

My Timesheet



Helpful Hint

Save time by entering start and end times with an 'A' for AM and/or a 'P' for PM. For example, 11am can be entered as 11A or 2pm as 2P.

Employees may complete Timesheets for work performed. Depending on company configuration, users will enter either duration or start time and end time.

Date Range Pay Period From To
[< Last Week](#) [This Week](#) [Next Week >](#)

My TimeSheet for 04/20/2015 - 04/22/2015

Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supervisor Approved	Delete
Monday 04/20/2015	Work	08:00 AM	12:00 PM	01:00 PM	05:00 PM	600/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="button" value="X"/>
								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
<input type="button" value="Approve"/>														
Tuesday 04/21/2015	Work	08:00 AM	12:00 PM	01:00 PM	05:00 PM	600/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="button" value="X"/>
								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
<input type="button" value="Approve"/>														
Wednesday 04/22/2015	Work	08:00 AM	12:00 PM	01:00 PM	05:00 PM	600/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="button" value="X"/>
								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
<input type="button" value="Approve"/>														

Enter the applicable Start and End Times.

Totals for 04/20/2015 - 04/22/2015						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
24.00 hrs	24.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs	0.00 hrs	3.00 hrs

Totals by Pay Type	
Pay Type	Hours
Lunch	3.00 hrs
Work	24.00 hrs

Depending on company configuration, users may be required to perform a timesheet acknowledgement when saving updated time.

My Timesheet

Access My Timesheet

Select My Timesheet from the menu bar.

Easily retrieve messages from a supervisor.



The screenshot shows the top navigation bar of the Paylocity web interface. On the left, it displays 'The Garner Group [CLNT04]' and the 'paylocity' logo. The navigation menu includes 'Applications', 'Home' (underlined), 'My Timesheet', 'My Pay Adjustments', 'Employee Time Off Calendar', and 'Help'. On the right side of the bar, there is a red notification box with the number '1' and the initials 'MA'.

- ✓ Select Home to access the employee dashboard, schedules, and time off information.
- ✓ Select My Pay Adjustments to view pay adjustments such as bonuses and expenses.
- ✓ Select Employee Time Off Calendar to view and make time off requests.
- ✓ Users may be able to view other employees' time off requests in the calendar.

Select Help and then Employee Training Documents to access user guides and videos.

Filter the Display

- ✓ Select the Date Range radio button and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
- ✓ Users may also click Last Week, This Week, or Next Week to display the selected date range.



The screenshot shows the 'Date Range' filter interface. It features a radio button selected for 'Date Range'. The 'From' date is '05/03/2015' and the 'To' date is '05/09/2015'. There are calendar icons next to the date fields and a play button icon. Navigation links for '< Last Week', 'This Week', and 'Next Week >' are visible.

- ✓ Select the Pay Period radio button and select or enter the date. Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
- ✓ Users may also click Prev, Current, or Next to display the previous pay period, current pay period, or next pay period.



The screenshot shows the 'Pay Period' filter interface. It features a radio button selected for 'Pay Period'. The 'From' date is '05/03/2015' and the 'To' date is '05/09/2015'. There are calendar icons next to the date fields and a play button icon. Navigation links for '<< Prev', 'Current', and 'Next >>' are visible.

My Timesheet



Use My Timesheet

Click Comments to Supervisor to send comments about the pay period to the supervisor.

Click Copy Pay Period for the ability to copy pay period entries.

Click Paste Pay Period, which appears after the Copy Pay Period button is selected, to paste the copied pay period to the applicable pay period.

Click the red X to delete the time.

Enter the Duration.

Click the magnifying glass to select or change the Labor Level.

Click the Notes icon to add notes to the time entry.

My TimeSheet for 04/26/2015 - 05/02/2015

Comments to Supervisor Add Row Approve All Copy Update Labor Levels Copy Pay Period Paste Pay Period Fill From Schedule Save Print

Date	Pay Type	Duration	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supervisor Approved	Delete
Sunday 04/26/2015	-- Select --		600/101/400		0.00 hrs	0.00 hrs		0.00 hrs	0.00 hrs		✗
Approve											
Monday 04/27/2015	Work	4.00	600/101/400						0.00 hrs		✗
	Lunch	1.00	600/101/400						0.00 hrs		✗
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✗
Approve											
Totals					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Tuesday 04/28/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs			✗
	Lunch	1.00	600/101/400		0.00 hrs						✗
	Work	4.00	600/101/400		4.00 hrs						✗
Approve											
Totals					8.00 hrs						
Wednesday 04/29/2015	Work	8	600/101/400		0.00 hrs						✗
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Thursday	-- Select --		600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✗
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
05/01/2015			600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✗
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Saturday 05/02/2015	-- Select --				0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✗
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		

Totals for 04/26/2015 - 05/02/2015						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
16.00 hrs	16.00 hrs	0.00 hrs	0.00 hrs	2.00 hrs	0.00 hrs	2.00 hrs

Totals by Pay Type	
Pay Type	Hours
Lunch	2.00 hrs
Work	16.00 hrs

My Timesheet



Approve My Timesheet

- ✓ Click Add Row to add a row to the timesheet.
- ✓ Click Approve All and click Save to approve all time entered in the timesheet.
- ✓ Check the Approve box adjacent to each correct time entry and click Save to approve only selected time entries.

- ✓ Select a row and click Copy to copy the time to another row.
- ✓ Click Update Labor Levels to update multiple days at one time.
- ✓ Click Fill From Schedule to add times from the schedule.
- ✓ Click Save to save time entries and approvals.
- ✓ Click Print to print the timesheet.

Date Range Pay Period From 04/27/2015 To 05/01/2015
 [< Last Week](#) [This Week](#) [Next Week >](#)

My TimeSheet for 04/27/2015 - 05/01/2015

Date	Pay Type	Duration	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supervisor Approved	Delete
Monday 04/27/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="checkbox"/>
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input checked="" type="checkbox"/>
Totals					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Tuesday 04/28/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="checkbox"/>
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input checked="" type="checkbox"/>
Totals					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Wednesday 04/29/2015	Work	4	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input checked="" type="checkbox"/>
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Thursday 04/30/2015	-- Select --		600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Friday 05/01/2015	-- Select --		600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		

Totals for 04/27/2015 - 05/01/2015						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
16.00 hrs	16.00 hrs	0.00 hrs	0.00 hrs	2.00 hrs	0.00 hrs	2.00 hrs

Totals by Pay Type	
Pay Type	Hours
Lunch	2.00 hrs
Work	16.00 hrs