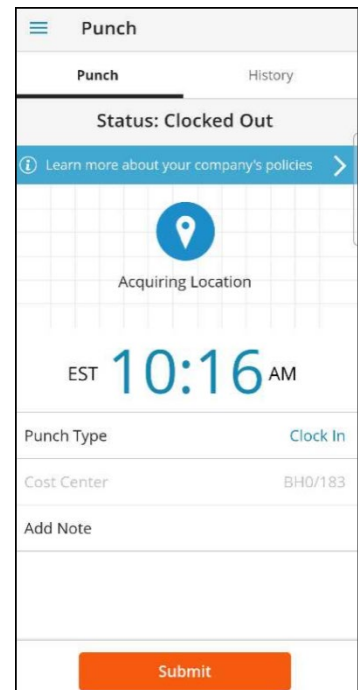


Punch on Paylocity Mobile App

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1. Log into the Paylocity Mobile App.
2. Select **Punch** from the main menu.
3. Select the appropriate **Punch Type** from the dropdown menu. Company set up will determine which of the following Punch Type options are available:
 - Select Punch Type Clock in + Transfer to enable the Labor Levels / Cost Center field for options to transfer.
 - Select Back to return to the Punch screen.
 - Select Cost Center. Cost Centers default to the employee's home assignments if not modified.
 - Search Job # and select the Job #.
 - Select Back to return to the Punch screen.
 - Select Add Note to add a message to the Punch Type. Notes will display a preview of the message within the row title.
 - Select Back to return to the Punch screen.
 - Select Submit to record the punch.



4. Select OK to allow the Paylocity Mobile App to access the camera. This option is only for companies with this set as required.

