

Paylocity Transferring Department Instructions

Purpose: These instructions explain how to clock in and transfer to the correct department and job in Paylocity. Many student employees work in more than one area on campus, and it is important that your time is recorded under the correct department and position so that you are paid accurately.

Logging in to Paylocity

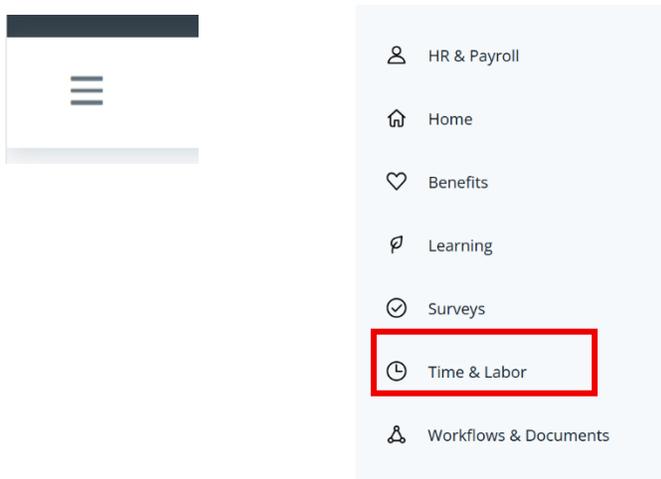
To access Paylocity, go to the login page and enter the following:

- **URL:** <https://access.paylocity.com/>
- **Company ID:** 339838
- Click **Single Sign-On (SSO)**
- Log in using your Elizabethtown College credentials

Once logged in, you should see **Time & Labor** near the top left of the screen and a **clock** in the center.

If you are taken to the Home screen instead:

- Click the **three-line (hamburger) icon** in the top left corner



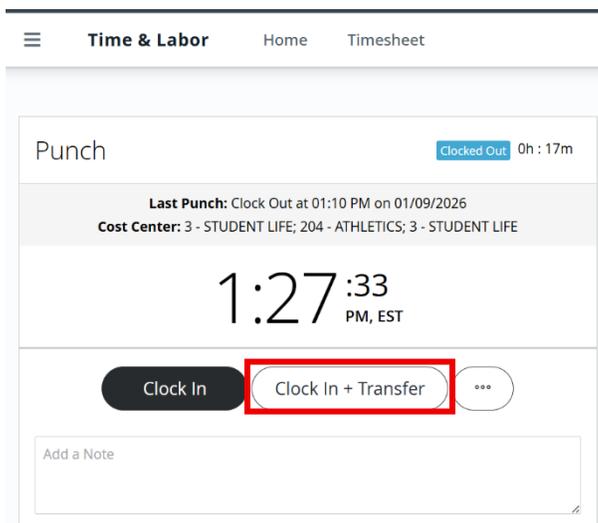
- Select **Time & Labor** from the menu

Clocking In and Transferring to a Department

When you are ready to start working, you must clock in to the correct department.

Under the **Punch** box:

- Click **Clock In + Transfer**



- A panel will open on the right side of your screen

Clock In + Transfer Cancel Punch

Punch Type (required)
Clock In + Transfer

Recent Selections
- Select -

Division
STUDENT LIFE

Department
ATHLETICS

Class
STUDENT SERVICES

Additional Assignments
- Select -

Notes

- Click the **Department** field

A screenshot of a web interface showing a dropdown menu for selecting a department. The menu is titled '< Department' and contains a search bar with a magnifying glass icon and the text 'Search'. Below the search bar, there are three options: 'LIBRARY [185]', 'ATHLETICS [204]' (which is highlighted with a grey background), and 'FITNESS CENTER [216]'. The menu is enclosed in a vertical border on the left side.

- Select the department you are working for
(*You will only see departments you are approved to work in.*)
- Click **Punch** in the top right corner

You are now clocked in to the selected department.

If You Work Multiple Jobs in the Same Department

Some students hold more than one job within the same department. In that case, an additional step is required.

After choosing your department:

- Click the **Additional Assignment** field
- Select the specific job you are working for that shift

A screenshot of a web interface showing a dropdown menu for selecting an additional assignment. The menu is titled '< Additional Assignments' and contains a search bar with a magnifying glass icon and the text 'Search'. Below the search bar, there are four options: 'Athletics Communication Student Assist. [ATH_COMM]', 'Equipment Room Assistant [ATH_EQUIP]', 'Bowers Center Fitness Center Attendant [BC_FIT_CEN_ADMIN]', and 'Circulation Desk Student Assist [HIGH_LIBRARIY]'. The menu is enclosed in a vertical border on the left side.

- Click **Punch**



Example:

If you work in **Athletics** and have positions in both **Communications** and the **Equipment Room**, you must select the correct Additional Assignment depending on which job you are performing during that shift.

Clocking Out

When you are finished working:

- Click **Clock Out**

No transfer is needed when clocking out.

Important Reminders

- Always verify that you are clocked into the **correct department and job**.
- If you miss a punch or select the wrong department or position, contact your **supervisor immediately** so your timecard can be corrected.
- Accurate punches ensure you are paid correctly and on time.