Step 1: Log into Paylocity. Company ID: 106114

🛟 paylocity	Help
Welcome	
Company ID	
106114	
Username	
Password	
	Show
Remember My Username	
Login	
Single Sign-On Login	

Step 2: Select Clock In

Locate the Time Entry on your Self-Service portal. Note: this screen may come up automatically.

We're committed to bring our solutions to you, wherever you are. St	tay connected by downloading our mobi	le app today.						AppStore Go	ogle Play X
🕞 Announc	ements ^	\$ Pay	^		^	Time Entry Clocked Out since 10:02 AM	^		
Important Notio	ce - Time and Labor	Date	Check #	Net Amount	Dir Dep	01			
4/30/2021 at 1/	48 PM	08/04/2021	18272	hidden	-				
🗆 0 comments @ 275	5 views	07/30/2021	18195	hidden	1	10.00			
View on Community						10:08			
Welcome to the	e Community!	Go Paperles			More				
Paylocity Po	Dinters					EST AM			
C 0 comments @ 174	4 views	聞 Time	Off		~	Notes			
View on Community									
								1	
						Clock In			
슈 Hi, Allisor	n! ^								
View Employee Re	cord	🖻 Emplo	ymen	t	~	Clock In + Transfer			
		Samlauna State				Manual			
Tasks To Comple	ete	Dept / Position				An and a second s			
						Launch Time & Attendance			
	MOT								
						♡ Benefits	~		
🛄 Company	/ ^								

Step 3: Understanding your position

Every position is comprised of three components:

- Pos Suffix: Your job can be ST1001-00, ST1001-01, ST1001-02 or ST1001-03. Positions beginning with ST are Non-work study positions. *Positions beginning with SW1001-00, SW1001-01 or SW1001-02 are Work study positions.*
- Area Org:This is the area you work for and the department. This information will be provided by
your supervisor. For positions beginning with SW, the Area Org is always 200-2108.
- Fund Prog: This is the number that goes against the department's budget. This number may vary and should also be provided to you by your supervisor. *For positions beginning with SW, the Fund Prog is always 21337-1500.*

Step 4: My timesheet

You can locate your timesheet by Launching Time and Labor from your Self-Service portal.

Announcements	^	\$ Pay			^	Time Entry Goden Out since 1002 AM	^
Important Notice - Time and	d Labor	Date	Check #	Net Amount	Dir Dep	01	
Constance Stier 4/30/2021 at 1:48 PM		08/04/2021	18272	hidden			
C 0 comments @ 275 views		07/30/2021	18195	hidden		10.00	
View on Community						10.08	
Welcome to the Community	vi.	Go Paperles	is		More		
Paylocity Pointers						EST AM	
C comments @ 174 weeks		聞Time	Off		~	Notes	
View on Community		0.000					
⇔ Hi, Allison!	~					Clock In	
Men Semicron Record		🖻 Emple	oymen	t	~	Clock in + Transfer	
Part chipagee record		Sempleume Stat	nie.			Manual	
Tasks To Complete		Dept / Position	1				-/
	More					Launch Time & Attendance	
							•

You can also find it below or you may use the gray box located in upper left-hand corner. Pull down the gray box and select "Time & Labor".

\leftarrow	\rightarrow	C		login.payloci				
University of Detroit Mercy [106114]								

Employees HR	Payroll User Access Help		
Battion where Directory I	다 와 문 Impressions Teams Community		
We're committed to bring our solutions to yo	ou, wherever you are. Stay connected by downloading our mobile	app today.	App Store Google Play
	Announcements	Pay O Time Entry Order out since 10:13 ab	^
	Important Notice - Time and Labor	Date Check # Net Amount 💟 Dir Den	
	Constance Stier	08/04/2021 18272 bidden 49	
	0 comments @ 275 views	07/30/2021 18195 hidden	
	View on Community	10:13	
	Welcome to the Community!	Go Paperless More	
	Paylocity Pointers	EST AM	
	Q comments @ 174 views	窗 Time Off へ Notes	
	View on Community		
		Clock In	
		Employment Clock In + Transfer	
	чим стриуес несого	Employee Status Manual	
	Tasks To Complete	Dept / Position	
	More	Leurit I Title & Attendance	
	I Company ^	✓ benefits	
	and a second sec	۵ 🖊	

Step 6: Clock out after you have completed work for your position.

Step 7: Before you approve your timecard, make sure your time worked is going to the correct Pos Suff, Area Org and Fund Prog

Date	Рау Туре	Amount	In	Transfer	Out	In	Transfer	Out	Reg
Sat 07/31/2021	None 🗸								0.00 hrs
Sun 08/01/2021	None								0.00 hrs
Mon 08/02/2021	None 🗸								0.00 hrs
Tue 08/03/2021	None 🗸								0.00 hrs
Wed 08/04/2021	None 🗸								0.00 hrs
Thu 08/05/2021	None 🗸								0.00 hrs
Fri 08/06/2021	None 🗸								0.00 hrs
Sat 08/07/2021	None								0.00 hrs
Sun 08/08/2021	None 🗸					4			0.00 hrs
Mon 08/09/2021			08:30 AM	ST100101/2002002/1110001500	04:30 PM				8.00 hrs
Tue 08/10/2021			10:15 AM	ST100100/1022208/1110001500	10:15 AM	N			0.00 hrs

Step 8: If you have questions, please contact your supervisor, the Financial Aid Office or the Payroll Department for assistance.