



# [QUICK START GUIDE]

This document offers easy steps for accessing and using the Paylocity Mobile application for Apple and Android devices.

# Quick Start Guide



The Paylocity Mobile experience is redefining the world of Payroll and HR by providing our nationwide clients and their employees with a convenient method of staying connected, anytime, anywhere. This brings the flexibility of our safe, innovative software solution, to the palm of your hand.



[Get Access.](#) [Get Tasks Done.](#) [Get Personalized.](#) [Get Social.](#)

## Get Access.

To turn your mobile device into a Payroll and HR information powerhouse, start by downloading the **free** app from the [Apple iTunes App Store](#), [Google Play](#), the [Apple iPad Store](#), [Windows Mobile App Store](#) or the [Amazon App Store](#) for Android.



Paylocity Mobile provides convenient Self Service access to your individual Payroll and Human Resource information, 24/7. Users may have the ability to view or email paycheck and Form W-2 information, view time off balances, manage time off requests, search the company directory, view company news and more - all from a single, easy to use application.

Log in to the app using your Web Pay Company ID, User Name and Password credentials.

If you **do not** have Web Pay login credentials, click **Register Account** from your mobile device or visit:

[https://login.paylocity.com/escher/escher\\_webui/views/login/login.aspx](https://login.paylocity.com/escher/escher_webui/views/login/login.aspx)

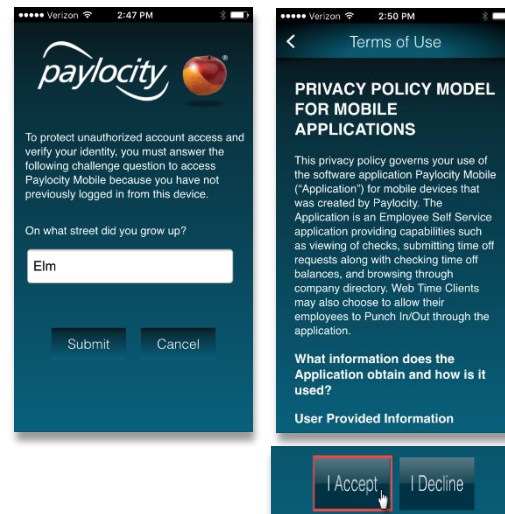
For additional assistance, please contact your Company Administrator.



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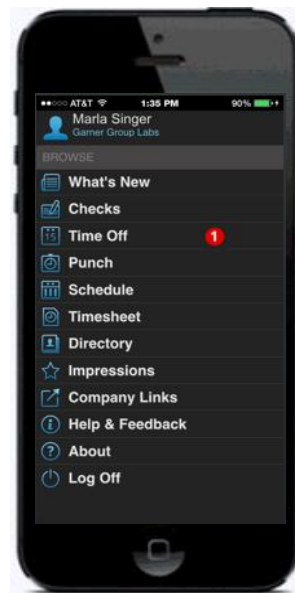


Similar to the full site, users may be prompted to answer challenge questions. Take a moment to review Paylocity Mobile's terms and conditions, then click **I Accept**.



Upon successful login, the main menu will display providing convenient access to common tasks\* and helpful information.

\*The Time Off menu option will display a red badge indicating the number of new and unread requests **for employees with approval capability**. These users can then click the badge to view, approve or deny time off requests, as necessary.



## **Please Note:**

*This application may be available for companies that subscribe to the following services:*

**Web Pay Self Service and Web Time**

*Security Role Rights and specific access to the Paylocity Mobile application may vary from company to company.*

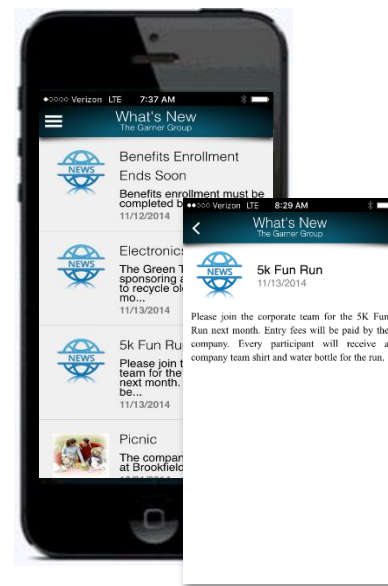
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## Get Tasks Done.

The Paylocity Mobile application provides quick and easy access to a variety of Web Pay and Web Time features.

Some of these activities may include:

- ✓ Viewing your current check information and check history
  - Flexible sharing via email available
  - Push notifications when checks are viewable
- ✓ Requesting time off and managing requests
- ✓ Conveniently punching in and out of Web Time
- ✓ Recording time via Employee Timesheets
- ✓ Accessing prior year Form W-2s for viewing and emailing purposes
- ✓ Keeping track of your Employee Schedule
- ✓ Easily updating your contact information
- ✓ Quickly connecting with other company contacts
- ✓ Personalizing your experience by uploading a picture
- ✓ Recognizing colleagues using Impressions
- ✓ Staying up to date with company news and resources
- ✓ Approving Time Off Requests and Timesheets

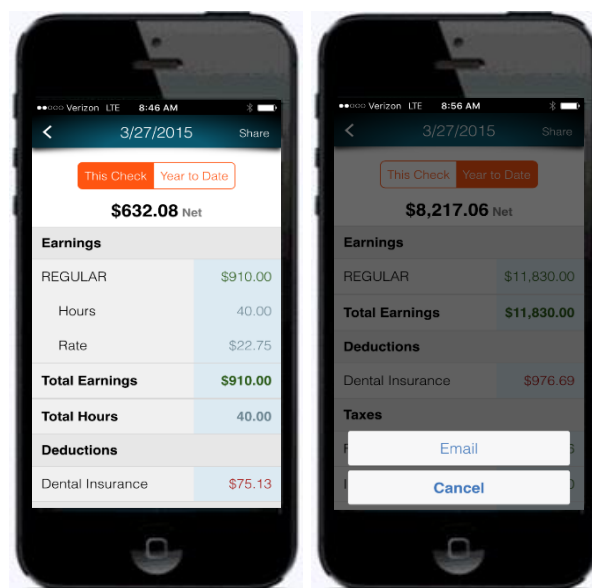


Click the **Sidebar Menu** button to view full task menu options.



Conveniently access and share paycheck information.

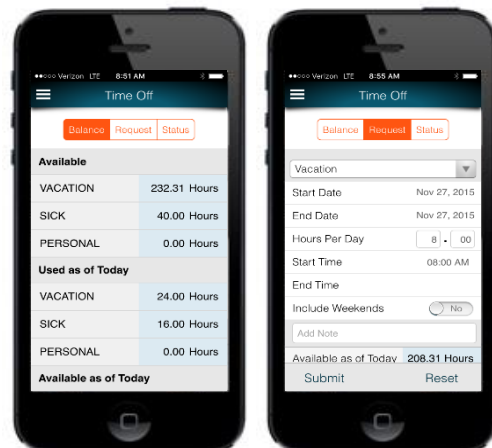
You will also notice flexible options to view current, historical and Year to Date information.



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Users may have the ability to view time off balances as well as submit and manage time off requests

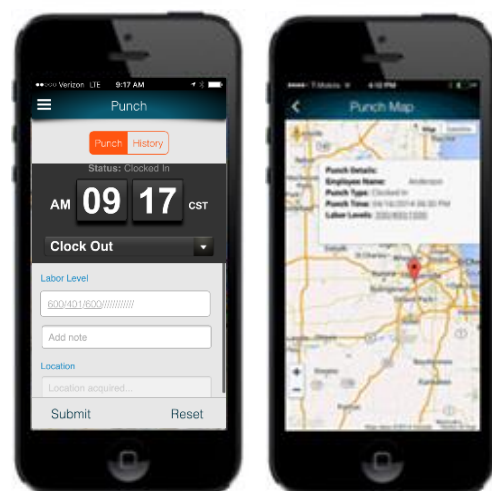
Paylocity will conveniently send push notifications, via Paylocity Mobile, to notify users when time off requests are approved or denied.



Web Time users may have access to punch capability. Punch options will be predictive based on the employee's payroll policy setup and overall company setup.

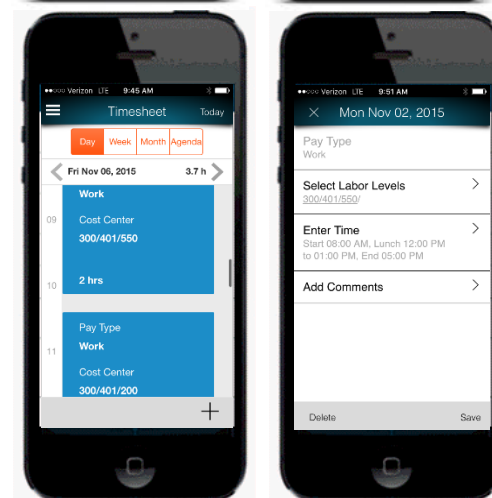
Default Labor Levels will populate; however, Punch with Transfer will be an option.

From Punch History, users may have the ability to view punch location on a map.



Employees who enter their time via Web Time, may have the ability to view, add, save, edit and delete **Timesheets**.

Users can easily choose between **Day, Week** and **Month** views by making a selection from the buttons at the top of the screen.



**Please Note:**

*After a Punch has been sent, Users will be able to view/review Punch History.*

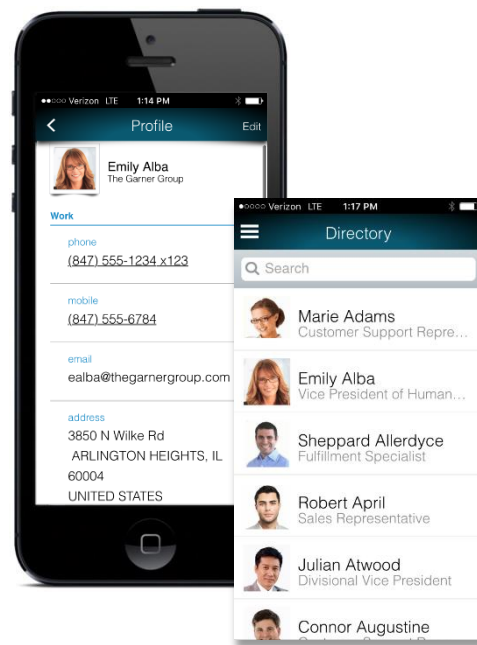
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## Get Personalized.

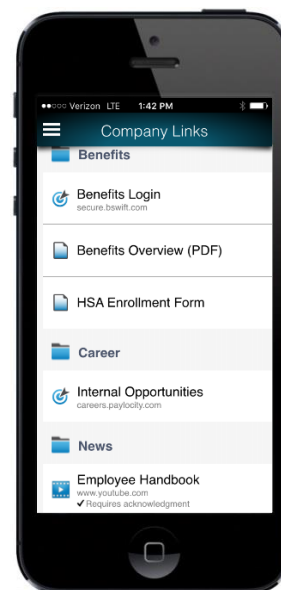
Customize your mobile experience and gain instant access to your most common payroll tasks, company communications, reminders and more, when you need it the most.

Easily edit your Company profile directly from the app by clicking **Edit**.

The Directory conveniently connects you to co-workers with easy-to-use search functionality.



Similar to the Self Service Portal, Paylocity Mobile organizes Company Links in an accessible location. Helping you stay up to date with important company information.



### **Helpful Hint**

*You can change your profile picture by clicking the image and taking a picture or selecting a photo from your gallery.*

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## Get Social.

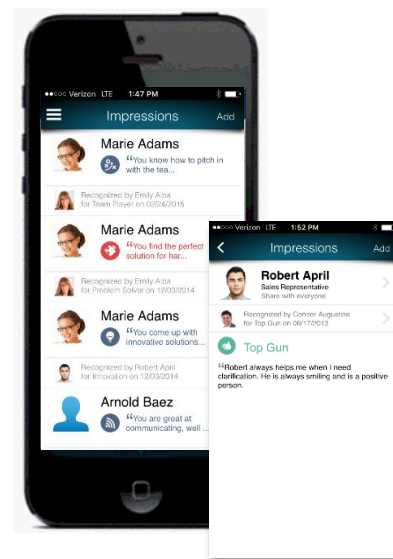
Recognize other employees for a job well done or provide thanks conveniently from your mobile device using Web Pay's Social Collaboration feature, **Impressions**.

Selecting Impressions from the main menu will display all approved, public Impressions that have been received.

Click an Impression to **view** specific details, such as:

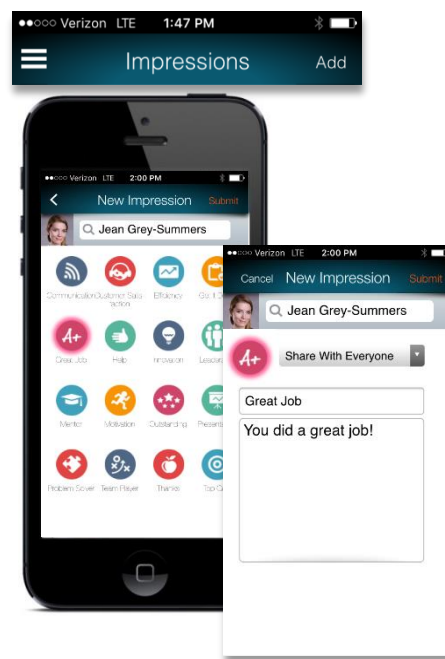
- Impression Badge Type
- Recognition Details (Date, Summary, Recognized by)
- Recipient Information

You can also navigate to the recipient's and the recognizer's employee profile by clicking their name from the details screen.



To recognize another employee, click **Add**.

Once the employee you wish to recognize has been selected, click the Impression badge that best describes the situation. Then choose to share the Impression with everyone or for the employee's view only, add additional details and click **Submit**.



For any further operating assistance, access the main menu and click **Help & Feedback | Help**.

