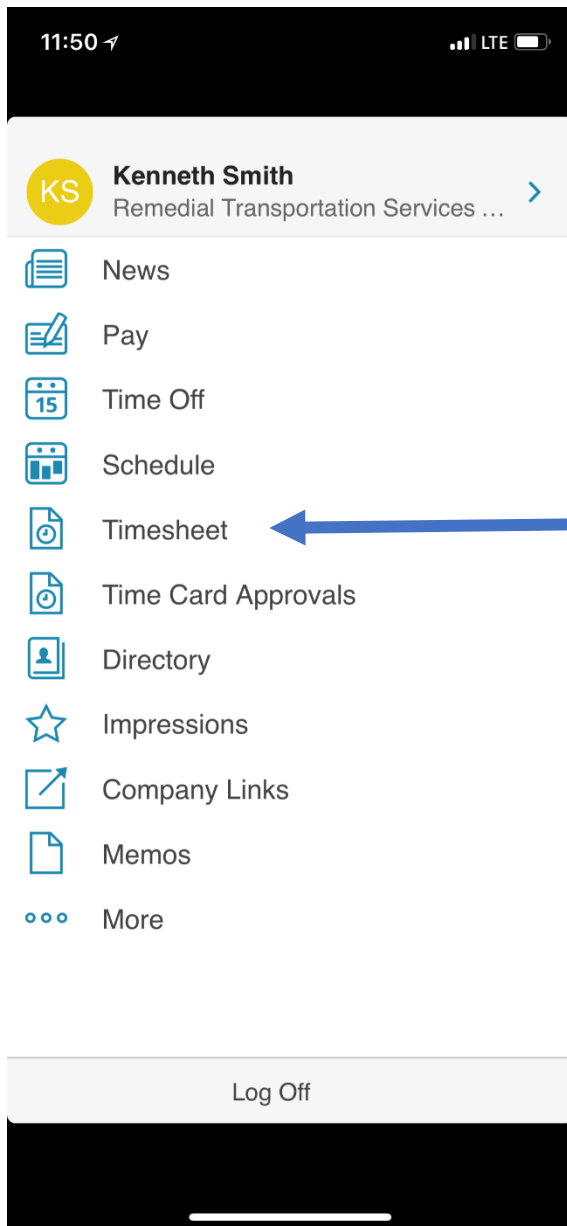




Paylocity Application

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.

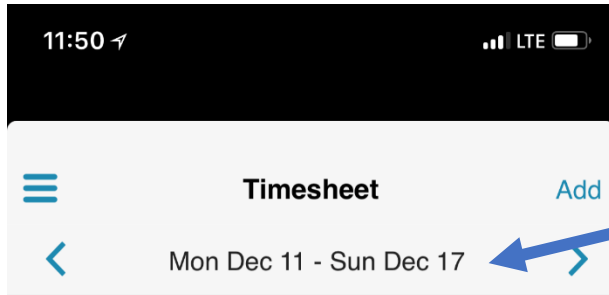
STEP 1 (after you have logged in)



**Click on the
Timesheet Button**



STEP 2



**Make Sure the
Correct Work Week
is Chosen**



Tap to add entries

**Tap Here to Add an
Entry**





STEP 3 (Complete Daily Time Card)

4:42

Cancel **Mon Dec 18** Submit

Pay Type >

Labor Levels 50

Start Date Mon Dec 18, 2017

End Date Mon Dec 18, 2017

Start Time 8:00 AM

Start Lunch 11:00 AM

End Lunch 12:00 PM

End Time 5:00 PM

Include Weekends

Add Note >

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

4:43

Cancel **Select Pay Type**

Work

Sick

PTO

Holiday

Jury Duty

Bereavement

Unpaid Time Off

Travel Time

Prevailing Wage ST

Work

FOR SATURDAY OR SUNDAY TIME THIS MUST BE TOGGLED ON



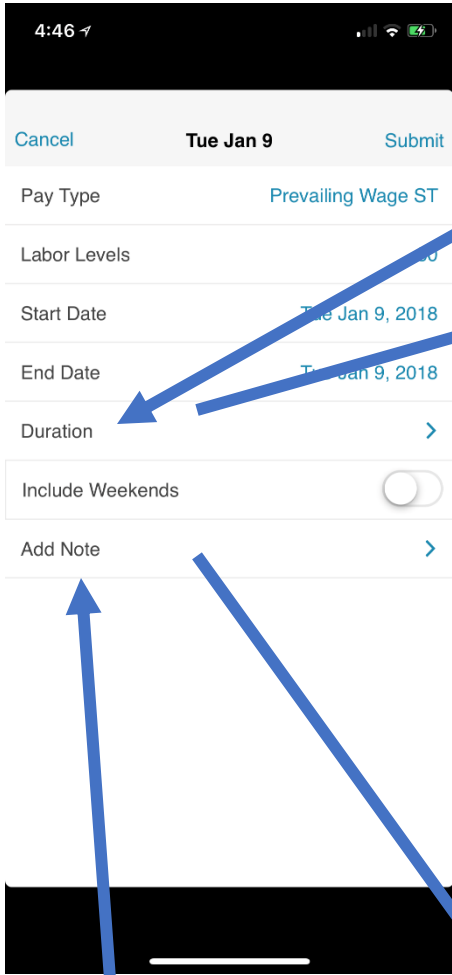
4:42

Cancel **Add Note** Done

Worked in shop. Repaired bins and readied equipment for upcoming construction projects.]

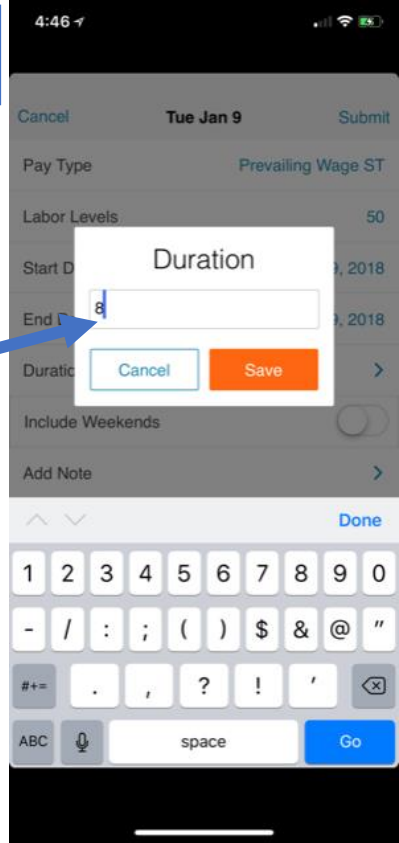
Enter the project you are on and Describe the work you completed that day

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

