



[PAYLOCITY MOBILE QUICK START GUIDE]

This document offers easy steps for accessing and using the Paylocity Mobile Application (App) for mobile devices.

Paylocity Mobile Quick Start Guide

The Paylocity Mobile experience is redefining the world of Payroll and HR by providing our nationwide clients and their employees with a convenient method of staying connected, anytime, anywhere. This brings flexibility to our safe, innovative software solution to the palm of your hand.



[Get Access.](#) [Get Tasks Done.](#) [Get Personalized.](#) [Get Social.](#)

Get Access.

To turn your mobile device into a Payroll and HR information powerhouse, download the **free** app from [Google Play](#) for Android or the [Apple iTunes App Store](#) for iOS devices.

For step-by-step downloading instructions, reference the applicable guide below for your mobile device:

[Android: How to Download Paylocity's Mobile App](#)

[Apple: How to Download Paylocity's Mobile App](#)

Paylocity Mobile provides convenient Self Service access to your individual Payroll and Human Resource information, 24/7. Users may view or e-mail paycheck and Form W-2 information, submit time off requests, punch in and out if applicable, award and view employee recognition with impressions, search the company directory, view company news and more - all from a single, easy to use application.

Log in to the app using your Web Pay Company ID, User Name and Password credentials, [Touch ID](#) if applicable, or [Android Fingerprint Login](#) if applicable.

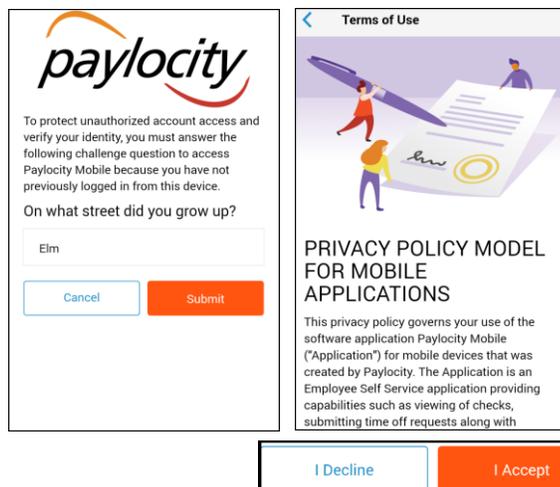
If you **do not** have Web Pay login credentials, tap **Register Account** and reference the [How to Register and Login Using Mobile](#) guide, or tap **Register User** via [Web Pay's full site](#).

For additional assistance, please contact your Company Administrator. For a more instructional look at the Mobile app's features, reference the [Paylocity Mobile User Guide](#).



Paylocity Mobile Quick Start Guide

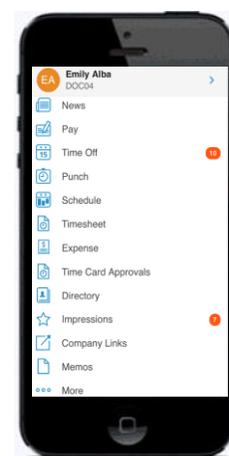
Similar to the full site, users may be prompted to answer challenge questions. Take a moment to review Paylocity Mobile's Terms of Use, then tap **I Accept**.



Upon successful login, the main menu will display providing convenient access to common tasks* and helpful information.

*The Time Off and Impressions menu options will display a red badge indicating the number of new and unread requests **for employees with approval capability**. These users can then tap the badge to view, approve or deny time off requests and impressions, as necessary.

The Memos menu option will display a red badge to indicate any new, unread messages which have been received.



Please Note:

This application may be available for companies that subscribe to the following services:

Web Pay Self Service and Web Time

Security Role Rights and specific access to the app may vary from company to company.

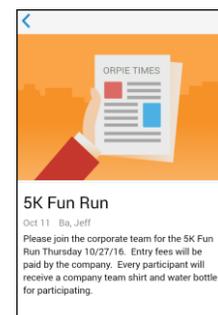
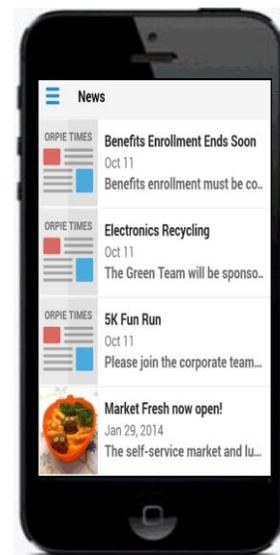
Paylocity Mobile Quick Start Guide

Get Tasks Done.

The Paylocity Mobile application provides quick and easy access to a variety of Web Pay and Web Time features.

Some of these activities may include:

- ✓ Viewing your current check information and check history
 - Flexible sharing via e-mail available
 - Push notifications when checks are viewable
- ✓ Requesting time off and managing requests
- ✓ Conveniently punching in and out of Web Time
- ✓ Recording time via Employee Timesheets
- ✓ Accessing prior year Form W-2s for viewing and e-mailing purposes
- ✓ Keeping track of your Employee Schedule
- ✓ Easily updating your contact information
- ✓ Quickly connecting with other company contacts
- ✓ Personalizing your experience by uploading a picture
- ✓ Recognizing colleagues using Impressions
- ✓ Supervisor approval or deletion of pending impressions
- ✓ Staying up to date with company news and resources
- ✓ Approving Time Off Requests and Timesheets
- ✓ View Web Pay Memo messages
- ✓ [Add Expense receipts](#) for expense reports



Tap the **Menu** icon to view full task menu options.



Conveniently access and share paycheck information.

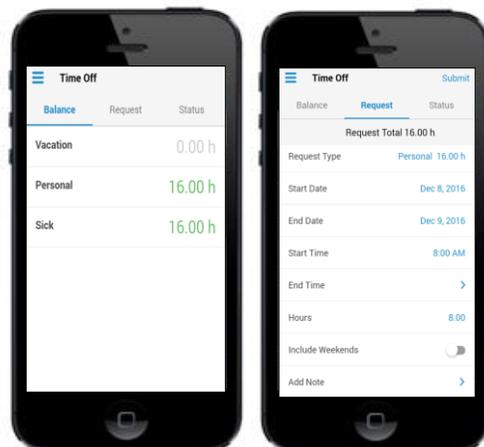
You will also notice flexible options to view current, historical and Year to Date information.



Paylocity Mobile Quick Start Guide

Users may have the ability to view time off balances as well as submit and manage time off requests

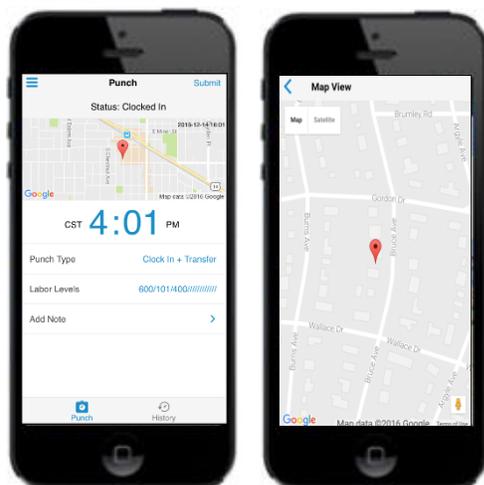
Paylocity will conveniently send push notifications, via Paylocity Mobile, to notify users when time off requests are approved or denied.



Web Time users may have access to punch capability. Punch options will be predictive based on the employee's payroll policy setup and mobile policy setup.

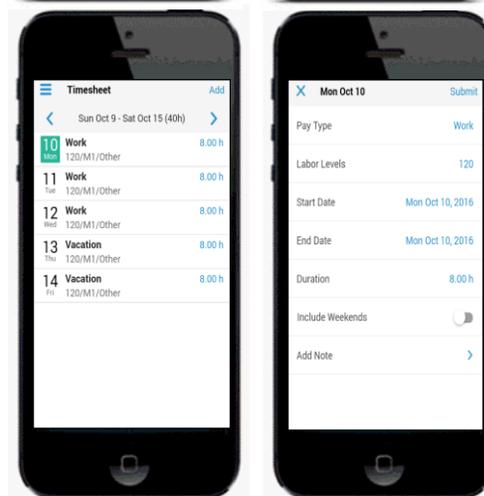
Default Labor Levels will populate; however, Punch with Transfer will be an option.

The **History** section offers users the ability to see prior punch details, including **Map View**, if location services were enabled when the punch occurred.



Employees who enter their time via Web Time, may have the ability to view, add, save, edit and delete **Timesheets**.

Use the < or > icons to navigate between time periods to see current and past timesheet entries.



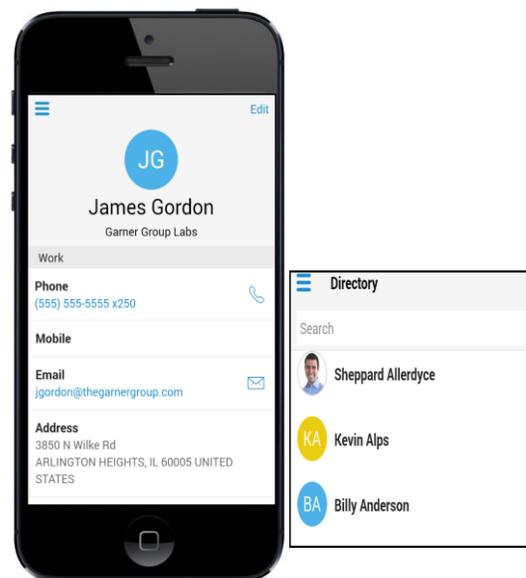
Paylocity Mobile Quick Start Guide

Get Personalized.

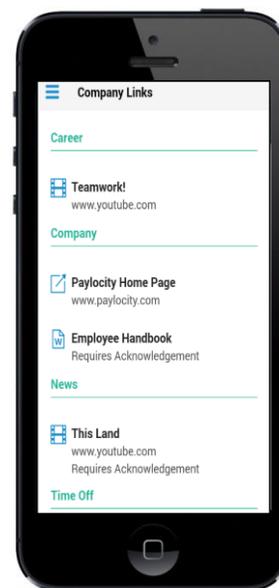
Customize your mobile experience and gain instant access to your most common payroll tasks, company communications, reminders and more, when you need it the most.

Easily edit your Company profile directly from the app by tapping **Edit**.

The Directory conveniently connects you to co-workers with easy-to-use search functionality.



Similar to the Self Service Portal, Paylocity Mobile organizes Company Links in an accessible location to help you stay up to date with important company information.



Helpful Hint

Change your profile picture by tapping the image and taking a picture or selecting a photo from your device's gallery.

Paylocity Mobile Quick Start Guide

Get Social.

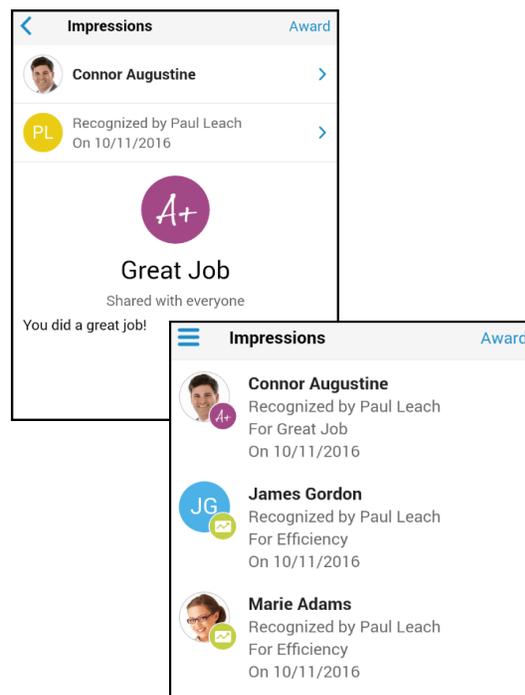
Recognize other employees for a job well done or provide thanks conveniently from your mobile device using Web Pay's Social Collaboration feature, **Impressions**.

Selecting Impressions from the main menu will default to the List page for all approved, public Impressions that have been received. The Inbox page, only applicable to supervisors, allows for a view of the number of pending impressions to approve or delete accordingly.

Tap an Impression to **view** specific details, such as:

- Impression Badge Type
- Recognition Details (Date, Summary, Recognized by)
- Recipient Information

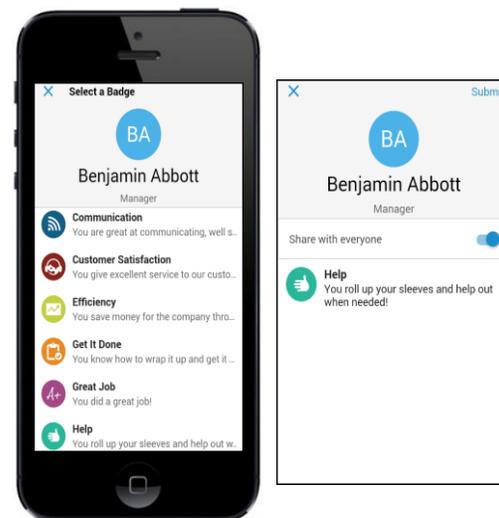
You can also navigate to the recipient's and the recognizer's employee profile by tapping their name from the details screen.



To recognize another employee, tap **Award**.



Once the employee you wish to recognize has been selected, tap the Impression badge that best describes the situation. Then choose to share the Impression with everyone or for the employee's view only, add additional details and tap **Submit**. Depending on company configuration, the impression may require supervisor approval.



*Tap **More | Help** from the main menu for additional operating assistance.