



## Signing into Paylocity

Users can access Paylocity using the web or mobile app.

1. For Web **For Web Access, (Paylocity Recommends Microsoft**

**Chrome**), type, or click, on the following URL  
[access.paylocity.com](http://access.paylocity.com)



2. For Mobile App, follow the following sequence based on mobile device

**Download** the Paylocity app for your mobile device by clicking the button below or visiting the Apple iOS App store or the Google Play store.

- Apple users go to the App Store
- Droid users go to Google Play
- Or, click these links if you are on your mobile device

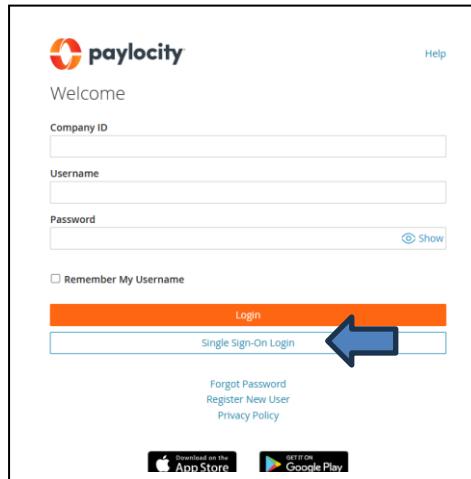


Install and Open the Mobile app.



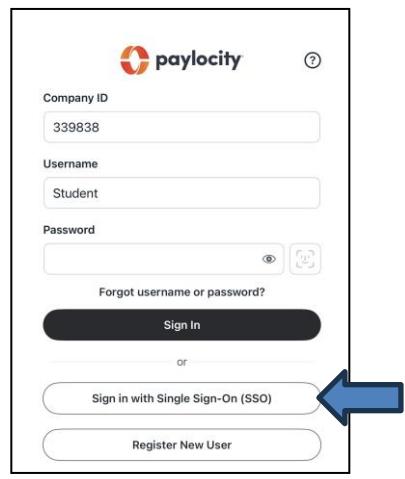
3. Select the **Single Sign-On Login (SSO)** button on your chosen device

## Using the Web URL



The Paylocity web login screen shows fields for Company ID, Username, and Password. Below these is a 'Remember My Username' checkbox, a 'Login' button, and a 'Single Sign-On Login' button highlighted with a blue arrow. At the bottom are links for 'Forgot Password', 'Register New User', and 'Privacy Policy'. Below the links are download links for 'Download on the App Store' and 'GET IT ON Google Play'.

## Using the Mobile App



The Paylocity mobile app login screen shows fields for Company ID (339838), Username (Student), and Password. Below these are 'Forgot username or password?' and 'Sign In' buttons. At the bottom are 'Sign in with Single Sign-On (SSO)' and 'Register New User' buttons, with the 'Sign in with Single Sign-On (SSO)' button highlighted with a blue arrow.

4. Next, select the **Single Sign-On Login (SSO)** on your chosen device menu prompts for a **Company ID**, please enter the company ID associated with your employment type.

- a. 339838 Student

5. Enter your Elizabethtown College Credentials  
Enter your full username, e.g. *myusername@Etown.edu*  
Enter *your personal secure password*.



## End User License Agreement, EULA

### If using the Mobile App,

- You will be presented with an **End User License Agreement, EULA**, which will require your acceptance before you can proceed. Once you are logged into the AP, you can click on your photo icon, then scroll to **“Terms of Use & Privacy Policy”** link.
- Next, you will be prompted about enabling logging in with touch ID, enabling notifications, and a five-step tutorial (which you can skip or click through each window).

### If using the web browser,

- The tutorial shows up in the lower right corner of the home page.

## Main Menu Navigation Options

	Home Key. Allows the user to navigate to HR & Payroll; Home; Learning; Surveys; Time & Labor; and Workflows & Documents
HR & Payroll	Personal Record is initially displayed
Employees	Personal Record; Current Check; My Events
HR	People; Organization Chart; My Events; Calendar; Resources
Payroll	Check Calculator
User Access	Preferences

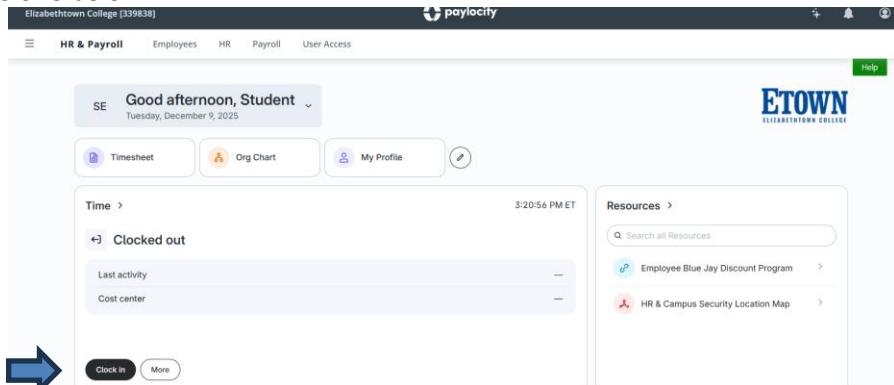
In the upper right corner of the home windowpane, you will see a toggle to allow you to see private data, or not when navigating through the various window tabs.

## Personal Record Navigation Bar

Employment	Summary of your current Position. Additional sub tabs: Position; Assignments; Work Location; Status & History; Documents; and Company Property
Pay	Rates. Additional sub tabs: Checks; Tax Forms; Direct Deposit; Tax Setup; and Pay Setup
Personal	Contact Information. Additional sub tabs: Profile; Work Auth; Sensitive; and COVID
Time Off	Does not apply to students
Benefits	Does not apply to students
Career	Review. Additional sub tabs: Learning; Skills & Certifications; Events: Experience: and Compensation History

## Student Employee Home Page

If you use a **Web Browser**, as an **student employee** you will see Home Page like the one below:

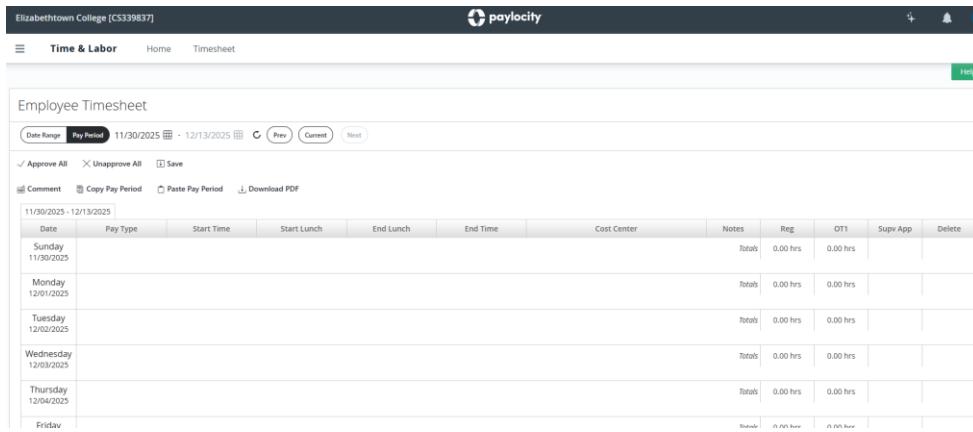


To Clock In, you would click on the **Clock In** radio button.

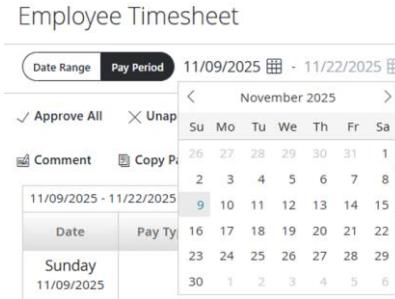


## Student Time Sheet

By selecting the Timesheet toggle button, the following screen is displayed. The active pay period is the default; but you can choose to review the Previous as well. By selecting the calendar icon

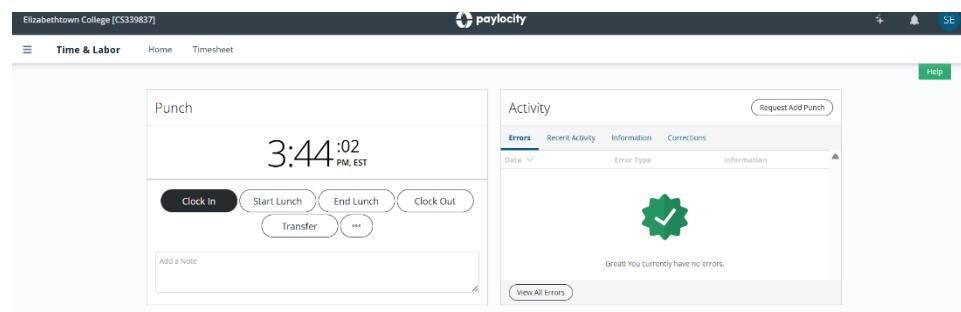


To View other dates, choose the Calendar Icon  to review other pay periods.



## Employee Time and Labor

The **Time and Labor** page displays a **Punch Clock**, **Punch Activity** (Errors, Recent Activity, Information, Corrections), **Schedule**, and **Time Off** (Balances and Requests).



## Activity Tile

Within the **Activity** tile, you can select **Recent Activity** to display all punch activity to ensure you have not missed any punches.

### Activity



Date	Punch	Time	Note	Actions
11/21/2025	Clocked Out	01:27 PM		...
11/21/2025	End Lunch	01:27 PM		...
11/21/2025	At Lunch	01:27 PM		...
11/21/2025	Clocked In	01:27 PM		...

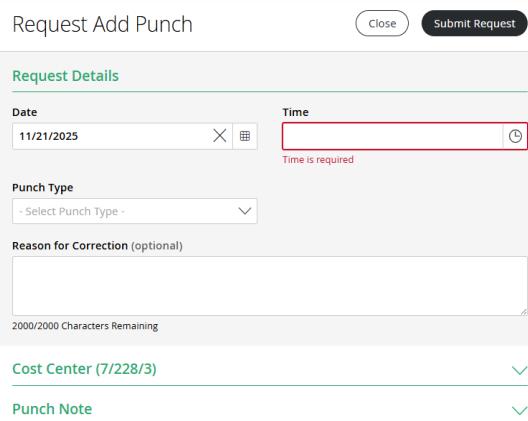
## Missed Punch?

Select **Request Add Punch**.

The system will display the **Request Add Punch** window.



Enter relevant information pertaining to the missed punch on the **Request Add Punch** window.



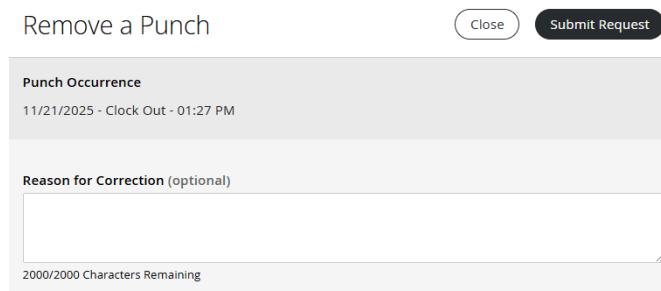
The screenshot shows the 'Request Add Punch' window. It includes fields for Date (11/21/2025), Time (a red box with an error message 'Time is required'), Punch Type (dropdown), Reason for Correction (optional text area), Cost Center (dropdown), and Punch Note (dropdown). A 'Submit Request' button is at the bottom.

Enter all information relating to the missed punch request and then select **Submit Request**.

Your **supervisor** will be prompted to review your request and then approve. You will see the correction in the Activity tile once formally approved. Please **contact your supervisor if the punch is not corrected.**

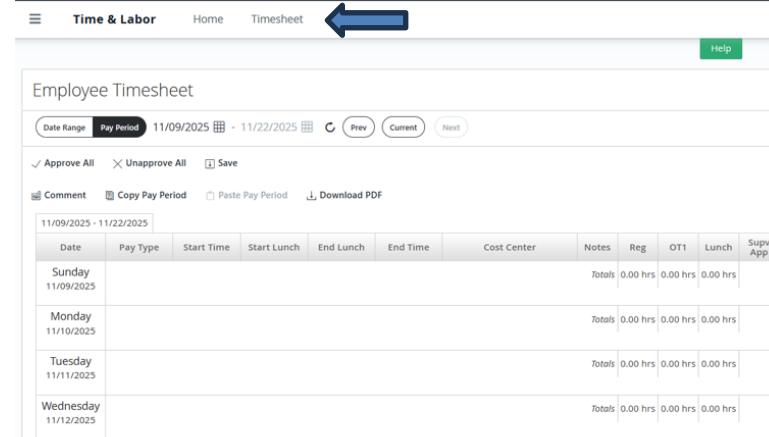


Similarly, you can request to remove a duplicate punch, or a punch made in error. Choose **Corrections** menu option on the Active window tile.



The screenshot shows the 'Remove a Punch' window. It displays a Punch Occurrence (11/21/2025 - Clock Out - 01:27 PM) and a Reason for Correction (optional text area). A 'Submit Request' button is at the bottom.

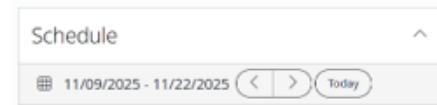
From the **Home Screen Main Menu**, select the **Time Sheet** navigation to display your currently active pay period time sheet.



The screenshot shows the 'Employee Timesheet' window. It includes a Date Range (11/09/2025 - 11/22/2025), Pay Period (11/09/2025 - 11/22/2025), and a table of work hours for the week. The table has columns for Date, Pay Type, Start Time, Start Lunch, End Lunch, End Time, Cost Center, Notes, Reg, OT1, Lunch, and Supw App. Totals for each day are shown in the last column.

## Schedule Tile

If your Supervisor has elected to create employee work schedules within Time and Labor, assigned shifts will appear in the Schedule Tile.



The screenshot shows the 'Schedule' window. It displays a date range (11/09/2025 - 11/22/2025) and a 'Today' button.



## HELP, AI Assistant, Notifications, Personal Avatar

  <span>Time &amp; Labor</span> <span>Home</span> <span>Timesheet</span> <span>Help</span>	
	<b>AI Assistant.</b> The AI Assistant to help find help on topics for functions within Paylocity. For example. Correct Missing Punches
	<b>Notifications.</b> The Notifications Icon will display Red if you have any items to review or require action. There are filters to help navigate or delete read notifications.
	<b>Avatar Icon.</b> Review Notifications, Login & Security, Preferences, and <b>Logging Out of Paylocity</b> .
	<b>Help.</b> Provides quick access to the Paylocity Knowledge Base, Walkthrough Guides, etc.
	<b>Main Menu Navigation</b>

## AI Assistant

I could not find any direct information in the provided knowledge sources specifically about how a regular employee can "correct punch" on their own.

- The closest related information is about supervisors correcting missing punches within the Paylocity Mobile App, where supervisors log in, access employee time cards, navigate to errors, select the employee, correct missing clock-ins, and approve the corrections.
- Employees can view and submit punches via the Mobile App or Home portal, but correction steps for employees themselves are not explicitly detailed.
- The Employee Application Settings must have Time Card Correction enabled to allow employees to resolve errors and edit punches, but no direct step-by-step process for employees correcting punches is provided.

3 sources

- Correct missing punches i... Knowledge base article
- How can I correct missed punches?
- Where can I access the punch feature?
- How can I enable mobile punch and manage punch in/out through the app?

Ask me about anything...

## Avatar Drop Down Menu

-  **Notifications**
-  **Login & Security**
-  **Preferences**
-  **Logout**

Help

- Knowledge Base**
- Walkthrough Guides**
- See What's New**
- Give Product Feedback**
- Get Support**
- System Status**

## Notifications

 **Close**

Filter by Category

Filter by Status



# Paylocity – Student Employee Quick Reference Guide



## Main Menu Navigation

Accessing Learning tools within Paylocity, select the **Main Menu Navigation Icon**, then select **Learning**.



HR & Payroll Employees HR Payroll User Access

HR & Payroll

Home

Learning

Surveys

Time & Labor

Workflows & Documents

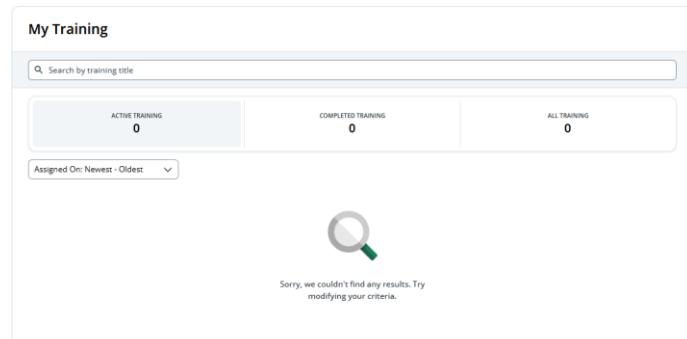
## The Learning Menu Bar



Learning My Training Training Catalog

## My Training

If you have assigned Training, you see them listed here. Simply click on the course title to begin the training assignment.



My Training

Search by training title

ACTIVE TRAINING 0

COMPLETED TRAINING 0

ALL TRAINING 0

Assigned On: Newest - Oldest

Sorry, we couldn't find any results. Try modifying your criteria.