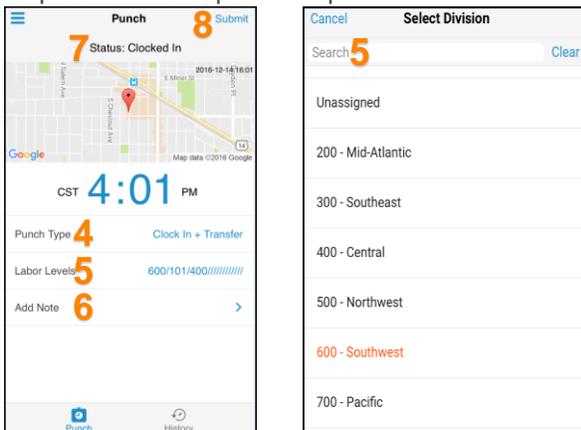


# Mobile Punching

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

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



- 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		Map View
Clocked In		
Date	Wednesday December 14, 2016	
Cost Centers	600/101/400	
Time	3:22 PM	
Latitude	42.08135	
Longitude	-87.984158	

- 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.

