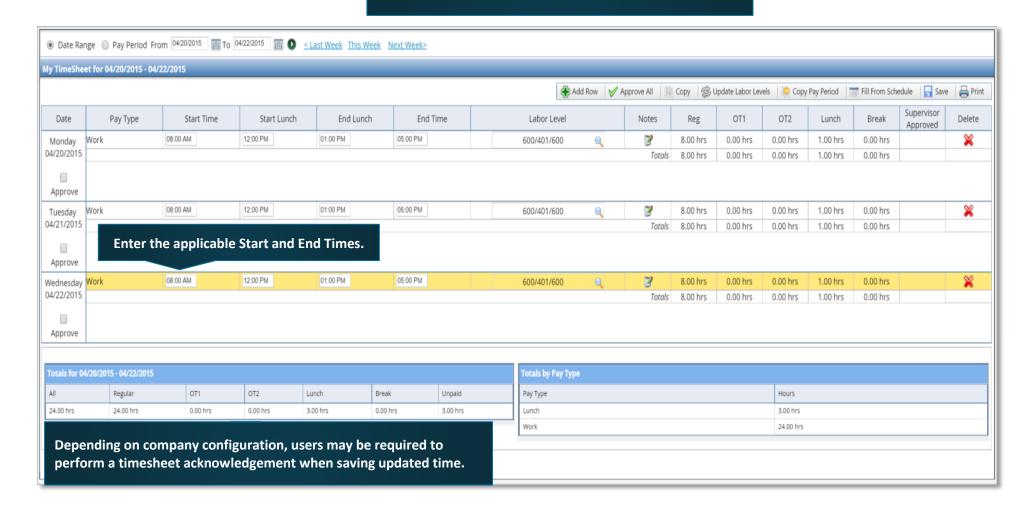
# web time

#### Helpful Hint

Save time by entering start and end times with an 'A' for AM and/or a 'P' for PM. For example, 11am can be entered as 11A or 2pm as 2P.

Employees may complete Timesheets for work performed. Users will enter start time and end time.



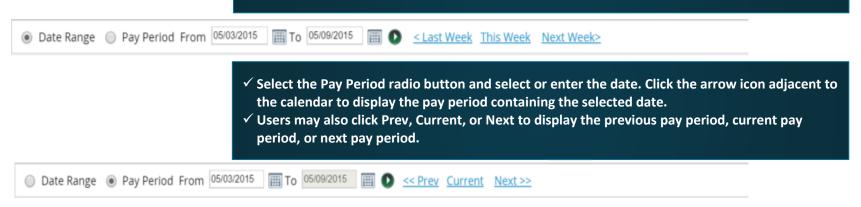
#### **Access My Timesheet**



Easily retrieve messages from a supervisor. Select My Timesheet from the menu bar. The Garner Group [CLNT04] paylocity My Timesheet My Pay Adjustments Employee Time Off Calendar Applications Help Home Select Home to access the employee dashboard, schedules, and time off information. Select My Pay Adjustments to view pay adjustments such as bonuses and expenses. Select Help and then Employee Select Employee Time Off Calendar to view and make time off requests. **Training Documents to access** Users may be able to view other employees' time off requests in the calendar. user guides and videos.

#### **Filter the Display**

- ✓ Select the Date Range radio button and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
- ✓ Users may also click Last Week, This Week, or Next Week to display the selected date range.

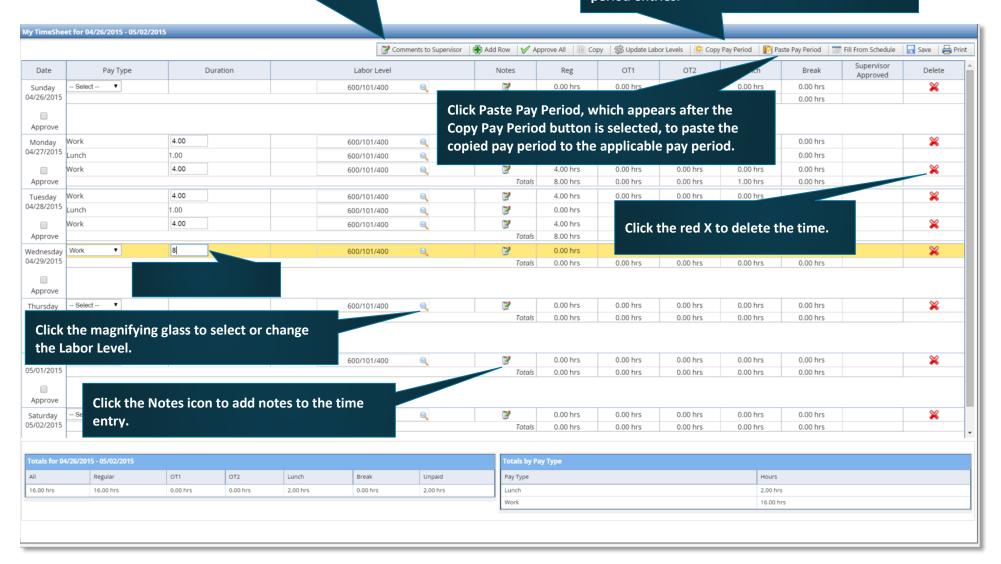


#### **Use My Timesheet**

Click Comments to Supervisor to send comments about the pay period to the supervisor.



Click Copy Pay Period for the ability to copy pay period entries.



### **Approve My Timesheet**

- ✓ Click Add Row to add a row to the timesheet.
- ✓ Click Approve All and click Save to approve all time entered in the timesheet.
- ✓ Check the Approve box adjacent to each correct time entry and click Save to approve only selected time entries.

- web time
- ✓ Select a row and click Copy to copy the time to another row.
- ✓ Click Update Labor Levels to update multiple days at one time.
- ✓ Click Fill From Schedule to add times from the schedule.
- ✓ Click Save to save time entries and approvals.
- ✓ Click Print to print the timesheet.

