08:00 AM	22 08:00 AM	23

Request time off.

View time off request status.

View time off balances.

Time Off

Request Status Balances

Type: Vacation

Single Day Multiple Days Include Weekends

Start Date: 08/06/2015 End Date: 08/07/2015

Start Time: 8:00 AM End Time:

Hours Per Day: 8

Notes:

Submit Request Reset

Time Off

Request Status Balances

04/19/2015 - 12/12/2015 Select Type Select Status Go

Date	Type	TotalHours	Status	Delete
12/04/2015 - 12/07/2015	Vacation	16 hrs	Pending	×
09/03/2015 - 09/04/2015	Personal	16 hrs	Approved	×
08/06/2015 - 08/07/2015	Vacation	16 hrs	Denied	
05/01/2015 - 05/01/2015	Vacation	8 hrs	Approved	×

Time Off

Request Status Balances

Type	Last Balance	Used Since	Available	Future Approved
Vacation	273.85 hrs	0 hrs	273.85 hrs	8 hrs
Sick	0 hrs	0 hrs	0 hrs	0 hrs
Personal	0 hrs	0 hrs	0 hrs	16 hrs