Employee Dashboard

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

Access the Dashboard

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

- 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.

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.**

Easily retrieve messages from a supervisor.

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

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

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Use the Dashboard

- 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.

Web Punch Current Time will display in local time zone. Displays recent punch history.