Paylocity – *Student Employee Quick Reference Guide*

ETOWN ELIZABETHTOWN COLLEGE

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

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

   [Download on the App Store]   [GET IT ON Google Play]

   Install and **Open** the Mobile app.

   Paylocity Mobile
   [GET] [Install]

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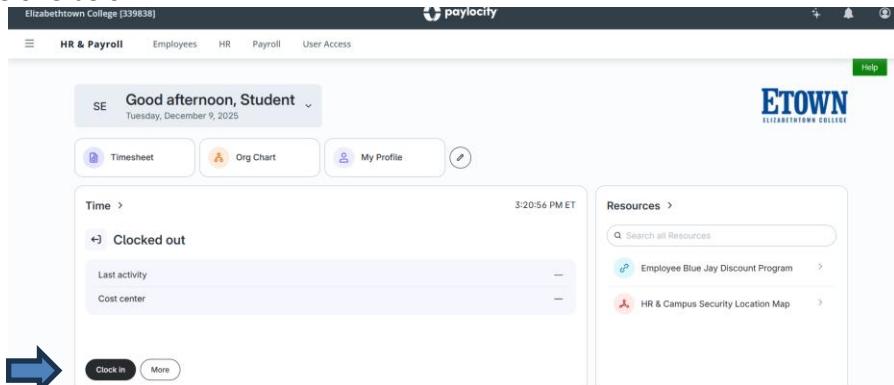
To Clock In, you would click on the **Clock In** radio button.

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
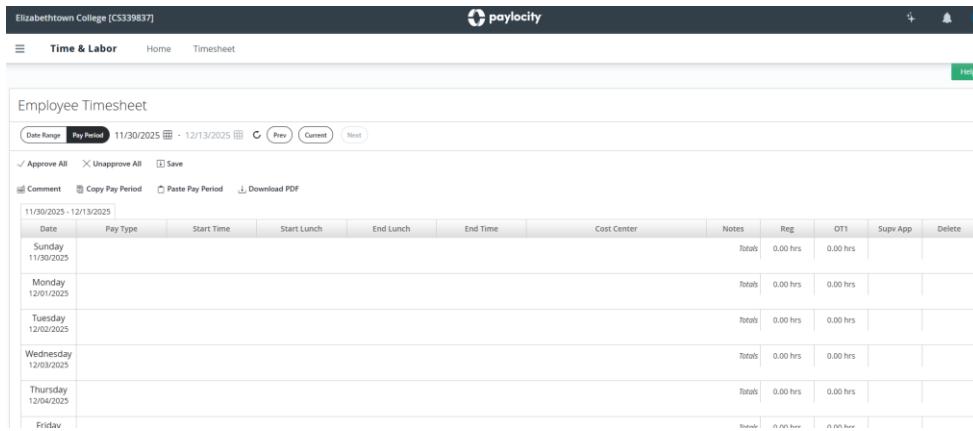
To View other dates, choose the Calendar Icon ⊞ to review other pay periods.
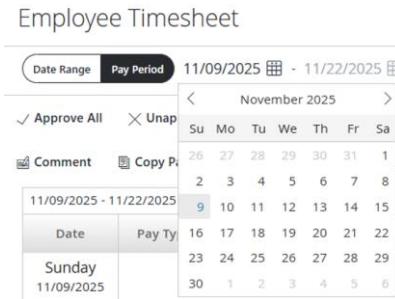
Employee Time and Labor

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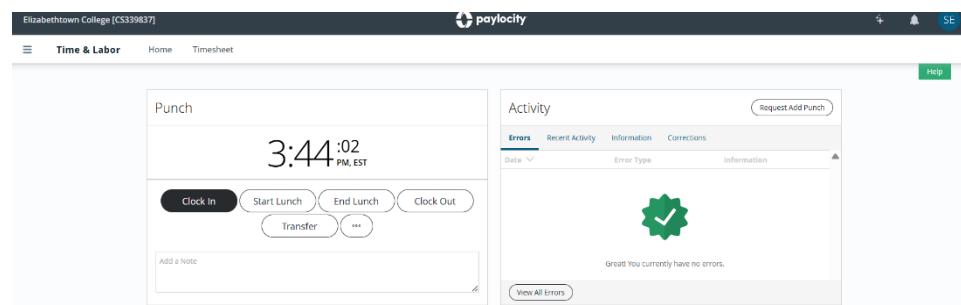
Activity Tile

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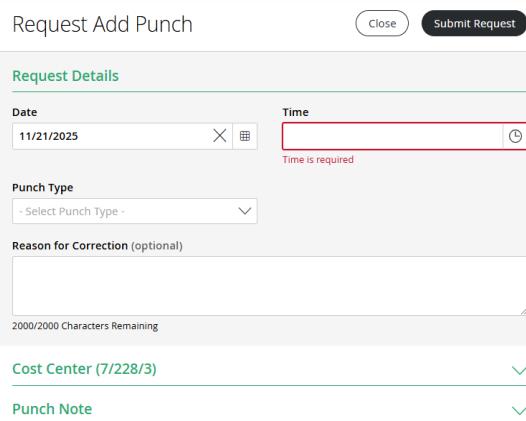
Enter all information relating to the missed punch request and then select **Submit Request**.

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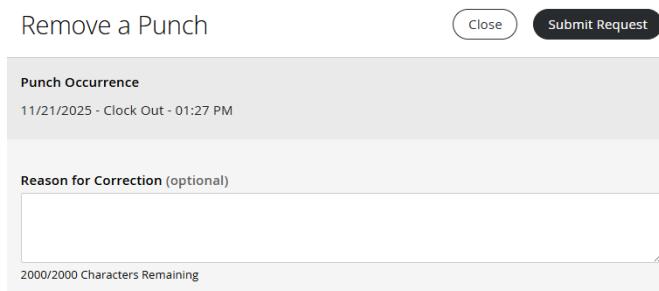
From the **Home Screen Main Menu**, select the **Time Sheet** navigation to display your currently active pay period time sheet.

Schedule Tile

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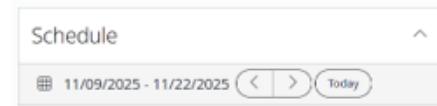
HELP, AI Assistant, Notifications, Personal Avatar

|	
	AI Assistant. The AI Assistant to help find help on topics for functions within Paylocity. For example. Correct Missing Punches
	Notifications. 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.
	Avatar Icon. Review Notifications, Login & Security, Preferences, and **Logging Out of Paylocity**.
	Help. Provides quick access to the Paylocity Knowledge Base, Walkthrough Guides, etc.
	Main Menu Navigation

Avatar Drop Down Menu

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.