

# Welcome to Your Payroll

Name:

Username:

Password:

Company ID: 80308

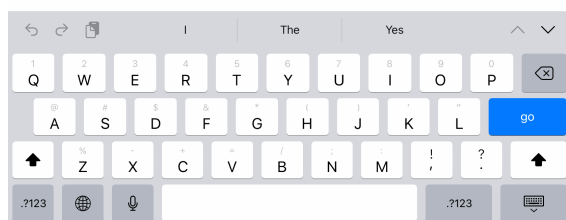
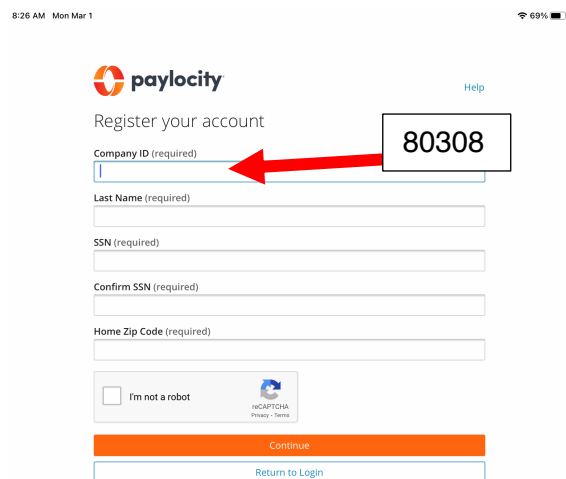
Step 1:

Install the app on your phone. Available on [Android](#) or [App Store](#)

Step 2: Set-up your username/create an account. (If you used Paylocity before, you have already done this.)

1. open the app

2. go to register new user



If you forgot your username or password, please contact Sonya McCormick at [smccormick@stlukemethodist.org](mailto:smccormick@stlukemethodist.org) for assistance.

### Step 3: Log-in to the app

8:26 AM Mon Mar 1 69%

paylocity Help

Welcome

Company ID  
80308

Username

Password Show

Login

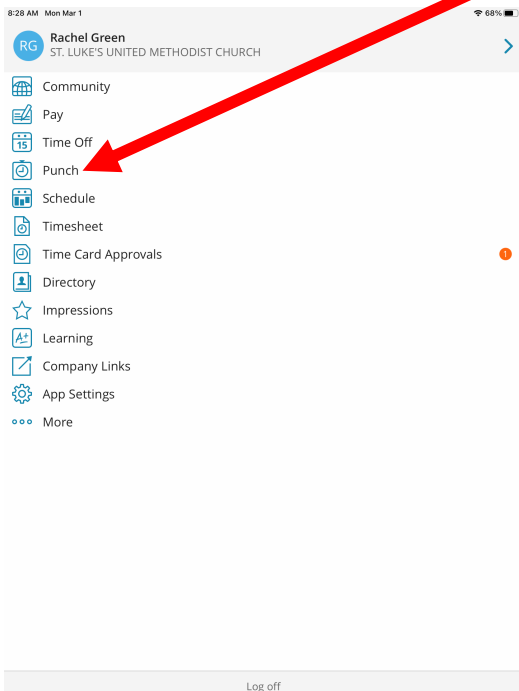
Single Sign-On Login

Register New User

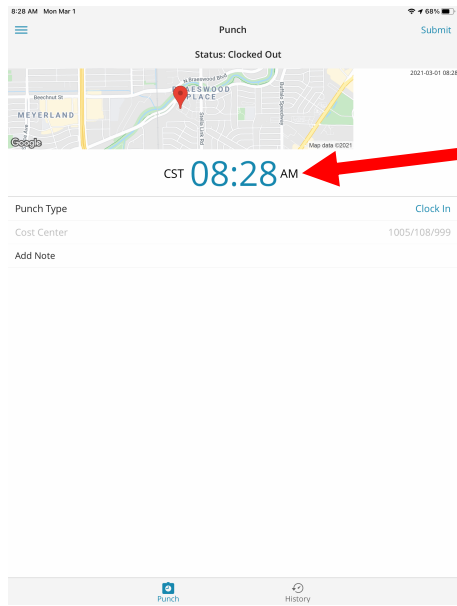


### Step 4: Clocking in and out

#### 1. From the main screen select PUNCH



## 2. This screen will appear

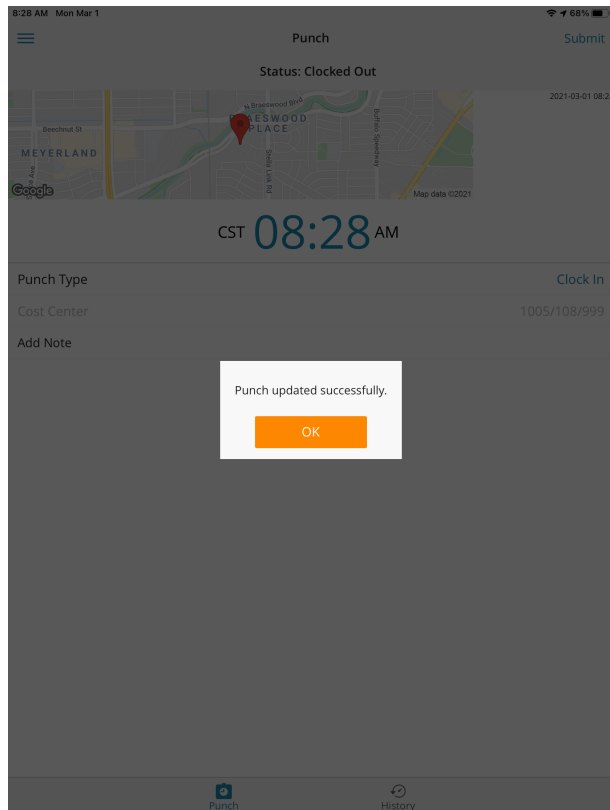


This is what you push to complete the punch

This is your punch time. Please note that we use military time, so you have a 7.5-minute window. If you punch at 8:28 it will roll to 8:30. If you clock in at 8:20 it will roll to 8:15. Please be mindful of this when clocking in.

This is where you can change what type of punch you are making. For example if you forgot to clock in and you are now needing to clock out. The system will automatically offer you clock in, **you will need to change this** to clock out. *Please do not clock in and then clock out. This will lead to your time not getting corrected.*

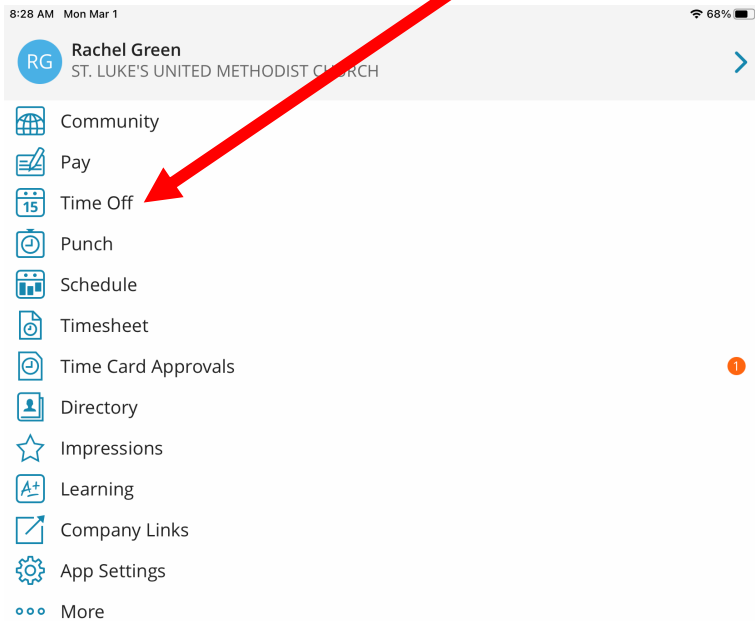
## 3. You will get the following message



Make sure you get this message!

## Step 5 Putting in Time Off Requests

### 1. From home screen, choose Time Off



### 2. This will bring up your balances and offer Request

Time Off	
Current Yr Accrual	80.25 h
Rollover Bal	80.25 h
Bereavement	0.00 h
Jury Duty	0.00 h
Professional Development	0.00 h
Ficra Paid Sick Pay - Self	0.00 h

Current Yr Accrual is your PTO for the current school year.

Rollover Bal is what you have from last school year. This PTO is what you should use first on PTO requests. It will go away in August.

Push this to submit a request



### 3. This is the time off request page

1:08 PM Mon Mar 1 66%

Time Off

Request Type 0.00 h

Request Type

Start Date Mar 1, 2021

End Date Mar 1, 2021

Start Time 8:00 AM

End Time

Hours Per Day 0.00

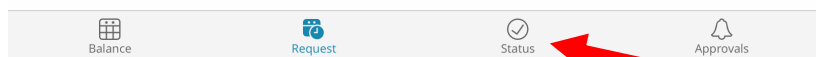
Include Weekends

Add Note

Request Type is where you pick between Current Year and Rollover. Remember to use Rollover first if you have it. It will not allow you to put in a request if you don't have enough PTO to cover the request.

Start Date and End Date & Start Time and End Time are where you put in your requested times/dates. If you want the whole day don't put an end time, just put 8 hours a day.

Be sure to explain the reason for your request since we are still in limited time off. You are also still required to discuss with your teacher partner(s).



### 4. Once you have submitted a request, you can check the status

Please note that once you submit a request and it's approved, only Rachel can cancel it. You are not approved until you get an approval notification.