Mobile Punching

Provides step-by-step instructions for punch operating within Paylocity’s Mobile Application (App).

How to Punch

1. Open the Paylocity Mobile app on your mobile device.
2. Log in as normal.
3. Tap Punch from the main menu.
4. Tap into the Punch Type field to navigate to the Select Punch Type page and select a punch type.
   - Available punch types will depend on payroll policy assignment.
5. Tapping Transfer or Clock In + Transfer will allow the Labor Levels field to be adjusted. Tap inside the Labor Levels field. *Depending on payroll policy assignment, transfer punches may or may not be available.
   - Tap the applicable labor level for a list of selectable labor levels to appear. Search for a specific labor level by typing into the Search field or navigating the pages.
   - Tap the applicable labor level to be directed back to the Labor Levels page.
   - Once the labor level configuration has been completed, tap the > icon to go back to the Punch page.
6. Tap inside the Add Note field to input a note if necessary.
   - Notes can be a required field depending on company configuration.
   - If required, a notification to add a note will appear once Submit is tapped if no note was entered.
7. The Punch Map is a view-only capture of your current location when first accessing the page.
   - Mobile policies can require users to have location services enabled to punch.
   - If location services using GPS are required for the mobile policy you are assigned to, but not enabled on your mobile device, you may be prohibited from punching.
   - In your mobile device’s settings, verify that location services are enabled for the device and Paylocity’s Mobile App.
8. Tap Submit to capture the punch and be directed to the History tab on the Punch page.
History & Map View

1. From the **Punch** page, tap **History** to view any previous punch entries.

   ![Punch and History Buttons]

2. Tap any punch entry to see additional details such as labor levels.
   - The Latitude/Longitude fields and **Map View** option will only appear if location services were enabled on the mobile device when the punch occurred.

   ![History Table]

3. Tap **Map View** to see a view-only map indicating exactly where the punch occurred.
   - **Map View** will only display for punches made when location services were enabled on the mobile device.
   - Tap **Map** for the ability to display or not display Terrain via the check box.
   - Tap **Satellite** for an alternative view.
   - Tap the **Labels** box to display road or landmark names.

   ![Map View Options]