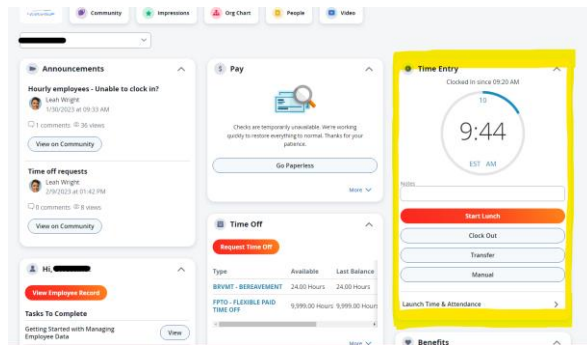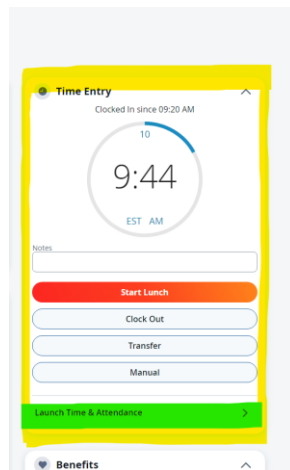# Paylocity - How to View Hours Worked Per Week

Viewing Through The Web
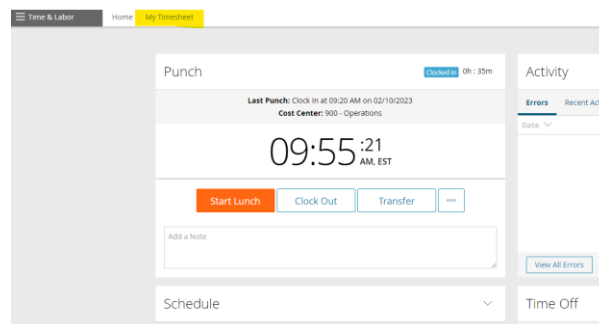
Step 1 – Log into Paylocity with individual login and locate the 'Time Entry' window.

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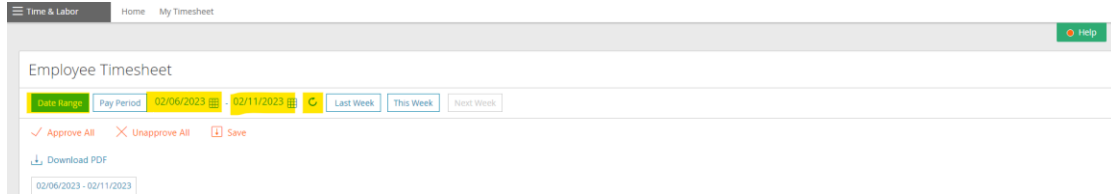
Step 5 – At the bottom of the screen locate the 'Totals' to view hours worked for the week.

- **Please note** – The minutes within the hours worked is a fraction of an hour and not minutes worked. To calculate minutes please use*: . __ * 60 = 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).

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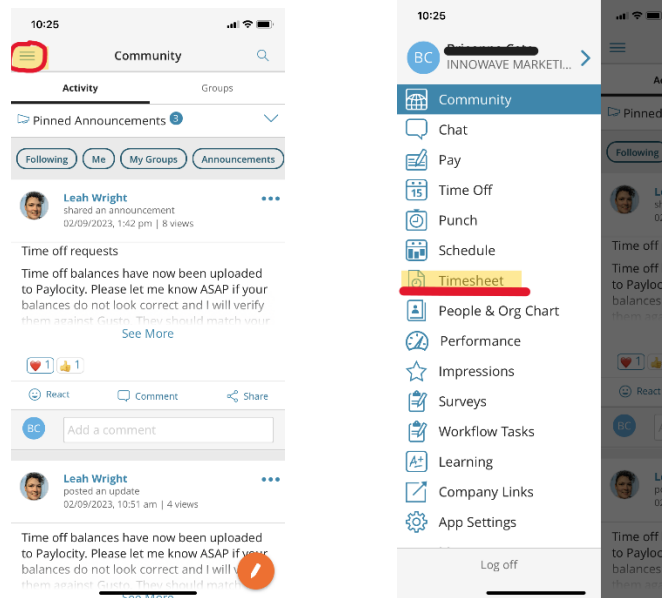
Step 2 – On the 'Timesheet' page, please locate the hours total worked per week at the top of the page after the date range selected.

- **Please note** – The minutes within the hours worked is a fraction of an hour and not minutes worked. To calculate minutes please use: *. __ * 60 = 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).