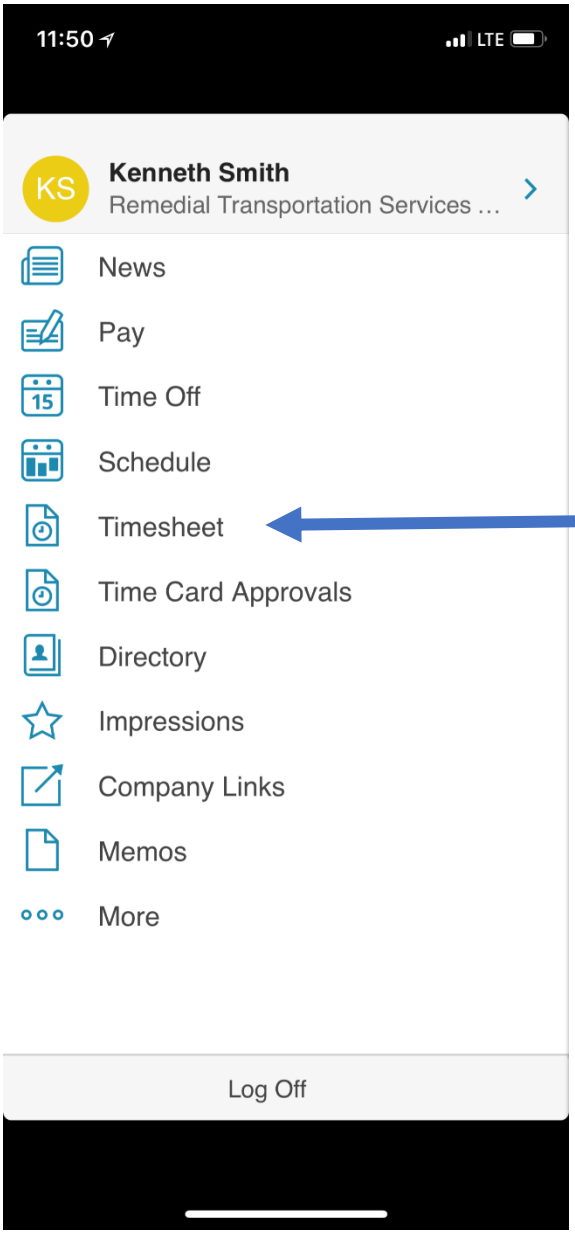
Paylocity Application

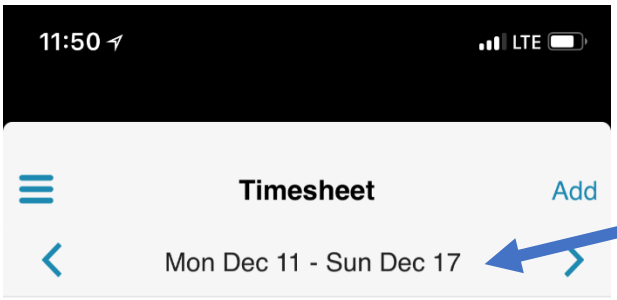
This guide will show you how to complete your time sheet in the Paylocity Application on your Smartphone. Follow the steps below and if you have any questions please contact Kenny Smith.

STEP 1 (after you have logged in)

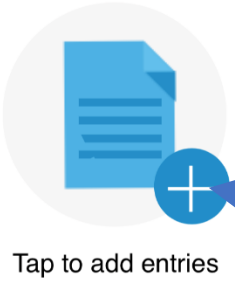


Click on the Timesheet Button

STEP 2



Make Sure the Correct Work Week is Chosen



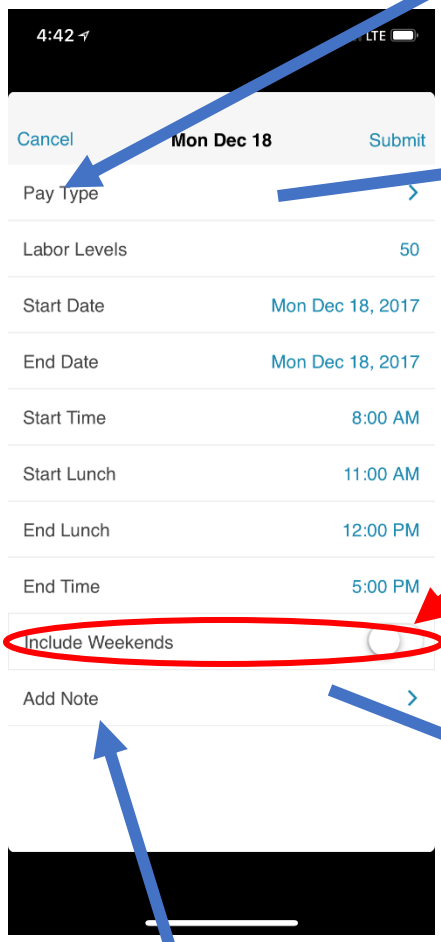
Tap Here to Add an Entry

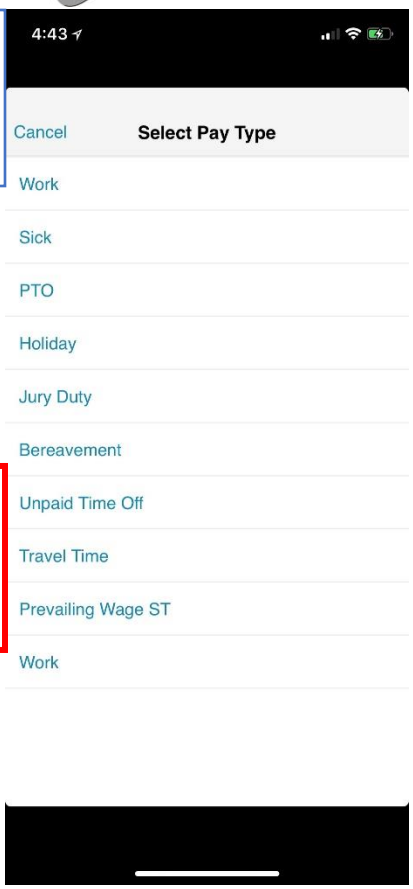
REMEDIAL TRANSPORTATION SERVICES
BAKERSFIELD, CA.

CONSTRUCTION SERVICES

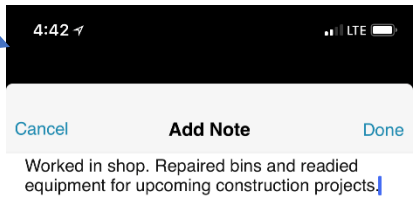
STEP 3 (Complete Daily Time Card)

Select Pay Type(Work, Travel Time,Prevailing, PTO etc..)



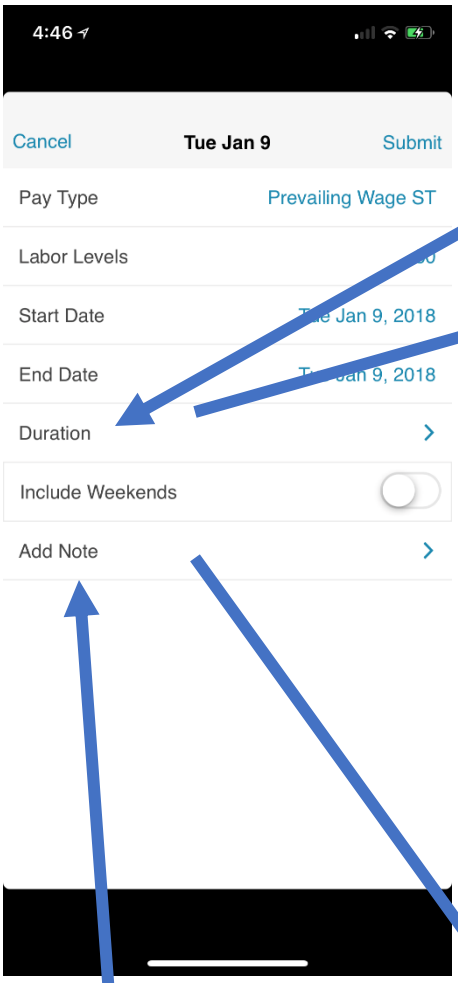


FOR SATURDAY OR SUNDAY TIME THIS MUST BE TOGGLED ON

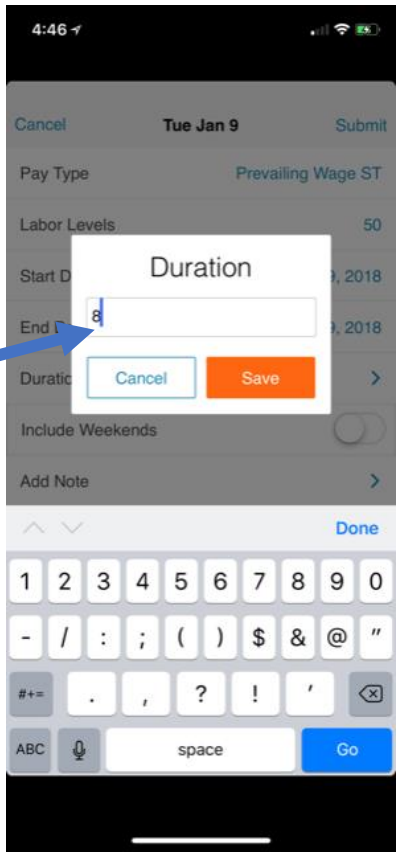


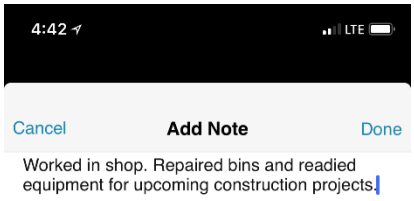
Enter the project you are on and Describe the work you completed that day

IF YOU ARE ON A PREVAILING PROJECT SEE BELOW



Select Duration



Enter the Hours Worked on The Prevailing Project For That Day

Enter the project you are on and Describe the work you completed that day