



Employee Time & Labor Rollout Web Punch with Self Service Portal

Dear Staff:

We are pleased to announce that starting on:

October 1st 2023

we will begin tracking hours using our new time and attendance system, Time & Labor by Paylocity. From an employee perspective, you will be able to conveniently punch in and out as well as submit time off requests from your Paylocity employee self-service portal.

You will be able to access your timesheets, help guides, and additional time tracking information from the "Launch Time & Attendance" link in the Time Entry section of your portal. You can also access Time & Labor via the drop down on the top left grey "HR & Payroll" bar on your Self-Service Portal.

- To familiarize yourself with punching in and out via web punching, please review the [Paylocity Web Punch Training Video](#)
- All written instructions are listed below as well.

Punch Action Buttons in Time & Labor

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1. Time & Labor presents web punch, mobile, and kiosk users the ability to clock in or clock in and transfer. After clocking in, a user's next punch option will be the next logical.
 - a. Users in a policy that allows transfers will always see a Transfer option.
 - b. Users in a policy without breaks or lunches will see Clock Out as their next default option.
 - c. Users in a policy setup to take breaks will see the Start Break option next.
 - d. Users in a policy setup to take lunches will see the Start Lunch option next, unless they have breaks setup, in which case, the lunch option will show after their break(s). Break and Lunch rules preventing break or lunch punches until the employee has been clocked in for a specific number of minutes, will prevent users from seeing these options until the threshold is met.
 - e. Users who do not see the action they need, should select Manual and will be able to select additional action types.
 - f. To attach a note to a punch for the supervisor, enter a message into the Note field prior to selecting the punch action.

🕒 Time Clock

You are currently clocked out

2:45:14
PM

Last Punch
Clock Out at 06:09 AM on 02/15/2019

Clock In

Clock In + Transfer

Manual

Notes