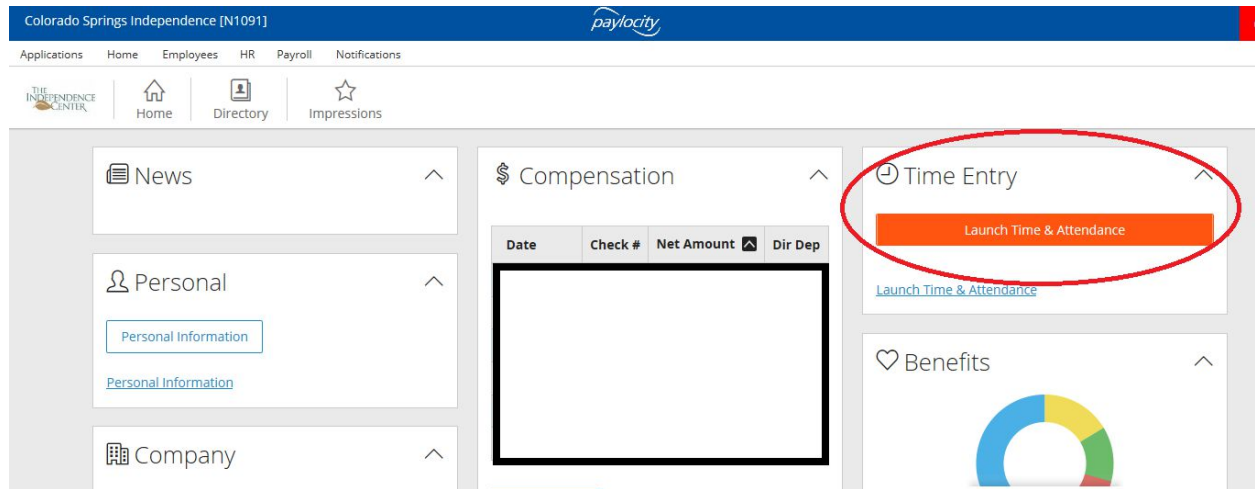
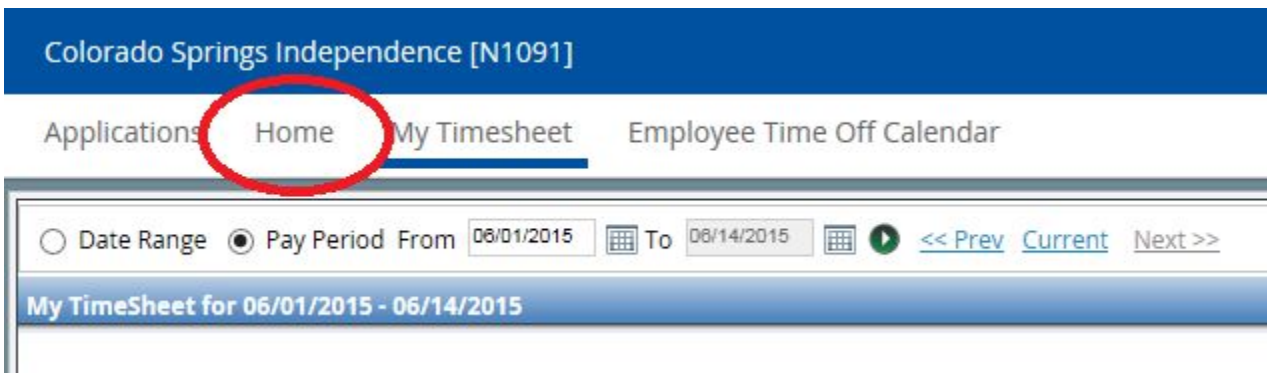


Paylocity Electronic Time Off Requests - Employee

1. Log in to Paylocity
2. From the Self Service Portal click on “Launch Time & Attendance”



3. On the top menu bar, click on “Home”



4. On the right side of the screen, you will see the Time Off box

Time Clock

History Comments

Date	Time	Punch
05/29/2015	04:30 PM	Clocked Out

Schedule

Time Off

Request Status Balances

Type Select Type

Single Day
 Multiple Days
 Include Weekends

Start Date 06/01/2015 End Date 06/01/2015

Start Time 8:00 AM End Time

Hours Per Day

Notes

Submit Request Reset

5. Use the drop down to select the Type of Time Off you are requesting.

Time Off

Request Status Balances

Type Select Type

Single Day
 Multiple Days
 Include Weekends

Start Date **Vacation** End Date 02/26/2020

Start Time Sick End Time

Hours Per Day Bereavement

Notes Jury Duty

Unpaid Leave

Submit Request Reset

Acti
Go to

6. For a Single Day, enter the start date as the date you will take off. Enter the "hours per day." Also, enter the start and end time if you will not be taking off a full day.

Time Off



Request

Status

Balances

Type	Vacation		
<input checked="" type="radio"/> Single Day	<input type="radio"/> Multiple Days	<input type="checkbox"/> Include Weekends	
Start Date	06/22/2015	End Date	06/01/2015
Start Time	8:00 AM	End Time	
Hours Per Day	8		

Notes

Submit Request

Reset

- For Multiple days, enter the start date and end date. Enter the amount of hours each day you will be taking time off.

Time Off



Request

Status

Balances

Type	Vacation		
<input type="radio"/> Single Day	<input checked="" type="radio"/> Multiple Days	<input type="checkbox"/> Include Weekends	
Start Date	06/22/2015	End Date	06/26/2015
Start Time	8:00 AM	End Time	
Hours Per Day	8		

Notes

Submit Request

Reset

- Click "Submit Request."
- You can check the status of your request at any time by clicking on the "status" tab.

17d. Electronic Time Off Request

Time Off

Request **Status** Balances

06/01/2015 - 06/26/2015 Select Type Select Status Go

Date	Type	TotalHours	Status	Delete
06/22/2015 - 06/26/2015	Vacation	40 hrs	Pending	X

10. You will receive an email once your request has been approved or denied.

Your time off request for 6/8/2015 is approved.

donotreply@paylocity.com
 Sent: Mon 6/1/2015 10:44 AM
 To: Jenny Seymour

Your time off request is approved.

Type: Sick
 Dates: 6/8/2015
 Hours per day: 2.5
 Total Hours: 2.5
 Notes:

From: donotreply@paylocity.com [mailto:donotreply@paylocity.com]
Sent: Monday, June 01, 2015 1:28 PM
To: Yvonne Bacher
Subject: Your time off request for 5/21/2015 is denied.

Your time off request is denied.

Type: Sick
 Dates: 5/21/2015
 Hours per day: 4
 Total Hours: 4
 Notes:

11. If you need to update/edit your time off request, you will need to delete the original by clicking on the "status" tab and clicking the "X," and then you will have to create a new time off request.

Time Off

Request **Status** Balances

06/01/2015 - 06/28/2015 Select Type Select Status Go

Date	Type	TotalHours	Status	Delete
06/15/2015 - 06/19/2015	Vacation	40 hrs	Canceled	
06/12/2015 - 06/16/2015	Vacation	24 hrs	Approved	X
06/08/2015 - 06/08/2015	Sick	2.5 hrs	Canceled	
06/01/2015 - 06/01/2015	Vacation	8 hrs	Pending	X

12. A box will pop up asking "Are you sure you want to delete the Time Off Request?" Click on Yes.

17d. Electronic Time Off Request

