



# Welcome to Paylocity

Employee Guide for Company IDs:

315391 Nutramax Manufacturing, Inc.  
315392 Nutramax Laboratories, Inc.

# Key Dates & Important Information



## Mark Your Calendars!

- Registration Invitation Codes will be texted on Monday 11/4. You can use this to register, or follow the steps on the next pages if you missed it.
- 1st Punch on Paylocity clocks: Sunday 12/22
- 1<sup>st</sup> Payroll Period in Paylocity: Sunday, 12-22 – Saturday 12/28
- 1st Check Date Paid with Paylocity: Friday, 1/3/25
- Time Off Requests should be submitted in Paylocity for time off dates starting Sunday 12/22 and forward

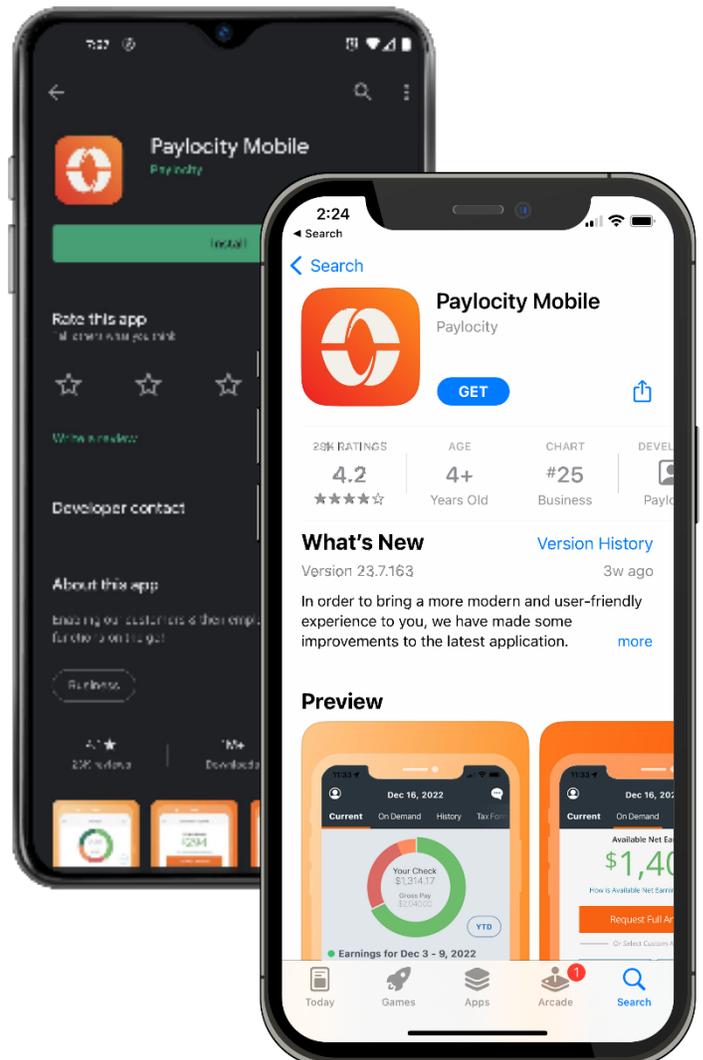
# Paylocity Mobile App



With the Paylocity mobile app, we bring our solutions directly to you, wherever you are! Whether you want to view paychecks, request time off, or stay in touch with co-workers, our app gives you the freedom to stay connected anytime, anywhere. To start, let's download the app.

## Download the Paylocity Mobile App

It's easy to get the app. Just download it from your favorite app store with the links below or scan the QR code with your mobile device.



# Mobile registration

Registration is a snap in the app!



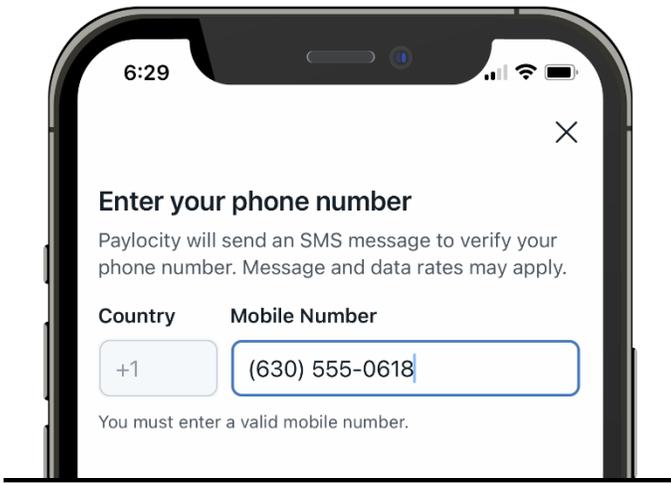
Open the Paylocity app and tap Register New User.



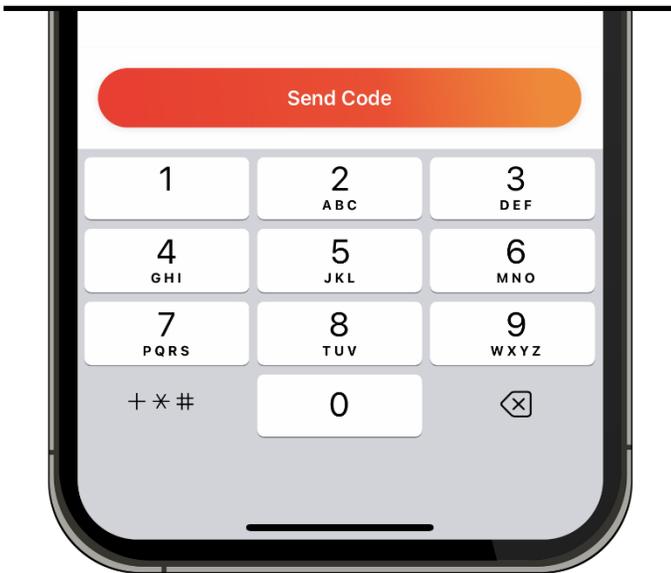
Enter your Mobile number



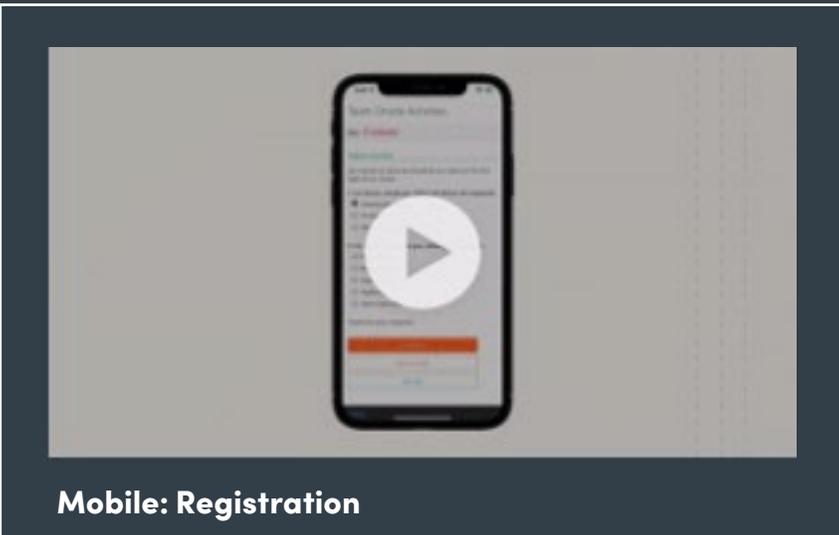
Then follow the prompts and enter the info required to complete your registration.



Contact your HR or Payroll Administrator for additional registration assistance.



You can also register online at <https://access.paylocity.com>



## Learn More

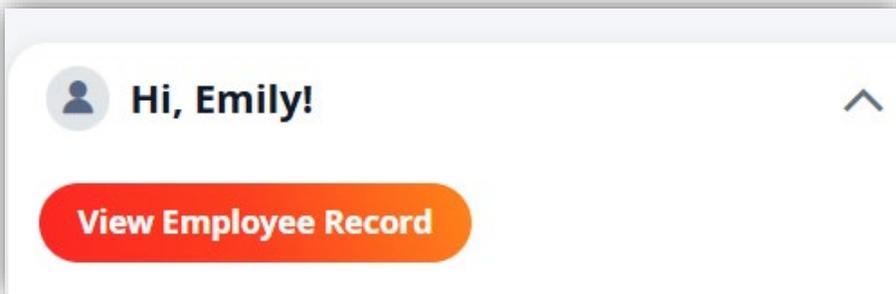
Click on the image to the left or scan the QR code below to see how easy it is to register via Paylocity's mobile app!





# Self Service Portal

Get easy access and edit your info anytime! From your desktop, navigate to <https://access.paylocity.com/> and use the same credentials used for the Paylocity mobile app.



Click View Employee Record to view and update your information.



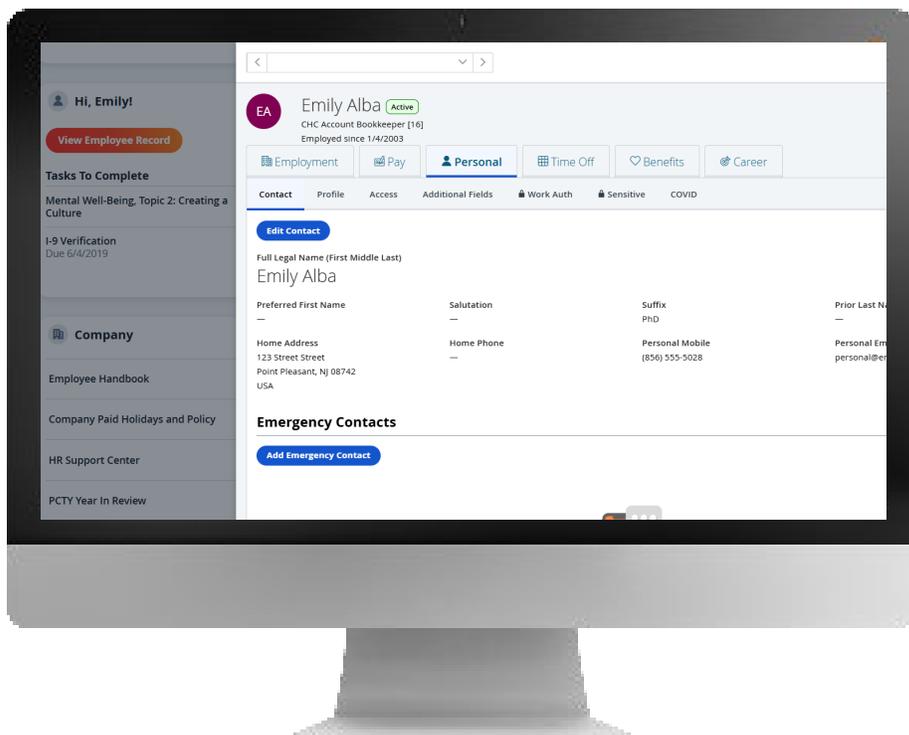
Click the Personal tab for contact information and the Pay tab for direct deposit and tax setup.



Use the Edit buttons to make updates and Save when complete



Some edits may take effect immediately, such as personal phone, and some may show as pending for admin approval, such as name.





# Clock Punching

Quickly punch in and out before and after your shift with your badge or fingerprint.



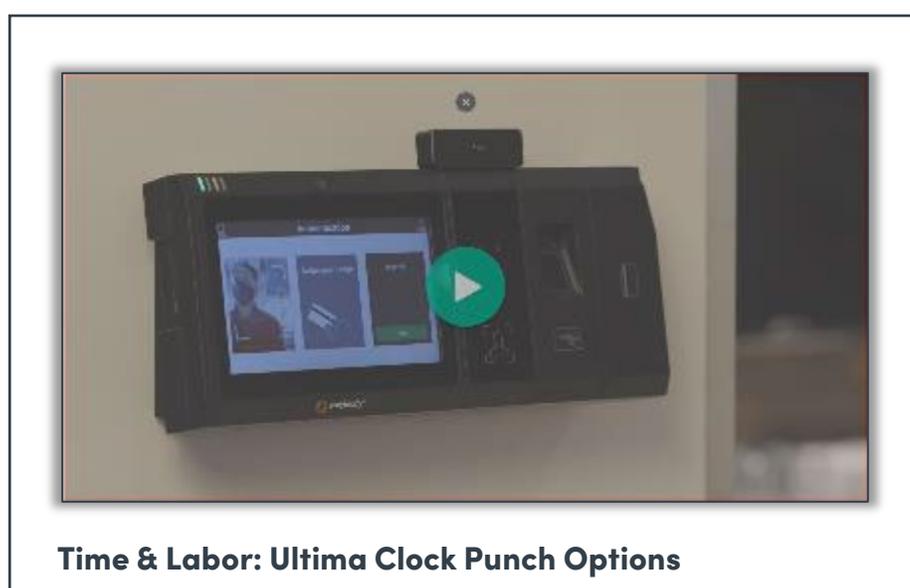
Before Punching, warm up to room temperature and wipe hands for sweat or moisture.



Approach the Paylocity Time Clock, select your Punch Type.



Your Manager will assist with fingerprint enrollment your first time using the Ultima Time Clock





# Request Time Off

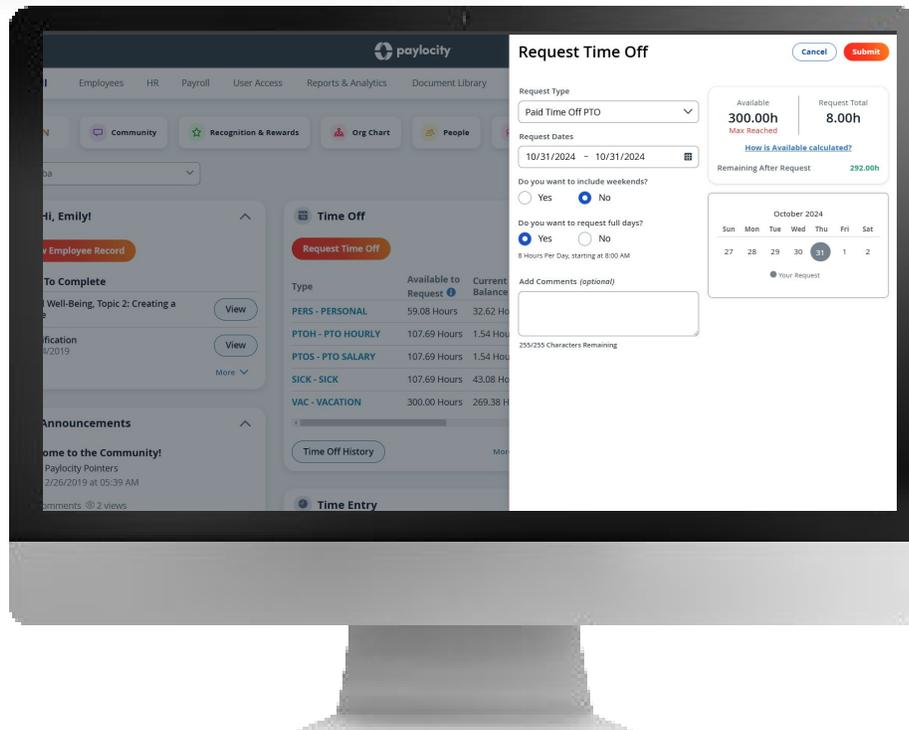
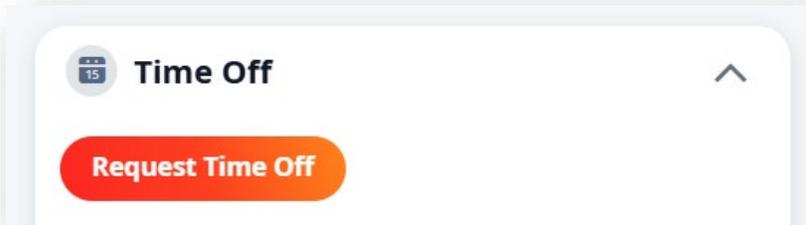
Request time off from the employee dashboard in Time & Labor or Self Service Portal



Log in and expand the Time Off tile from your Self Service Portal



Enter your request details and click Submit Request. Your requests will display as pending until they are approved





# Learning

## Browse Training

Not sure what you're looking for? You've got options. Find what's right for you.



To view available courses, tap Catalog.



Search for a topic or tap on one from the list.



Tap Start to take the course.

## Take Training

They say knowledge is power and with Learning, it's just a click away!



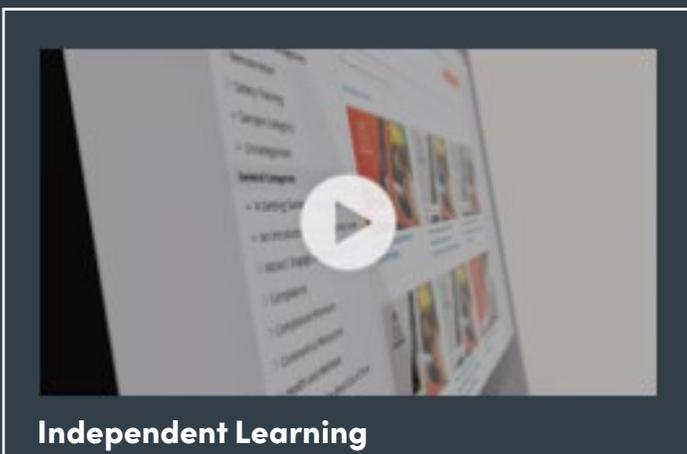
Open the menu and tap Learning.



You can choose a course from the list of assigned courses.



Tap any item under Training Content to open the course.



## Learn More

Click on the video or scan the QR code below for more about how to use Learning!





# Login Help

Forgot your password, username, or Company ID? It happens! Get back online in no time directly from your desktop or mobile device.



In the app or your desktop, select Help in the upper right of the screen. Then select Forgot Password, Forgot Username, or Forgot Company ID.



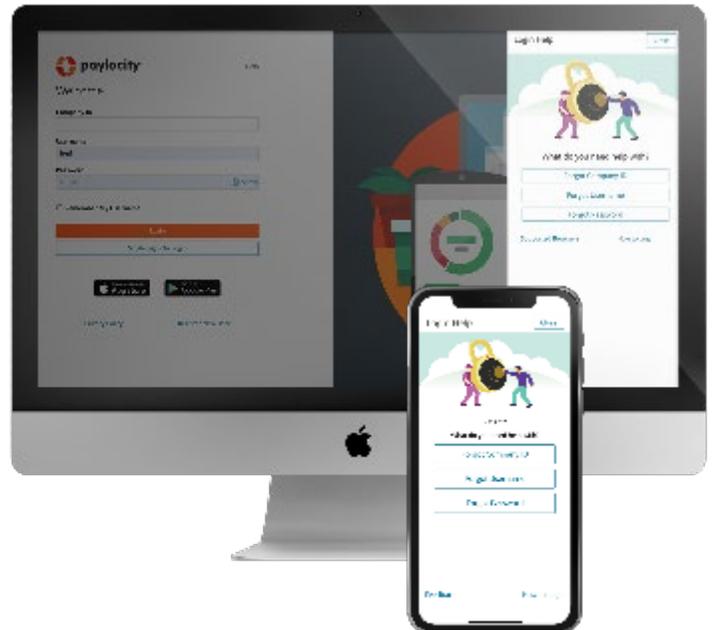
Follow the prompts, then select Continue to trigger a one-time passcode to be sent via text or email.



Enter the One-Time Passcode and select Continue to choose a new Password/Username.



Select Finish and you're back in business.



# Time & Labor

Supervisor Guide



# Supervisor Dashboard



Quickly review and respond to Time & Labor events using the Supervisor Dashboard. You can even customize the dashboard to your liking.



Want to easily get around Time & Labor? Just click the customizable shortcuts (we tell you how to do this on the next page) under the top menu to jump to the most used areas of Time & Labor.



Time & Labor: Navigate the Supervisor Dashboard

## Learn More

Click on the image to the left or scan the QR code below to see how easy it is to navigate the Supervisor Dashboard!



## Preferences

Want to change the number of records on a page? What about default dashboard (supervisor or employee), formatting or the order of the shortcuts?



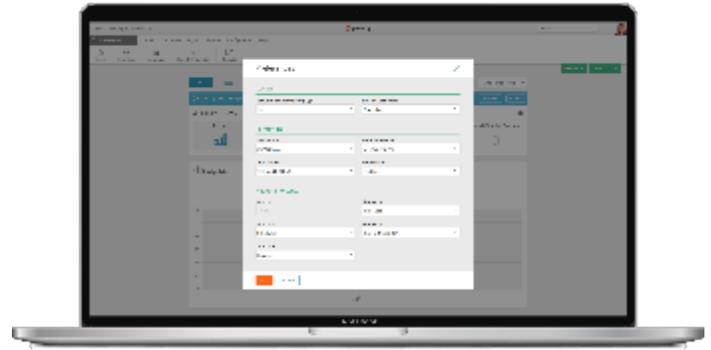
Hover over your initials (or profile picture) in the upper right corner



Click User Preferences



Make your changes.



It's recommended to increase the number of records per page from 10 to 25,50, or 100

## Insights



Get a quick glance at Total hours by pay type, Scheduled vs. Actual, and Status board totals. Just click the drop down to change views.

## Search

Need to find someone or something?



Enter a name or term in the search bar at the top to find what you need.

## My Employees



View recent employee Time & Labor information such as punched in and out, who is on lunch or break as well as latest activity and cost center.

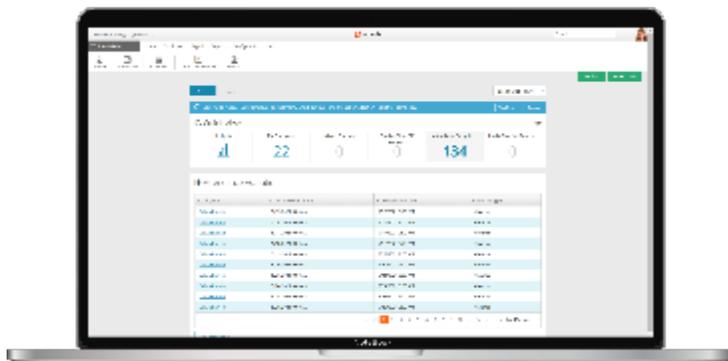


Need to know who missed a punch? See missed punches, punch type, and corresponding date and time. Click on the name to edit their time card.

## Pending Time Off Requests



Approve or deny one or multiple time off requests with a single click. Click Expanded view for even more time off information.





# Time Card Preferences

Time card info in Time & Labor is easy to customize. Use time card preferences to choose what works for you and how you work.



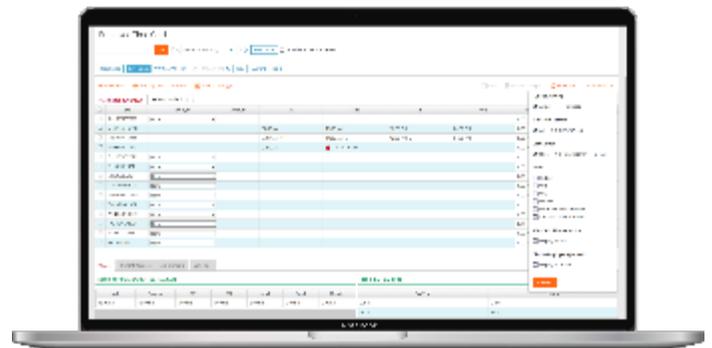
From Employee Time Card select Preferences.



Under Punch Rounding choose Actual to display the time users punched or Rounded to show the time of rounded punch.



For Time Card Format choose All to display rows for every day of the pay period or By Workweek which will produce a second tab, splitting the timesheet into individual weeks per tab.



Your Cost Center options are:



Hide the Transfer column from view,



Transfers Only to display cost center information only when a user transfers out of the home assignment



All will display all cost center information that should show on Time Cards associated with punches.

# Edit & Correct Punches



Employee forgot to punch? Need to fix a mistake or add time under a pay type? Using the dashboard and employee time card you can find, add, edit and correct punches.

## In Cell Editing



From the Dashboard select Missed Punches then click a name to view the time card.



Click on the missed punch and enter the time.



Once all the corrects are made don't forget to click Save.

## Add Row



To add a row right click the row you want to add to.



Select Add Row from the drop down menu.



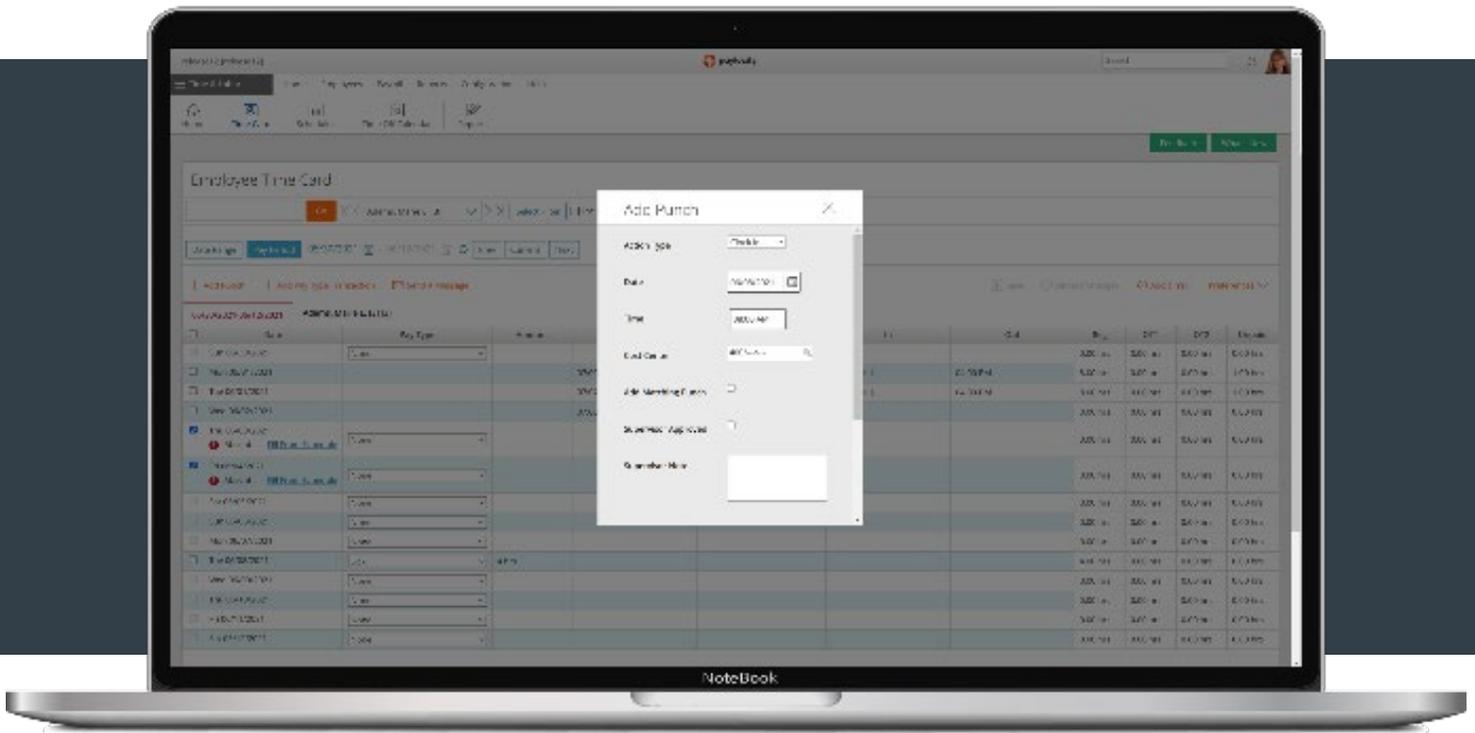
Enter the additional punches.

## Learn More

Click on the image to below or scan the QR code below to see how easy it is to manage Employee Time Cards!



Manage Employee Time Cards



## Add Punch



To add a punch that crosses into a new day click +Add Punch.



Select an Action Type from the drop down.



Enter Date and Time as well as the Cost Center.



Check the box for Add Matching Punch if more than one punch needs to be added.



Add the corresponding details for either End Lunch or Clock Out.

## Add Pay Type Transaction



From the Employee Time Card select from the Pay Type Column or click the Add Pay Type Transaction or right-click the line to add a new line.



Once a pay type is selected, enter the hours in the Amount column.



Click Save to save your changes.

# Manage Time Off Requests



Quickly approve or deny time off requests from the dashboard. Or use the calendar view to get more detail and make sure you have the coverage you need.

## Approving from Dashboard



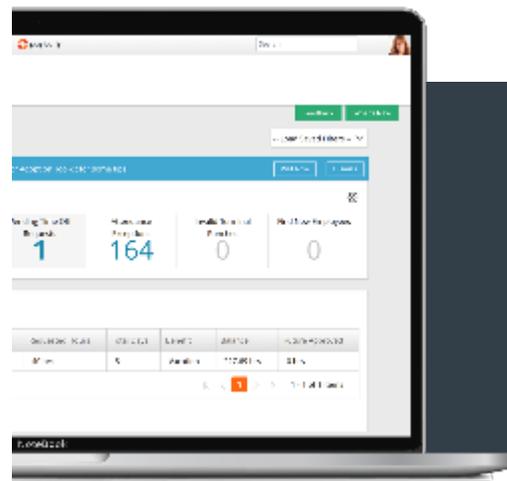
From the Dashboard select Pending Time off Requests.



Check the box(es) you want to manage.



Click Approve Selected or Deny Selected.



## Approving from Calendar



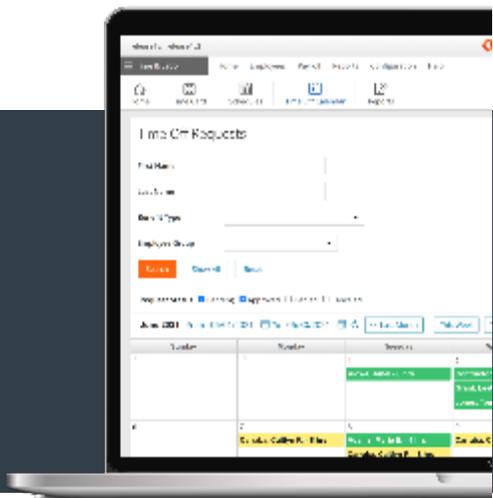
From the Time Off Calendar review Pending requests (Yellow) against Approved Requests Green.



Hide either by unchecking their box at the top of the calendar.



Click on a Pending Request to review, and then Delete, Deny, or Approve the request.





# Manage Time Off Requests

It's simple to manage time off requests with the Paylocity mobile app or via the Supervisor Portal!



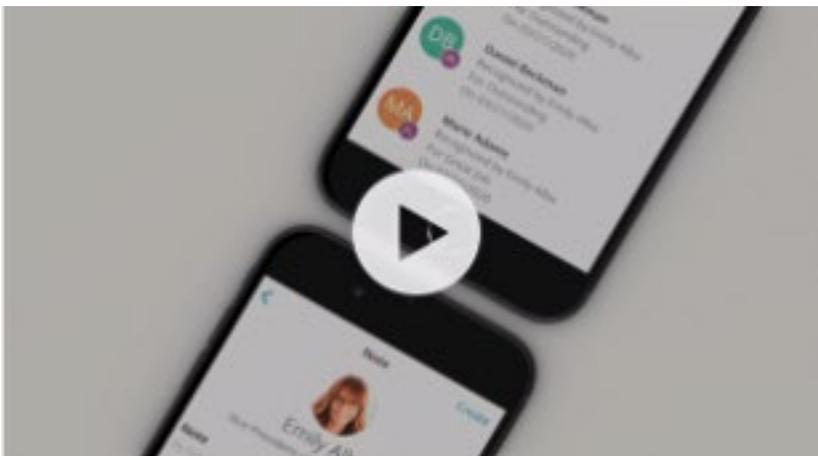
In the Paylocity mobile app tap Time Off to view pending requests.



Tap Approve or Deny and then confirm your selection.



Tap Approvals and then the request to view additional details the start and end date, number of hours requested



**Effortlessly Manage Time Off Requests**

## Learn More

Click on the video or scan the QR code for our tutorials on how easy it is to request time off with the mobile app or your Self Service Portal!



## Approving timecards via Time Card Approvals screen



From the Time Card Approvals screen check the box next to individual employees or select all by checking the box next to approve.

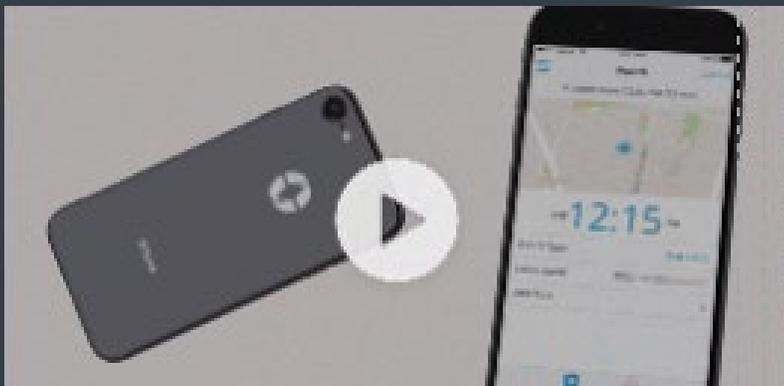


Click the orange Save button.

Time Card Approvals		
05/30/2021 - 06/12/2021 < >		
<input type="checkbox"/> Save		
Approve	Employee	Regular
<input checked="" type="checkbox"/>	<a href="#">Adams, Marie E.</a>	16 hrs



If Save is selected, only the changes made to the employees shown on the screen will be saved.



Time & Labor: Approve Time Cards in Bulk with Time Card Approvals

## Learn More

Click on the image to the left or scan the QR code below to see how easy it is to approve time cards in Bulk!



## Records per page



Hover over your initials in the top right corner



Select User Preferences.



Choose either 10, 25, 50 or 100 from the Default # of Records per page drop down.

Preferences	
<b>General</b>	
Default # of Records per page	
50	<input checked="" type="checkbox"/>
10	<input type="checkbox"/>
25	<input type="checkbox"/>
50	<input checked="" type="checkbox"/>
100	<input type="checkbox"/>
mm/dd/yyyy	<input type="checkbox"/>