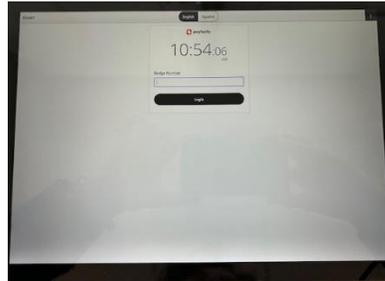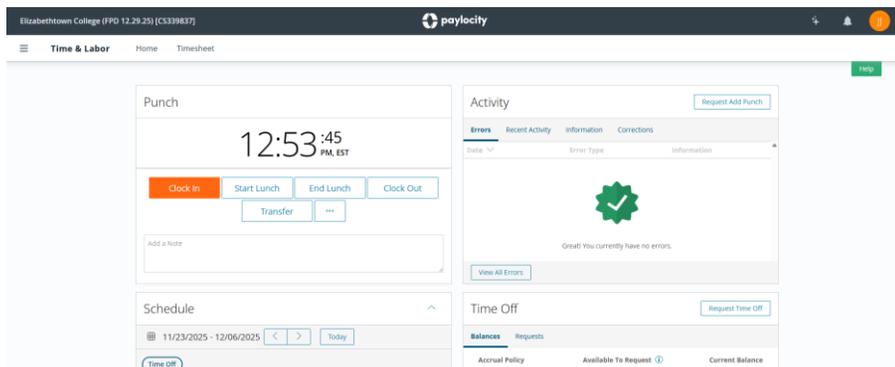# Paylocity – Student *Employee Quick Reference*

Signing into Paylocity using the Kiosk

Employees will access Paylocity using their ID badge and the Kiosk badge reader. Alternately, they can log in using their badge number. **Employees should never share their badge numbers with another employee.**

The reader will signal a successful swipe with a beep. Next, the employee will need to select the appropriate punch action. **The kiosk will time out after only a three second delay. The employee will need to swipe a second time to initiate their punch action.**

The **Time and Labor** landing page provides employees with a quick view of their Punch status, Punch Activity, Schedule, and Time Off Requests.


Punch Types

Clock In	Clock in for the day
Start Lunch	Clock the start of your lunch break
End Lunch	Clock in upon completion of your lunch break
Clock Out	Clock out at end of shift/day
Transfer	Employees that work different jobs within a department, or across departments, use this action to transition between positions to ensure hours are being charged to the appropriate departmental budget line.

How can I correct a missed punch action?

In the **Activity** Tile, you can initiate corrections to your punch activity by selecting the **Request Add Punch** button.
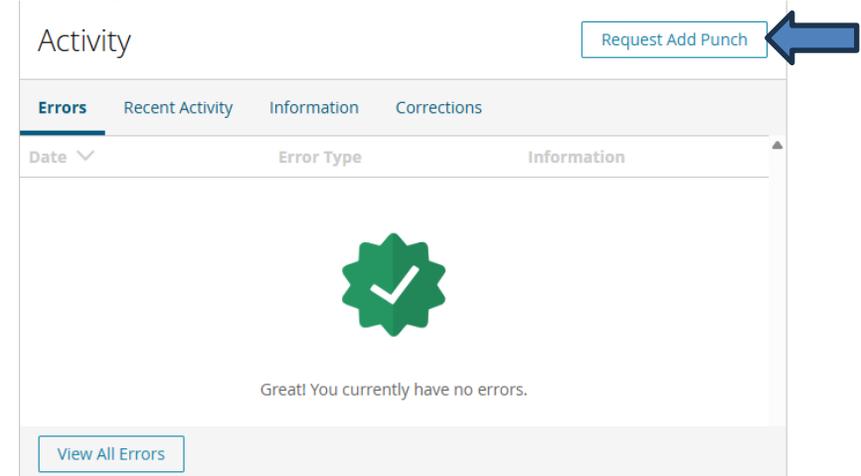
The system will open the **Request Add Punch** window in the upper-right corner of the screen. Select the punch option you wish to initiate.

Select the appropriate punch action, enter the punch time, then Submit to your Supervisor for review/approval.

The request will remain "Pending" until approved by the employees supervisor.

How can I correct a recent punch action?

On the Activity tile, select **Recent Activity** and then "…" action icon.

You are prompted to either EDIT or REMOVE the punch action.

Editing a punch action?

On the **Edit a Punch** window pane, make the appropriate corrections. Add a Reason for the correction, then **Submit Request** to your supervisor for approval.

Removing a punch action?

If you mistakenly punched in twice, and you wish to remove one of the punches, you would select Remove on the **Activity** pain punch **action** icon. Enter the **Reason for Correction** then **Submit Request.**