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WEB TIME

Use Web Time to quickly and easily manage time and attendance. Paylocity Web Time is available 24 hours a day from any Internet connection.

Employees may clock in and out, review schedules, review hours, submit timesheets, view vacation, sick, and personal time, and submit time off requests.

Users may not have access to all of the options described in this user guide. Each company determines which options are available and each user's security group determines the display of information.

In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Actions

- Use the employee dashboard or select the menus across the top of the screen to navigate through Web Time.
- Select Applications to access Web Pay.
- Select Home to access the employee dashboard.
- Select My Timesheet to record and approve time.
- Select My Pay Adjustments to make adjustments such as mileage.
- Select Employee Time Off Calendar to view coworkers' time off requests and request time off.
- Access messages in the header section of the screen. The bell indicates there are no messages. When there are messages, the red box displays the number of messages.
- Select Help to view training documentation and videos.
- Select User Preferences to customize the display.
- Select Log Out to log out of the application.
### User Preferences

**Actions**
- Hover over the initials or image in the top right corner of any Web Time page and click **User Preferences**.
- Select the number of records to display on each page from the # of Records per Page drop down.
- Select the Date Format.
- Select the Time Format.
- Select the Duration Format.
- Click **Update** to apply the changes and close the window.
- Click **Cancel** to discard any changes and close the window.
Help
Access training documents and videos.

*In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Filters
Filter by Date Range
- Select the Date Range radio button to filter data by date range.
- Select or enter the start and end dates.
- Click the arrow icon adjacent to the calendar to display the date range.
- Click Last Week, This Week, or Next Week to display the selected week.

Filter by Pay Period
- Select the Pay Period radio button to filter data by pay period.
- Select or enter the date.
- Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
- Click Prev, Current, or Next to display the previous pay period, the current pay period, or the next pay period.

Depending on company configuration, filter by one or more fields such as employee name, cost center, employee group, payroll policy, and salary type.

- Enter or select the required criteria in one or more fields.
- Click Search to display the information that matches the criteria.
- To save the search, enter a name for the search and click Save.
- Users may select a saved search from the drop down.
Account Access

Visit the Employee Training Documents page within the Web Time module to access the Web Time Employee Login and Web Time Registration PDF documents.

Login Page Help

Actions

1. Click the information icon (i) next to Company ID or Help at the bottom of the page to open the Help drawer for additional login assistance. Click Close to close the drawer.

2. Click Need Help? within the Company ID and Username fields for assistance with retrieving your user account information.

   - Populate all the required fields, click into the box next to I'm not a robot, and click Send One-Time Passcode. *If you do not have a user account, or have multiple user accounts, this retrieval method will not work.
   
   - Enter the one-time passcode and answer the challenge question as applicable.
   
   - Click Continue to navigate back to the main login page. The Company ID and Username fields will be populated with your user account information.

3. Click Privacy Policy to review the Privacy Policy drawer. Click Close to close the drawer.

4. Click Supported Browsers to view the supported browsers via the drawer. Click Close to close the drawer.

5. From a mobile device, tap on the Apple or Google Play icons to navigate to the respective app store to download the Paylocity Mobile Application (App).

   - Paylocity Mobile is required to be enabled for the company you are assigned to for use of the app.
What's New?

Provides information on new features or updates for specific pages.

Actions

1. Click **What's New?** from near the top right of applicable pages for a page to slide out on the existing page.

   - An orange dot indicates that there have been updates made to the page being viewed.
   - Once the button is clicked with the orange dot, the dot will disappear. The content and button, however, will remain to refer back to.

2. Depending on the content, a description with images, links to additional resources or a tour of the changes may appear to communicate any updates.
Welcome to What's New! Here, you can learn about recent updates to Paylocity applications. Whenever you see an orange dot in the "What's New" button, that will let you know that there have been updates to the page you are viewing. Each update will include a short description and links to learn more.

**Important Notes**
- Pages which do not have any new features or updates will not have a **What's New?** button.

**Feedback**
Quickly provide any feedback on user experience within a page.

**Actions**
1. Click **Feedback** from near the top right of any page.

    ![Feedback Button]

2. Click the **thumbs up** or **thumbs down** icons to offer a reaction to the page.
3. In the text field, input any feedback.

4. Click **Submit** to send the feedback.
WEB KIOSK

Web Kiosk

Description
Clock in and out at a computer kiosk using web kiosk.

Actions

**Badge Number and PIN Login**

1. Enter the Badge Number.
2. Enter the PIN when applicable.
3. Click **Login**.

*Spanish language badge number login*
*Spanish language badge number and PIN login*
Request Time Off

*Depending on company configuration, this may or may not be available.

1. Log into Web Kiosk and click expand to display the Time Off section if necessary.
2. Select Request to request time off.
3. Select the Type from the drop down.
4. Select Single Day or Multiple Days.
5. Check the Include Weekends box if the time off request will include weekend days and the time off balance should be affected by the weekend hours.

6. Select or enter the Start Date.

7. Select or enter the End Date for multiple day requests.

8. Enter the Start Time.

9. Enter the applicable End Time.

10. Enter the Hours Per Day.

11. Enter applicable Notes.

12. Click **Submit Request** to submit the time off request.

13. Click **Reset** to clear the selected and/or entered data.

**Touchscreen Login**

1. Depending on company configuration, users may tap directly on the touchscreen to enter Web Kiosk.
2. When the touchscreen is enabled and a PIN is required, users must first click into the applicable field before using the touchscreen for proper entry into the Badge Number or PIN field.

3. Click **Login**.
*Spanish language badge number, PIN, and touch enabled login*
Web Kiosk Employee Dashboard

1. Select the number icon in the upper right portion of the page to view any unread messages from a supervisor. *A bell icon will appear when there are no unread messages.

2. Select Logout to end the session.

3. Select Clock In to enter time at the start of a day or after returning from lunch. Click or tap Clock Out at the end of the day or when departing for lunch.

4. Selecting Clock In + Transfer offers the chance to clock in for a different cost center than the assigned cost center, along with a Notes field to explain the reasoning behind the entry. *Depending on company configuration, Transfer or Clock In + transfer may or may not be available punch options.
## Transfer

- **Punch**
- **Cancel**

### Recent Selections
- Select -

### Location
15.1 [15.1]

### Departments
010 [010]

### Unmapped Labor Level 3
- Unmapped Test [3]

### Labor Level 4
- Select -

### Labor Level 5
- Select -

### Labor Level 6
- Select -

### Notes
Worked in the Fulfillment department for the second half of the day.
5. Select **Manual** to create a manual punch using an applicable punch type and a different cost center if necessary.
6. Use the Notes field to enter information after selecting Clock In or Clock Out.  
*Depending on company configuration, this may or may not be displayed.

7. Quickly view the Last Punch information underneath the clock.
8. Select **History** for a quick look at recent punch history. *Depending on company configuration, this may or may not be displayed.

9. Review your schedule by day, week, or month. *Depending on company configuration, the schedule view may be hidden, minimized, or maximized upon logging in.

10. Request time off, view the status of time off requests, or check time off balances. *Depending on company configuration, time off requests may only be available at certain times of the day or not at all.

11. Select **Comments** to add notes for the pay period. *Depending on company configuration, this may or may not be displayed.

12. Select **Timesheet** to view hours worked for the week. Click **Email My Timesheet** to have a weekly summary sent to you via e-mail.

   - Depending on company configuration, the Timesheet option may or may not be available.
   - The personal or work e-mail address the timesheet will send to is dependent on how your e-mail preferences were set up by a company administrator or supervisor.
   - **Preview of the timesheet e-mail**.
Timesheet for Emily Alba

**Week to Date** | **Date** | **Reg** | **OT1** | **OT2**
---|---|---|---|---
August 6 - August 8 | August 7 | 8.00 | 0.00 | 0.00
August 8 | 8.00 | 0.00 | 0.00
| | | 16.00 | 0.00 | 0.00

Totals do not include hours for a shift in progress

**DOC04 - DOC04**

To unsubscribe from email notifications:

1. Please log into WebPay.
2. Navigate to Home > User Preferences, and
3. Change your email setting to Message Center only. Contact your company administrator if you need assistance.

Visit us at [Paylocity.com](http://www.Paylocity.com)

13. Select **Submit** to send the comments to the applicable supervisor.

14. Select **Clear** to discard previously entered comments.
Tip Entry

Description
Use Tip Entry to enter any cash tips at the end of a shift. Tip Entry is only available when clocking out.

*Tip Entry may or may not be enabled depending on company configuration.*

Actions
Add Tip Entry

1. Log into Web Kiosk to access the Web Kiosk Employee Dashboard.
   1. Click the applicable punch type to clock in or out.
   2. Click the drop down to display or hide the Schedule.
2. Click **Clock Out**.

3. Enter the tips amount using the number pad.

4. Click **Save**.

5. If no entry is necessary, click **Skip** to complete the clock out action.
6. View the tip entry in the Tips column on the History tab of the Web Kiosk Employee Dashboard.
Edit Tip Entry

*There is a maximum time limit of 24 hours to make an edit to a previous tip entry.

1. Log into Web Kiosk to access the Web Kiosk Employee Dashboard.

2. Edit a previous tip entry by clicking into the field in the Tips column and inputting the new dollar amount.

3. Click anywhere outside of the field in the Tips column to save the entry.
4. A notification will appear to indicate that the update has been applied.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Punch</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/22/2016</td>
<td>12:51</td>
<td>Clocked In</td>
<td></td>
</tr>
<tr>
<td>04/22/2016</td>
<td>11:48</td>
<td>At Lunch</td>
<td></td>
</tr>
<tr>
<td>04/22/2016</td>
<td>08:06</td>
<td>Clocked In</td>
<td></td>
</tr>
<tr>
<td>04/21/2016</td>
<td>16:07</td>
<td>Clocked Out</td>
<td>$253.14</td>
</tr>
</tbody>
</table>
**Employee Dashboard**

**Description**

Accessible time and labor location for employee users to operate.

**Actions**

- View messages.
- Click the applicable punch type to clock in or clock out.
- View punch History.
- Review weekly hours worked via the Timesheet section.
- Send Comments to Supervisor.
- Display or hide the Schedule.
- Request Time Off.
- Display Request Status.
- Display Balances.
Messages

Actions
1.  Check the box adjacent to the message and click **Delete** to remove the message.
2.  Click **Close** to exit the window and return to the employee dashboard.

Clock In and Out

Actions
- Clock In.
- Clock out and clock in for lunch.
- Transfer to different cost centers during the day.
- Create a manual punch.
- Enter applicable Notes.
- Clock Out.
Important Notes

- The available punches are configured by the company.
- Users may clock in and out in the employee dashboard or web kiosk.
- Users may clock in and out from the self service portal.

Manual Punch

Actions
1. Select the punch type from the Punch Type drop down.
2. Select the applicable cost centers from the Cost Center drop downs.
3. Enter applicable Notes.
4. Click **Punch** to save the punch and close the drawer.
5. Click **Cancel** to discard the changes and close the drawer.
6. A notification will appear indicating that the manual entry has saved successfully.

---

**Change Cost Centers**

**Actions**

1. Select the applicable levels from the drop downs.

2. Click **Update** to save the cost centers and close the window.

3. Click **Clear** to clear the selections and close the window.

4. Click **Cancel** to discard any changes and close the window.
Transfer Web Punch

Actions
1. Use the Recent Selections drop down to select a previously selected cost center combination to populate the Cost Center drop downs.
2. Select the applicable cost centers from the Cost Center drop downs.
3. Click **Punch** to apply the transfer entry.
4. Click **Cancel** to discard the changes and close the drawer.
5. A notification will appear indicating that the transfer has saved successfully.

Comments

Actions
1. Enter comments in the Comments field.
2. Click **Submit** to send the comments to the supervisor.
3. Click **Clear** to remove any text in the Comments field.
4. A message will appear indicating that the comments were saved successfully.

**Timesheet on the Employee Dashboard**

Quickly view the hours worked for the week via the Timesheet section on the Employee Dashboard or an e-mail generated from the dashboard.

*Depending on company configuration, this may or may not be available.

**Actions**

**View Hours**

1. Log into Web Time as normal.
2. From the Home > Employee Dashboard page, click **Timesheet**.

**Email My Timesheet**

1. Log into Web Time as normal.
2. From the Home > Employee Dashboard page, click **Timesheet**.
3. Click **Email My Timesheet**.

- The e-mailed timesheet information will be sent to your work or personal e-mail address depending on how your administrator set up your e-mail preferences.

```
Timesheet for Emily Alba

<table>
<thead>
<tr>
<th>Week to Date</th>
<th>Date</th>
<th>Reg</th>
<th>OT1</th>
<th>OT2</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6 - August 8</td>
<td>August 7</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>August 8</td>
<td></td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

16.00 0.00 0.00

Totals do not include hours for a shift in progress
```

**DOC04 - DOC04**

To unsubscribe from email notifications:

1. Please log into WebPay.
2. Navigate to Home > User Preferences, and
3. Change your email setting to Message Center only. Contact your company administrator if you need assistance.

Visit us at [Paylocity.com](http://Paylocity.com)

4. A notification will appear to indicate that the e-mail was sent.
**Important Notes**

- If an e-mail is not attached to your employee record, **the Email My Timesheet button will not be able to be clicked**. Contact your administrator or supervisor to have an e-mail address added to your employee record.

**Schedule**

Actions

- Click the drop down to display or hide this section of the employee dashboard.
- Display schedules by Day, Week, or Month.
- Click **Add to Calendar** to download the approved time off request to your calendar application (Outlook, Google Calendar, iCloud, etc.).
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td></td>
<td>SICK - 8 hrs - Approved</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td>08:00 AM</td>
<td></td>
</tr>
<tr>
<td>9:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>05:00 PM</td>
<td>05:00 PM</td>
<td>05:00 PM</td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Request Time Off

Actions

1. Click to expand to display the Time Off section of the Employee Dashboard if necessary.

2. Select Request to request time off.

3. Select the Type from the drop down.

4. Select Single Day or Multiple Days.

5. Check the Include Weekends box if the time off request will include weekend days and the time off balance should be affected by the weekend hours.

6. Select or enter the Start Date.

7. Select or enter the End Date for multiple day requests.
8. Enter the Start Time.

9. Enter the applicable End Time.

10. Enter the Hours Per Day.

11. Enter applicable Notes.

12. Click **Submit Request** to submit the time off request.

13. Click **Reset** to clear the selected and/or entered data.

14. A pop-up notification will appear in upper right-hand corner of the employee dashboard after Submit Request is clicked to verify a successful submission.
Request Status

Actions
1. Click the drop down to display or hide this section of the employee dashboard.
2. Select Status to display time off request statuses.
3. Select or enter the dates to display the date range.
4. Select the Benefit Type from the drop down.
5. Select the Status from the drop down.
6. Click Go.

7. A message will appear indicating that the time off request was saved successfully.
**Balances**

**Actions**
- Click the drop down to display or hide this section of the employee dashboard.
- Select Balances to view time off balances.

![Time Off Dashboard](image_url)

<table>
<thead>
<tr>
<th>Type</th>
<th>Last Balance</th>
<th>Used Since</th>
<th>Available</th>
<th>Future Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>232.31 hrs</td>
<td>24 hrs</td>
<td>208.31 hrs</td>
<td>24 hrs</td>
</tr>
<tr>
<td>Sick</td>
<td>40 hrs</td>
<td>16 hrs</td>
<td>24 hrs</td>
<td>0 hrs</td>
</tr>
<tr>
<td>Personal</td>
<td>0 hrs</td>
<td>0 hrs</td>
<td>0 hrs</td>
<td>0 hrs</td>
</tr>
</tbody>
</table>
My Timesheet

Description
Record time in My Timesheet. Depending on company configuration, employees will enter Duration or Start and End Times.

Actions
- Filter the display of information.
- Add time to the timesheet.
- Delete time from the timesheet.
- Edit the timesheet.
- Change cost centers.
- Add applicable Notes.
- Click the red X to delete the time entry.
- Send Comments to Supervisor.
- Add a row of additional time.
- Approve time.
- Copy time to additional days.
- Update Cost Centers.
- Copy Pay Period allows a selected pay period to be copied to another pay period.
- Fill from schedule.
- Click **Save** to apply the updated time.
- Click **Print** to print the timesheet.
- Users may be required to perform a timesheet acknowledgement when saving updated time.
Add Time

1. Select a Pay Type from the drop down.
2. Depending on company configuration, enter time in the Duration field or enter time in the Start Time and End Time fields.
3. Click the magnifying glass to select the cost center.
4. Click the Notes icon to add notes to the time entry.
5. Employees can select the date and click Add Row to add additional time to their timesheet.
6. Employees can copy the selected pay period to another pay period by clicking Copy Pay Period.
7. Employees who have assigned schedules, can click Fill From Schedule to add time to their timesheet.
8. Click Save to apply the updated time.

- Users may be required to perform a timesheet acknowledgement when saving updated time.
Copy Pay Period

Actions
1. Select the pay period to copy by using the Pay Period filter.
2. Click **Copy Pay Period**.

Paste Pay Period
1. The Paste Pay Period button will only appear after the Copy Pay Period function has been initiated.
2. Select the pay period for the previously copied pay period to be copied to by using the Pay Period filter.

3. Click **Paste Pay Period**.

4. Click **Save**.

**Important Notes**

- **Copy Pay Period** only works with pay periods which are open. If an older, closed pay period should be copied, that pay period would need to be re-opened by a company administrator or supervisor.

**Delete Time**

Actions

1. Click the X to delete the time entry.

2. Click **Save** to apply the updated time.

3. Users may be required to perform a timesheet acknowledgement when saving updated time.

**Edit Time**

Actions

1. Select the date.

2. Depending on company configuration, enter time in the Duration field or enter time in the Start Time and End Time fields.

3. Click the magnifying glass to select the Cost Center.

4. Click the **Notes** icon to add notes to the time entry.
5. Click the X to delete the time entry.

6. Click **Save** to apply the updated time.

7. Users may be required to perform a timesheet acknowledgement when saving updated time.

---

**Notes**

**Actions**

1. Enter any applicable notes into the text field.

2. Click **Update** to save the notes and close the window.

3. Click **Cancel** to discard the changes and close the window.
Comments to Supervisor

Actions
1. Click **Comment** to provide additional information to a supervisor in 250 characters or less.
2. Click **Update** to send the comments to the supervisor.
3. Click **Cancel** to discard the changes and close the window.

Add Row

Actions
1. Select the date.
2. Click **Add Row** to create a new row.
3. Add time to the row.
4. Click **Save**.

---

### Approve Time

**Actions**

1. Click **Approve All** to approve all entered time.

2. Check the Approve box adjacent to each correct time entry to approve only selected time entries.
3. Click **Save** to apply the approvals.

4. Users may be required to perform a timesheet acknowledgement when saving approved time.

### Copy Time

**Actions**

1. Select a row.
2. Click **Copy** to copy the selected time to another date.

3. Click the magnifying glass to select the Cost Center.
4. Check the applicable Copy To Dates.
5. Click **Save** to add time to the selected dates.
6. Click **Cancel** to discard the changes and close the window.

7. Click **Save** to apply the updated time.
8. Users may be required to perform a timesheet acknowledgement when saving updated time.

**Update Cost Centers**

**Actions**

1. Click **Update Cost Centers**.
2. Select the applicable cost centers from the drop downs.

3. Check the boxes adjacent to the applicable dates.

4. Click **Save** to save the cost centers and close the window.

5. Click **Cancel** to discard the changes and close the window.

---

**Fill From Schedule**

**Actions**

1. Click **Fill From Schedule.**
2. Click the magnifying glass to select the Cost Center.
3. Click the **Notes** icon to add notes to the time entry.
4. Click the red X to delete the time entry.
5. Click **Save** to apply the updated time.

6. Users may be required to perform a timesheet acknowledgement when saving updated time.

### Print Timesheet

**Actions**

1. Click **Print** to print the timesheet.
Timesheet Acknowledgement

Actions
1. Click Accept to accept the timesheet acknowledgement and save the updated time.
2. Click Cancel to close the window.

3. Employees who have been assigned to the California meal premium payroll policy may also acknowledge the meal break when they click Accept.

My Timesheet Setup
Depending on company configuration, employees will enter Duration or Start and End Times.

Actions
Hours by Duration
1. Enter the number of hours in the Duration field.

2. Click **Save**.

---

**Start Time and End Time**

1. Enter the Start Time and End Time.

2. Click **Save**.
### Employee Timesheet

#### 11/08/2015 - 11/14/2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Type</th>
<th>Start Time</th>
<th>Start Lunch</th>
<th>End Lunch</th>
<th>End Time</th>
<th>Labor Level</th>
<th>Notes</th>
<th>OT1</th>
<th>OT2</th>
<th>Lunch</th>
<th>Break</th>
<th>Superv App</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Work</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>12:00 PM</td>
<td>07:00 PM</td>
<td>4934014060</td>
<td></td>
<td>8:00 hrs</td>
<td>8:00 hrs</td>
<td>0:00 hrs</td>
<td>0:00 hrs</td>
<td>1:00 hrs</td>
<td>1:00 hrs</td>
</tr>
<tr>
<td>Monday</td>
<td>Work</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>12:00 PM</td>
<td>07:00 PM</td>
<td>4934014060</td>
<td></td>
<td>8:00 hrs</td>
<td>8:00 hrs</td>
<td>0:00 hrs</td>
<td>0:00 hrs</td>
<td>1:00 hrs</td>
<td>1:00 hrs</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Work</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>12:00 PM</td>
<td>07:00 PM</td>
<td>4934014060</td>
<td></td>
<td>8:00 hrs</td>
<td>8:00 hrs</td>
<td>0:00 hrs</td>
<td>0:00 hrs</td>
<td>1:00 hrs</td>
<td>1:00 hrs</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Vacation</td>
<td>6:00 AM</td>
<td>6:00 AM</td>
<td>6:00 AM</td>
<td>6:00 AM</td>
<td>4934014060</td>
<td></td>
<td>8:00 hrs</td>
<td>8:00 hrs</td>
<td>0:00 hrs</td>
<td>0:00 hrs</td>
<td>1:00 hrs</td>
<td>1:00 hrs</td>
</tr>
<tr>
<td>Thursday</td>
<td>Work</td>
<td>09:00 AM</td>
<td>12:00 PM</td>
<td>12:00 PM</td>
<td>07:00 PM</td>
<td>4934014060</td>
<td></td>
<td>8:00 hrs</td>
<td>8:00 hrs</td>
<td>0:00 hrs</td>
<td>0:00 hrs</td>
<td>1:00 hrs</td>
<td>1:00 hrs</td>
</tr>
<tr>
<td>Friday</td>
<td>Work</td>
<td>10:00 AM</td>
<td>12:00 PM</td>
<td>12:00 PM</td>
<td>07:00 PM</td>
<td>4934014060</td>
<td></td>
<td>8:00 hrs</td>
<td>8:00 hrs</td>
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<td>0:00 hrs</td>
<td>1:00 hrs</td>
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</tr>
<tr>
<td>Saturday</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4934014060</td>
<td></td>
<td>8:00 hrs</td>
<td>8:00 hrs</td>
<td>0:00 hrs</td>
<td>0:00 hrs</td>
<td>1:00 hrs</td>
<td>1:00 hrs</td>
</tr>
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</table>

#### Totals for 11/08/2015 - 11/14/2015

<table>
<thead>
<tr>
<th>Job</th>
<th>Regular</th>
<th>OT1</th>
<th>OT2</th>
<th>Lunch</th>
<th>Break</th>
<th>Unpaid</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>43:00 hrs</td>
<td>43:00 hrs</td>
<td>0:00 hrs</td>
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<td>43:00 hrs</td>
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</tr>
</tbody>
</table>

#### Totals by Pay Type

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>8:00 hrs</td>
</tr>
<tr>
<td>Work</td>
<td>32:00 hrs</td>
</tr>
</tbody>
</table>

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MY PAY ADJUSTMENTS

My Pay Adjustments

Actions

1. Click My Pay Adjustments from the menu.

2. Filter specific date ranges or pay periods.

3. Click Add Pay Adjustment.

4. Select or enter the Date.

5. Select the Pay Type.

6. Enter the Amount.

7. Enter applicable Notes.

8. Click Save to apply the updated information and close the window.

9. Click Save & Add More to apply the updated information and add another pay adjustment.

10. Click Cancel to discard the changes and close the window.
11. A message will appear indicating that the pay adjustment has been saved successfully.

**Saved pay adjustment successfully.**
Employee Time Off Calendar

Actions

- Click the date to request time off. Company administrators may limit time off requests.

- View time off requests. Click on the time off request to view additional detail and add approved time off requests to an applicable calendar application (Outlook, Google Calendar, iCloud, etc.).

  1. Click View to see additional details for the request.

  2. Click Add to Calendar to add the approved time off request to your calendar application (Outlook, Google Calendar, iCloud, etc.).
Time Off Request Details

- Opens after View is clicked.

<table>
<thead>
<tr>
<th>Status</th>
<th>1 Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>04/11/2016</td>
</tr>
<tr>
<td>Employee</td>
<td>James Gordon</td>
</tr>
<tr>
<td>Type</td>
<td>Vacation</td>
</tr>
<tr>
<td>Hours</td>
<td>16 hrs</td>
</tr>
<tr>
<td>Start</td>
<td>08:00 AM</td>
</tr>
</tbody>
</table>

View  Add to Calendar
Filter the display of information. Click the filter icon to hide or display the search filters.

Check the box adjacent to each Request Status that should appear in the calendar.

Pending requests appear in yellow highlight.

Approved requests appear in green highlight.

Denied requests appear in red highlight.

Canceled requests appear in gray highlight with strikethrough text.

Enter the From and To Date and click the arrow to display the selected month.

Use the Last Month, This Week, This Month, and Next Month links to display the selected time.

Click **Return to Dashboard** to access the Supervisor Dashboard.
Request Time Off

Actions
1. Select the Benefit Type from the drop down.
2. Enter applicable information in the Notes section.
3. Select Single Day or Multiple Days.
4. Check the Include Weekends box if the time off request will include weekend days and the time off balance should be affected by the weekend hours.
5. Select or enter the Start Date.
6. Select or enter the End Date for multiple day requests.
7. Enter the Hours per Day.
8. Enter the Start Time.
9. Enter the applicable End Time.
10. Click Add New Request.
11. Verify the Request information is correct.
12. Click **Submit** to send the time off request.
13. Click **Delete** to change the details of the time off request.
14. Click **Cancel** to discard the request and close the window.
15. A message will appear indicating that the time off request has been saved successfully.

**Blackout Types**
Blackout types to be aware of when submitting a time off request.

**Actions**

- **Hard Blackout**
  1. The Hard Blackout date displays a lock icon.
2. The Hard Blackout date prevents employees from requesting time off.

**Soft Blackout**

1. The Soft Blackout date displays a warning icon.

2. The Soft Blackout period allows employees to request time off but they are warned that time off request approvals may be limited.
**Employee Dashboard:** Accessible time and labor location for employee users to operate.

**Hard Blackout:** A period where employees cannot submit time off requests for.

**Manual Punch:** Enables the user to record time manually to make up for a missing punch.

**Pay Period:** The time duration within which the amount a worker has earned is determined so that the worker can be paid properly.

**Soft Blackout:** A period where employees have the ability to submit time off requests, but are notified that the request falls within a timeframe where time off request approvals may be limited.

**Time Clock:** Area where users can clock in and out, enter a manual punch, or transfer hours to different labor levels using the applicable punch buttons.

**Timesheet:** Where users record time.

**Transfer Web Punch:** Allows users who work for multiple departments to move hours to labor levels separate from their default labor level.

**Web Clock:** A computer kiosk system used for clocking in and out. Users may enter directly into the required fields or tap directly on the touchscreen to enter their dashboard.

**Web Time:** Time and attendance solution module.
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