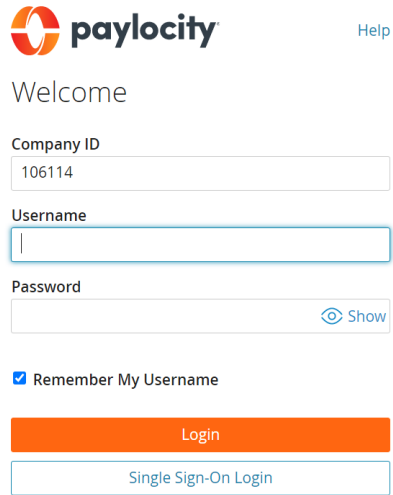


CLOCKING IN AND OUT

Step 1: Log into Paylocity. Company ID: 106114



paylocity [Help](#)

Welcome

Company ID
106114

Username
|

Password
[Show](#)

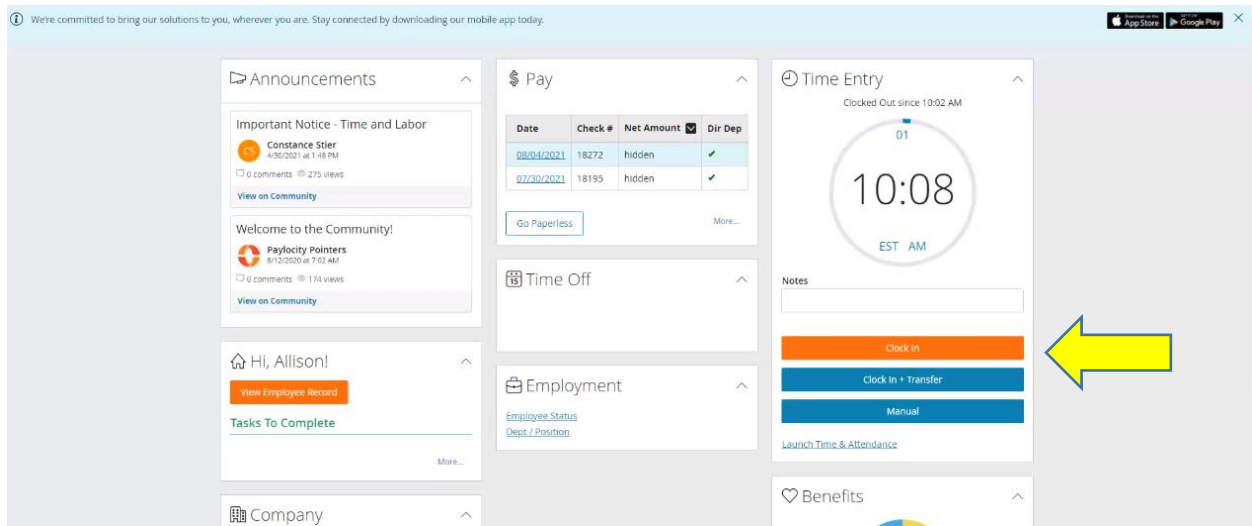
Remember My Username

[Login](#)

[Single Sign-On Login](#)

Step 2: Select Clock In

Locate the Time Entry on your Self-Service portal. Note: this screen may come up automatically.



We're committed to bring our solutions to you, wherever you are. Stay connected by downloading our mobile app today. [App Store](#) [Google Play](#)

Announcements

- Important Notice - Time and Labor
Constance Stier
4/30/2021 at 1:48 PM
0 comments 275 views
[View on Community](#)
- Welcome to the Community!
Paylocity Pointers
8/12/2020 at 7:02 AM
0 comments 174 views
[View on Community](#)

Hi, Allison!
[View Employee Record](#)
Tasks To Complete
[More...](#)

Company

Pay

Date	Check #	Net Amount	Dir Dep
08/04/2021	18272	hidden	✓
07/30/2021	18195	hidden	✓

[Go Paperless](#) [More...](#)

Time Off

Employment

[Employee Status](#)
[Dept / Position](#)

Time Entry
Clocked Out since 10:02 AM

01
10:08
EST AM

Notes

[Clock In](#)

[Clock In + Transfer](#)

[Manual](#)

[Launch Time & Attendance](#)

Benefits

A yellow arrow points to the "Clock In" button.

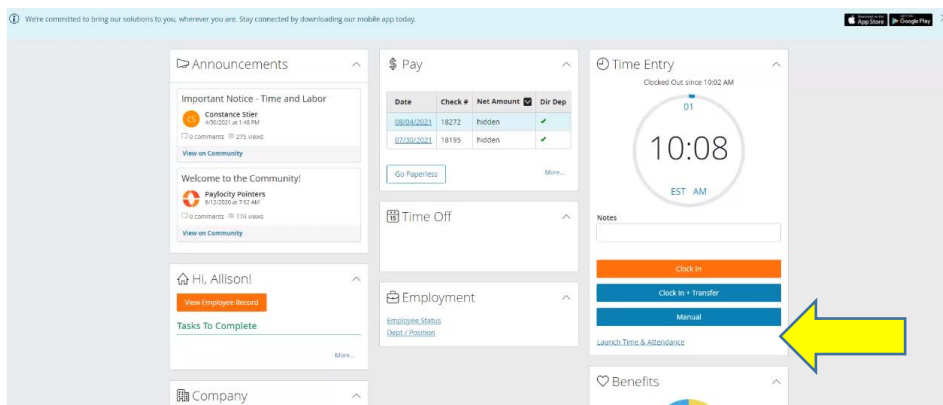
Step 3: Understanding your position

Every position is comprised of three components:

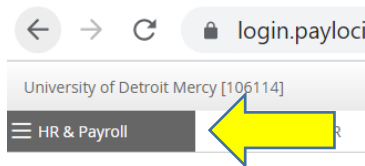
- Pos Suffix: Your job can be ST1001-00, ST1001-01, ST1001-02 or ST1001-03. Positions beginning with ST are Non-work study positions. **Positions beginning with SW1001-00, SW1001-01 or SW1001-02 are Work study positions.**
- Area Org: This is the area you work for and the department. This information will be provided by your supervisor. **For positions beginning with SW, the Area Org is always 200-2108.**
- Fund Prog: This is the number that goes against the department’s budget. This number may vary and should also be provided to you by your supervisor. **For positions beginning with SW, the Fund Prog is always 21337-1500.**

Step 4: My timesheet

You can locate your timesheet by Launching Time and Labor from your Self-Service portal.

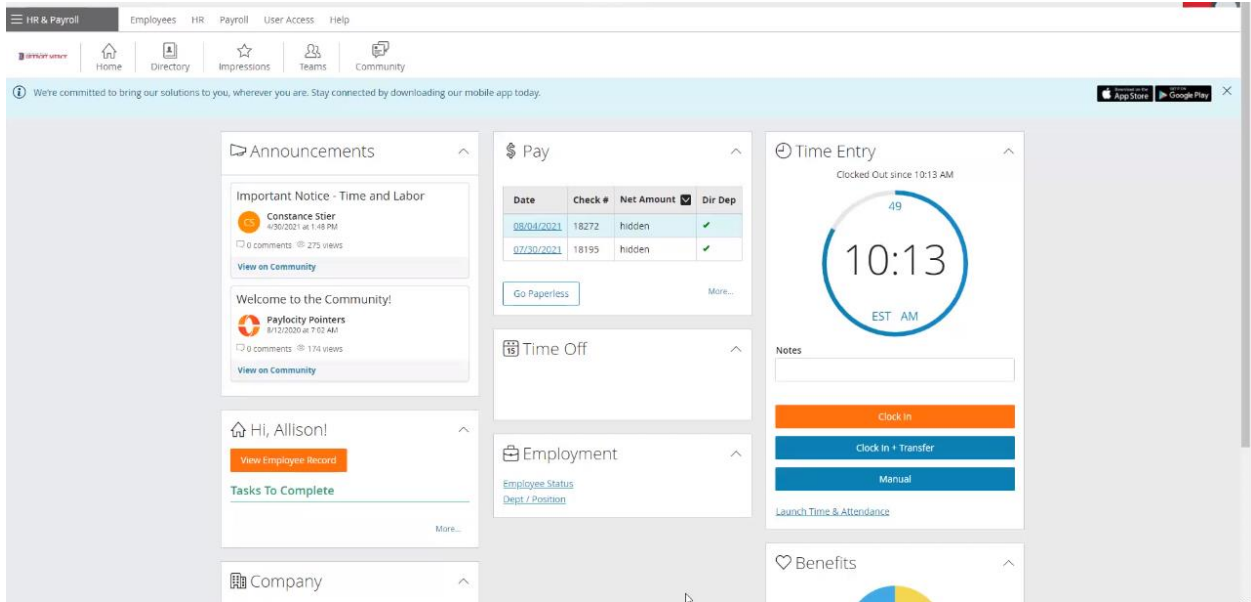


You can also find it below or you may use the gray box located in upper left-hand corner. Pull down the gray box and select “Time & Labor”.



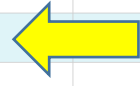
CLOCKING IN AND OUT

Step 6: Clock out after you have completed work for your position.



Step 7: Before you approve your timecard, make sure your time worked is going to the correct Pos Suff, Area Org and Fund Prog

<input type="checkbox"/>	Date	Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg
<input type="checkbox"/>	Sat 07/31/2021	None								0.00 hrs
<input type="checkbox"/>	Sun 08/01/2021	None								0.00 hrs
<input type="checkbox"/>	Mon 08/02/2021	None								0.00 hrs
<input type="checkbox"/>	Tue 08/03/2021	None								0.00 hrs
<input type="checkbox"/>	Wed 08/04/2021	None								0.00 hrs
<input type="checkbox"/>	Thu 08/05/2021	None								0.00 hrs
<input type="checkbox"/>	Fri 08/06/2021	None								0.00 hrs
<input type="checkbox"/>	Sat 08/07/2021	None								0.00 hrs
<input type="checkbox"/>	Sun 08/08/2021	None								0.00 hrs
<input type="checkbox"/>	Mon 08/09/2021			08:30 AM	ST100101/200202/1110001500	04:30 PM				8.00 hrs
<input type="checkbox"/>	Tue 08/10/2021			10:15 AM	ST100100/1022208/1110001500	10:15 AM				0.00 hrs



Step 8: If you have questions, please contact your supervisor, the Financial Aid Office or the Payroll Department for assistance.