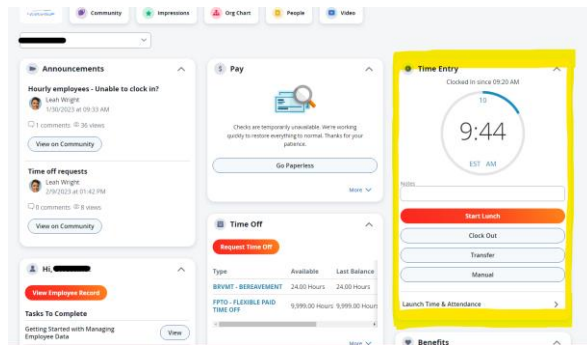


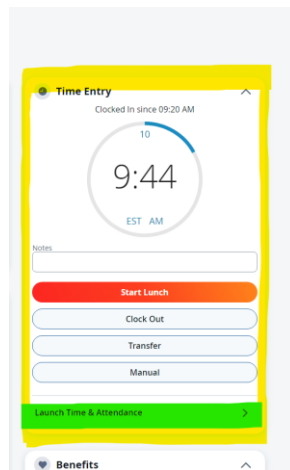
Paylocity - How to View Hours Worked Per Week

Viewing Through The Web

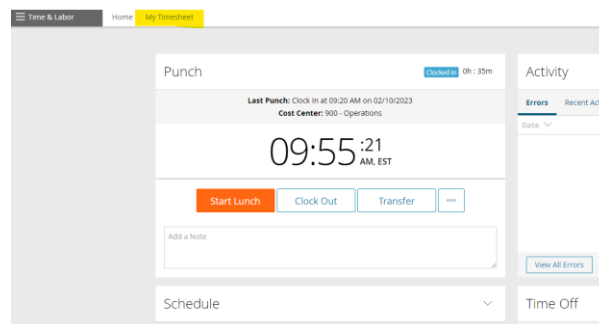
Step 1 – Log into Paylocity with individual login and locate the ‘Time Entry’ window.



Step 2 – Once located, please click on the ‘Launch Time and Attendance towards the end of the ‘Time Entry’ window.

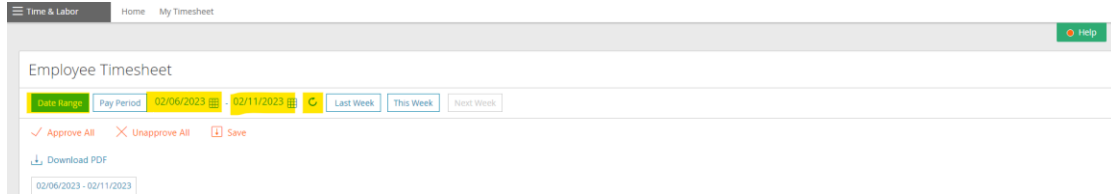


Step 3 – Once clicked you will be redirected to the ‘Time & Labor’ window. Locate and select the ‘My Timesheet’ tab at the top of the window.





Step 4 – On the ‘Employee Timesheet’ window, select ‘Date Range’ and select the first day in the week you are inquiring about through the end of the week and click the wheel to update. This will show you the work week total worked rather than the pay period total.



Step 5 – At the bottom of the screen locate the ‘Totals’ to view hours worked for the week.

- **Please note** – The minutes within the hours worked is a fraction of an hour and not minutes worked. To calculate minutes please use: $.__ * 60 = \text{minutes worked}$ (EX. 33.58 hrs. is $.58 * 60 = 34.8$ so 33hrs and 35 minutes have been worked this week). The time for the day being worked is not added to the total until you clock out (either at the end of the day or at lunch).

Employee Timesheet

Date Range: 02/06/2023 - 02/11/2023 | Last Week | This Week | Next Week

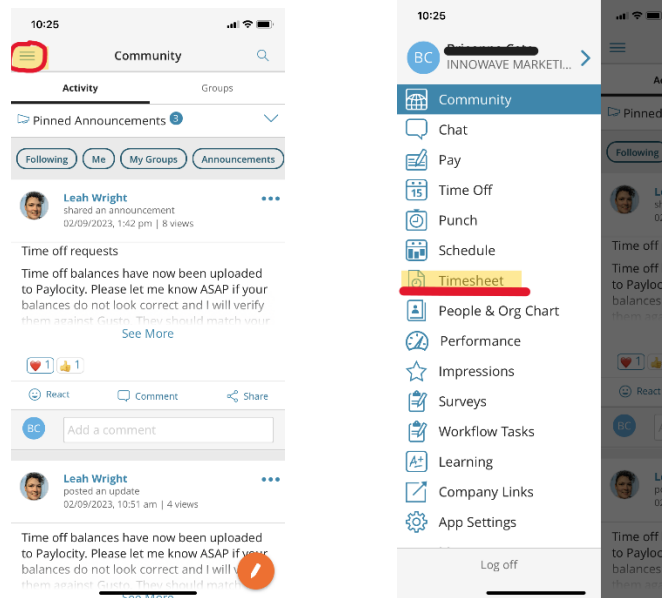
Approve All | Unapprove All | Save

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Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Cost Center	Notes	Reg	OT1	Lunch	Break	Supv App	Delete
Monday 02/06/2023	Work					900--/---		8.88 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Total:								8.88 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Tuesday 02/07/2023	Work					900--/---		8.65 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Total:								8.65 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Wednesday 02/08/2023	Work					900--/---		8.05 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Total:								8.05 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Thursday 02/09/2023	Work					900--/---		8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Total:								8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Friday 02/10/2023	Work					900--/---		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Total:								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Saturday 02/11/2023								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Total:								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Totals for 02/06/2023 - 02/11/2023													
All	Regular	OT1	Lunch	Break	Unpaid	Totals by Pay Type							
33.58 hrs	33.58 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	Work	33.58 hrs						

Through The Mobile App

Step 1 – Once logged in, click the three horizontal lines at the top left corner to open the Paylocity Menu. Once the menu is popped out select ‘Timesheet’.



Step 2 – On the ‘Timesheet’ page, please locate the hours total worked per week at the top of the page after the date range selected.

- **Please note** – The minutes within the hours worked is a fraction of an hour and not minutes worked. To calculate minutes please use: $. _ _ * 60 = \text{minutes worked}$ (EX. 33.58 hrs. is $.58 * 60 = 34.8$ so 33hrs and 35 minutes have been worked this week). The time for the day being worked is not added to the total until you clock out (either at the end of the day or at lunch).

