Step 1:   **Log into Paylocity. Company ID: 106114**
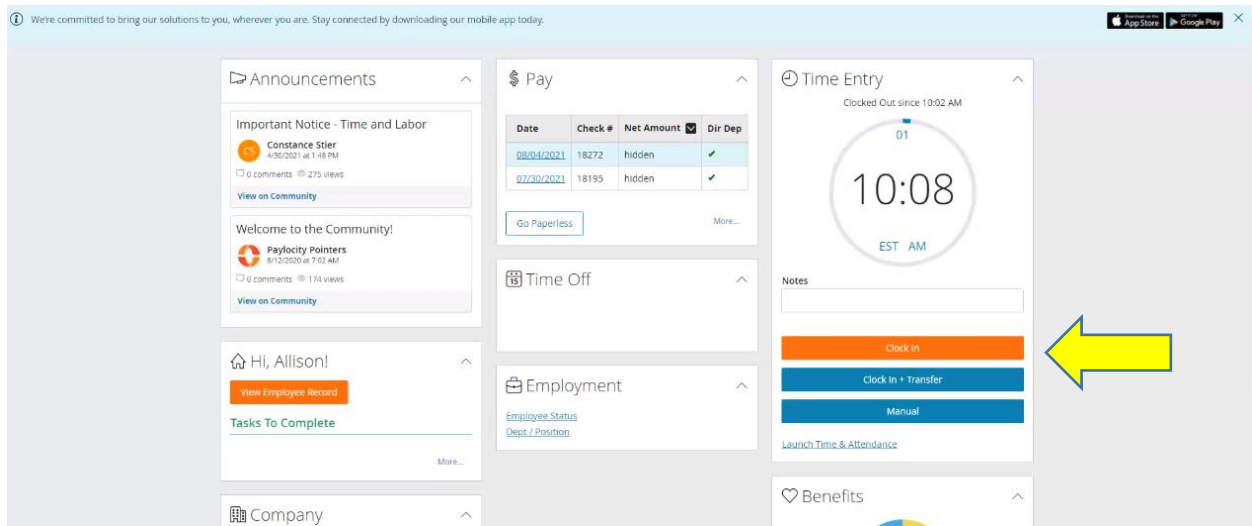
Step 2:   **Select Clock In**

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

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**

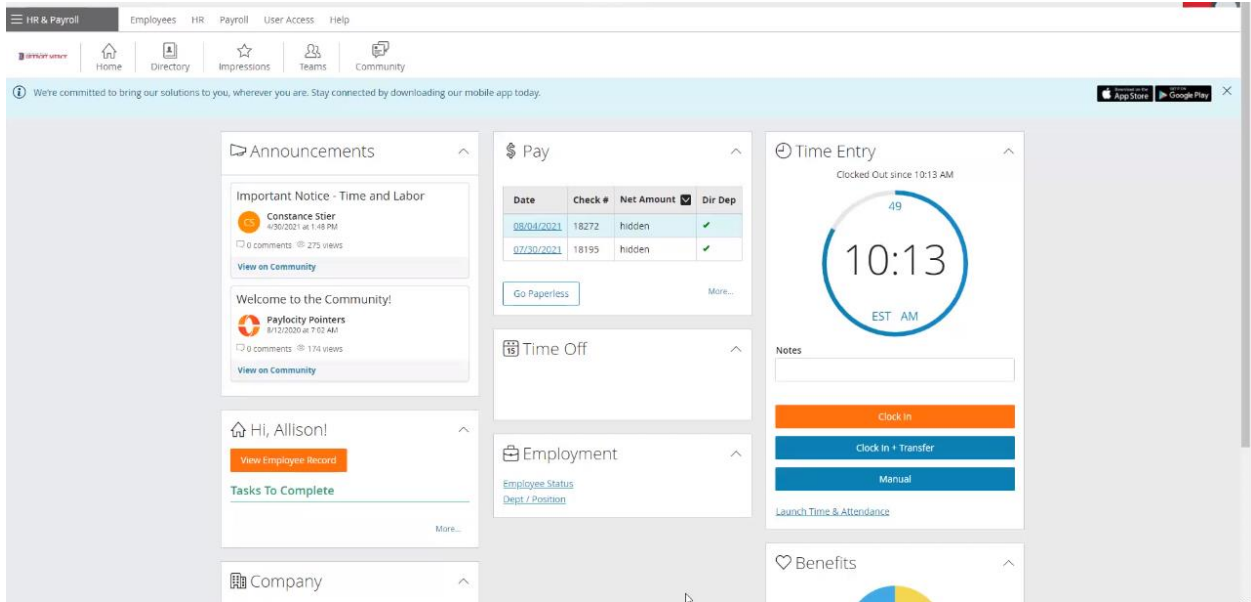You can locate your timesheet by Launching Time and Labor from your Self-Service portal.
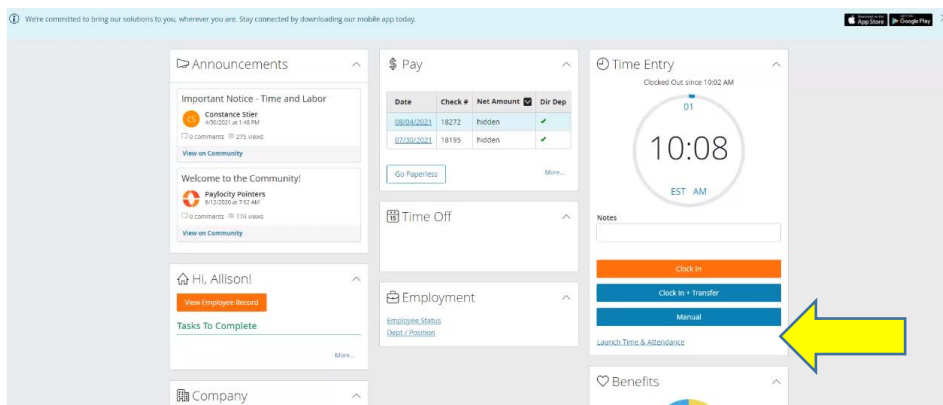
You can also find it below or you may use the gray box located in upper left-hand corner. Pull down the gray box and select "Time & Labor".
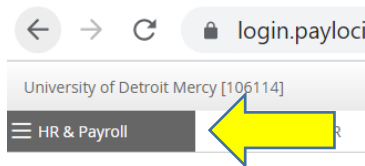
Step 6:   **Clock out after you have completed work for your position.**

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

	Date	Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg
☐	Sat 07/31/2021	None								0.00 hrs
☐	Sun 08/01/2021	None								0.00 hrs
☐	Mon 08/02/2021	None								0.00 hrs
☐	Tue 08/03/2021	None								0.00 hrs
☐	Wed 08/04/2021	None								0.00 hrs
☐	Thu 08/05/2021	None								0.00 hrs
☐	Fri 08/06/2021	None								0.00 hrs
☐	Sat 08/07/2021	None								0.00 hrs
☐	Sun 08/08/2021	None								0.00 hrs
☐	Mon 08/09/2021			08:30 AM	ST100101/2002002/1110001500	04:30 PM				8.00 hrs
☐	Tue 08/10/2021			10:15 AM	ST100100/1022208/1110001500	10:15 AM				0.00 hrs
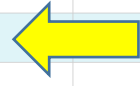
Step 8:   **If you have questions, please contact your supervisor, the Financial Aid Office or the Payroll Department for assistance.**