

## 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](https://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.

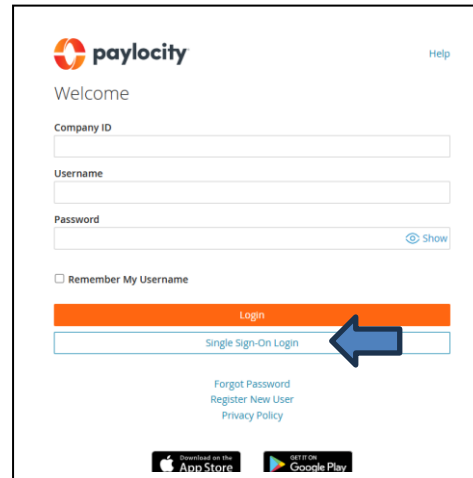


**Paylocity Mobile**

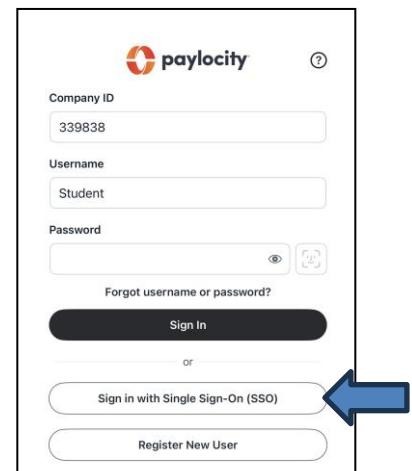


3. Select the **Single Sign-On Login (SSO)** button on your chosen device

### Using the Web URL



### Using the Mobile App



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

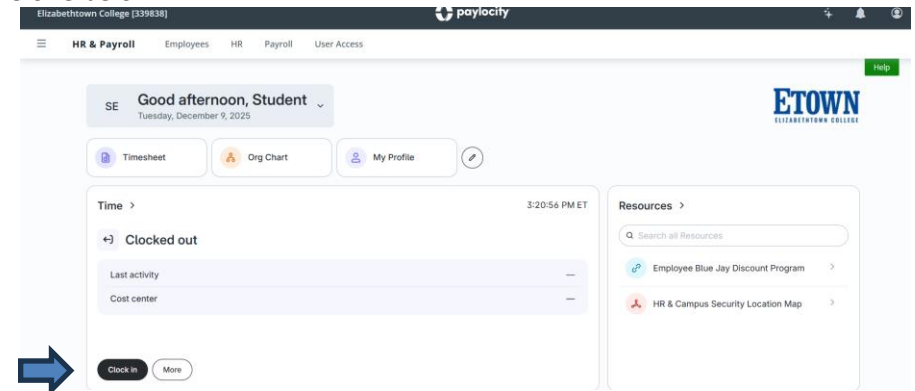
In the upper right corner of the home windowpane, you will see a toggle to allow you to see private data, or not when navigating through the various window tabs.

## 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

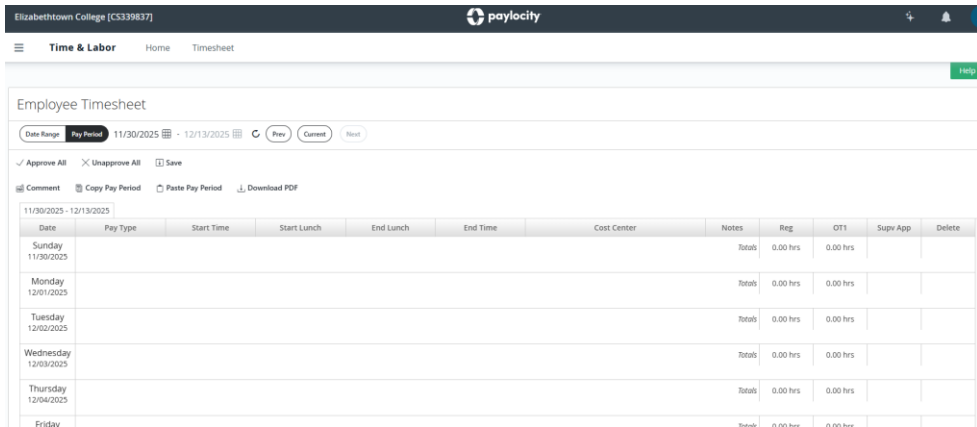
If you use a **Web Browser**, as an **student employee** you will see Home Page like the one below:



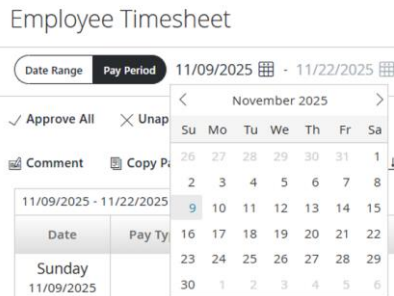
To Clock In, you would click on the **Clock In** radio button.

## 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

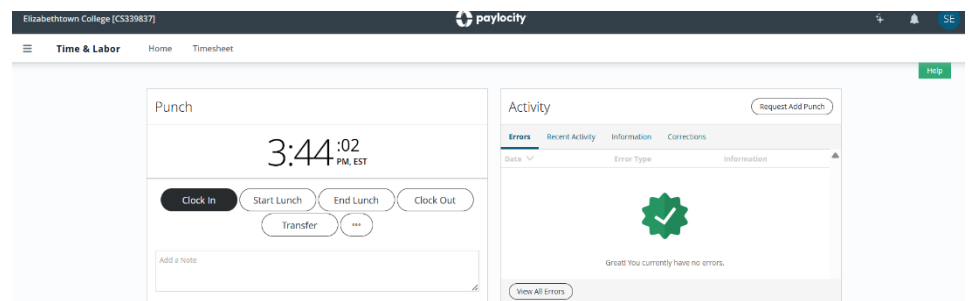


To View other dates, choose the Calendar Icon  to review other pay periods.



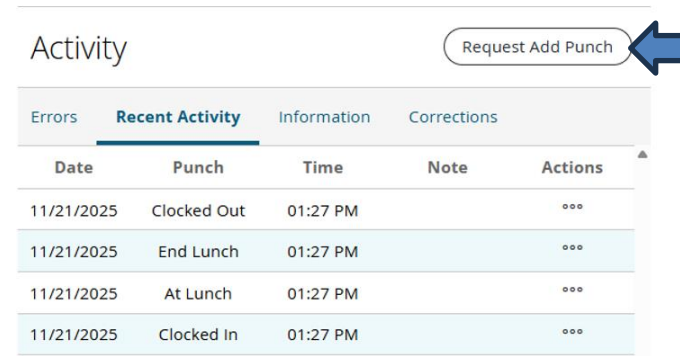
## Employee Time and Labor

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.



**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.

Request Add Punch
Close
Submit Request

Request Details

Date
11/21/2025

Time

Punch Type
- Select Punch Type -

Reason for Correction (optional)

2000/2000 Characters Remaining

Cost Center (7/228/3)

Punch Note



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.

Remove a Punch
Close
Submit Request

Punch Occurrence
11/21/2025 - Clock Out - 01:27 PM

Reason for Correction (optional)

2000/2000 Characters Remaining

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

Time & Labor
Home
Timesheet

Employee Timesheet

Date Range
Pay Period
11/09/2025 - 11/22/2025

Approve All
Unapprove All
Save

Comment
Copy Pay Period
Paste Pay Period
Download PDF

Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Cost Center	Notes	Reg	OT1	Lunch	Supv App
Sunday 11/09/2025							Totals	0.00 hrs	0.00 hrs	0.00 hrs	
Monday 11/10/2025							Totals	0.00 hrs	0.00 hrs	0.00 hrs	
Tuesday 11/11/2025							Totals	0.00 hrs	0.00 hrs	0.00 hrs	
Wednesday 11/12/2025							Totals	0.00 hrs	0.00 hrs	0.00 hrs	







## Schedule Tile

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

Schedule

11/09/2025 - 11/22/2025

## HELP, AI Assistant, Notifications, Personal Avatar

	<p>Elizabethtown College (FPD 12.29.25) [CS339837]</p>
<p>Time &amp; Labor</p>	<p>Home Timesheet</p>
	<p><b>AI Assistant.</b> The AI Assistant to help find help on topics for functions within Paylocity. For example. Correct Missing Punches</p>
	<p><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.</p>
	<p><b>Avatar Icon.</b> Review Notifications, Login &amp; Security, Preferences, and <b>Logging Out of Paylocity.</b></p>
	<p><b>Help.</b> Provides quick access to the Paylocity Knowledge Base, Walkthrough Guides, etc.</p>
	<p><b>Main Menu Navigation</b></p>

### 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...


### Notifications


Filter by Category

### Avatar Drop Down Menu

 **Notifications**

 **Login & Security**

 **Preferences**

 **Logout**

Help

Knowledge Base

Walkthrough Guides

See What's New

Give Product Feedback

Get Support

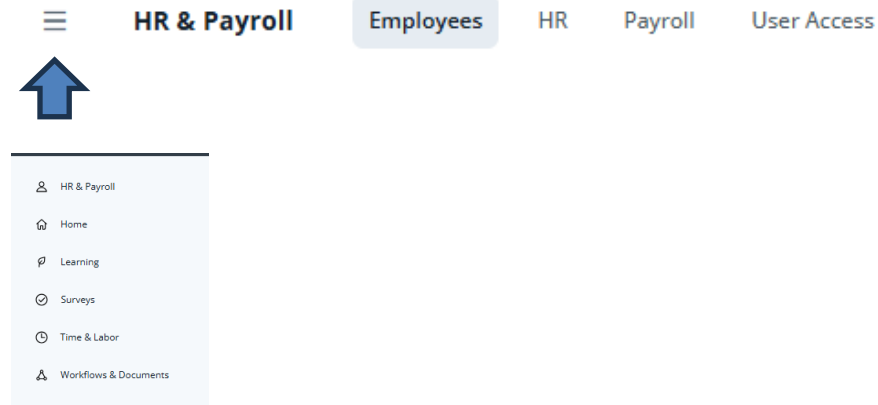
System Status



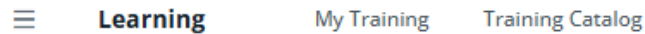
Close

## Main Menu Navigation

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



## The Learning Menu Bar



## My Training

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

