

# How to Punch Guide

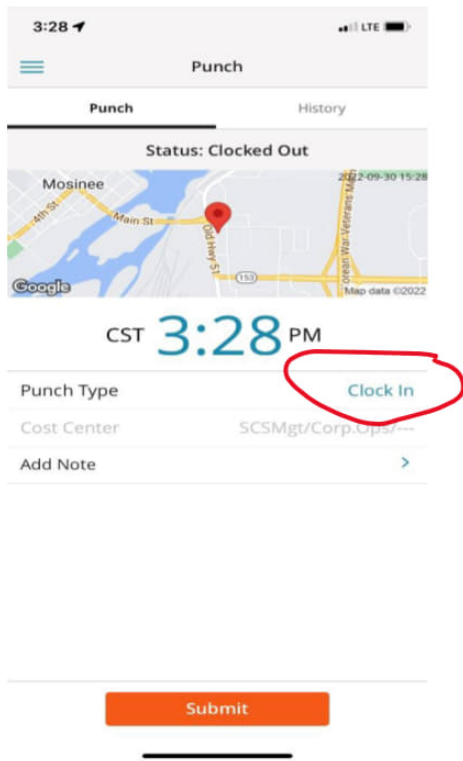
- [How to Punch Guide](#)

# How to Punch Guide

Punching In & Out Video: [Click Here](#)

## **HOW TO PUNCH!**

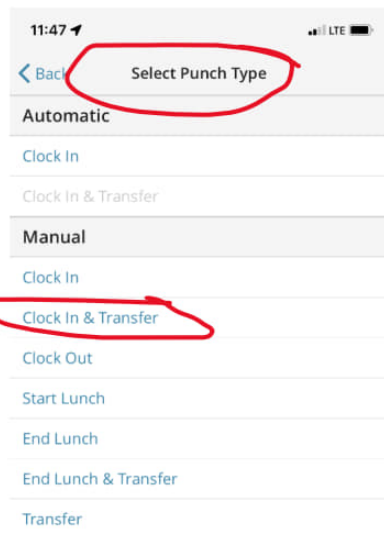
1. Navigate to (in your Paylocity mobile app) to “Punch” (using the three lines or “hamburger”)
2. Select Punch Type



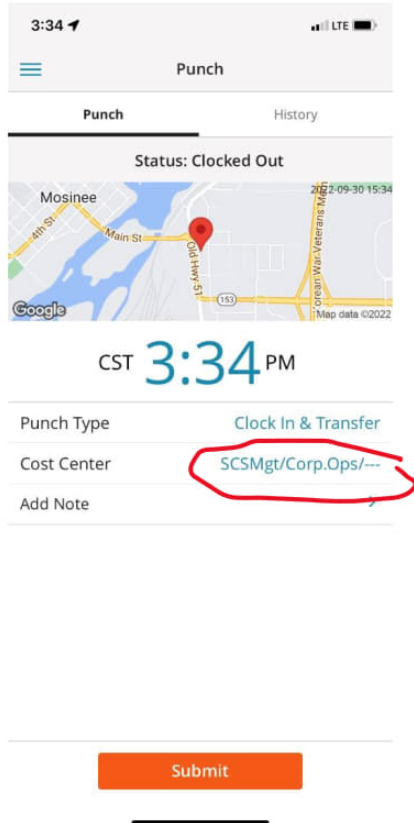
**DO NOT CLICK SUBMIT!!!!**

You click “clock in” to the right of punch type to get to the punch type menu.

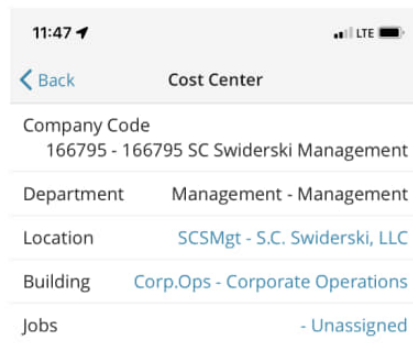
3. Use that menu as seen here to select the type of punch.



- Automatic punching is helpful, but manual is probably going to be the most used if you must clock into multiple locations throughout the day or make changes
  1. Click Clock In & Transfer
    - It takes you back to the main screen after this selection
- 4. Next you will select the blue text to the right of “Cost Center” – this is where you will move your hours to the right location, building, and job.

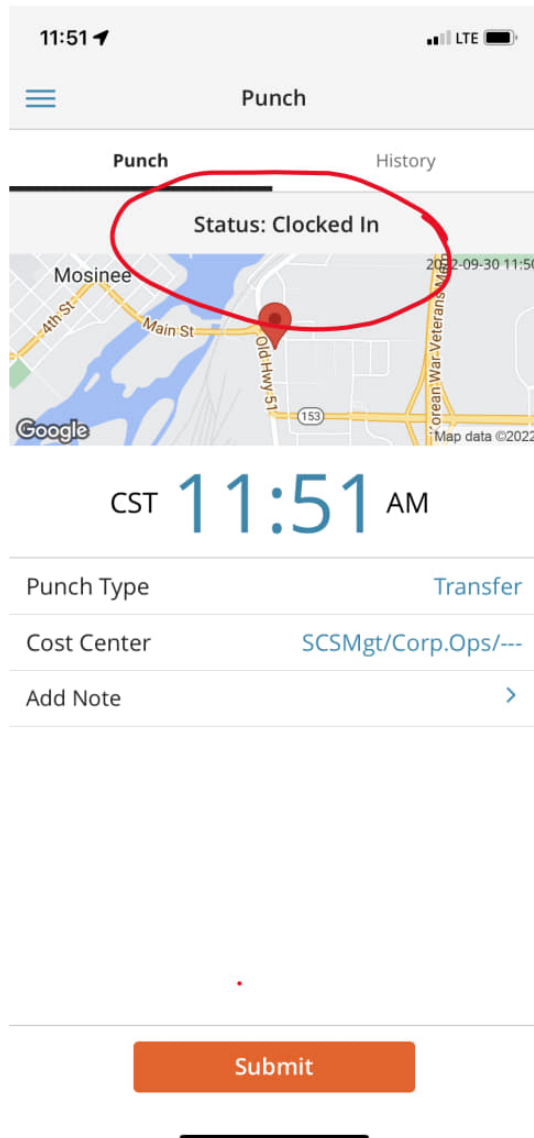


- All employees have been setup to only see the cost centers they need!
- Company and Department are turned off for editing by design.



YOU MUST SELECT SOMETHING IN EACH CATEGORY!!!

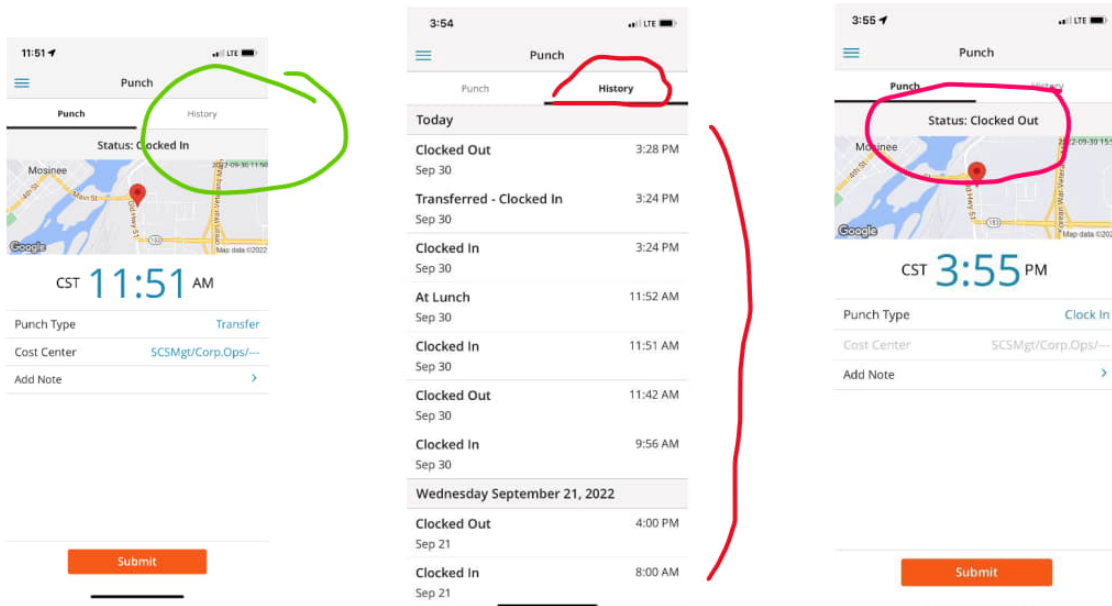
5. Select location – this is most likely a project code (construction) and property name (leasing/maintenance), the other departments are standard
6. Select building – this is going to be specific to you and in correlation to your role, some of you this will be a specific building based on the property you are servicing
7. Select job – this is going to be the task/job you are doing or the final landing spot for your cost center
8. Once you have finished selecting your cost center you will add a note (if applicable)
9. Then click **“Submit”** (big orange button at the bottom of the screen)
10. It will provide you a notification that your punch was taken, and your “status” above the map shows as “clocked in”



Transfer is now available for you to move to another location throughout the day!



11. Now say you need to punch for lunch – you will click punch type and select “start lunch” and then submit (prompting a confirmation notification)
12. If you need to end your lunch – you will click punch type and select “end punch” and then submit (prompting a confirmation notification)
  - o **A minimum lunch is 30 minutes and will reject a punch (back in) if too short – please make sure you are taking a minimum of 30 minutes for your lunch**
13. Now say you need to switch locations, buildings, or jobs again or now for the rest of the day.....
  - o You will use the transfer punch type to move to another location or building
14. You will then follow all the same steps as before to complete selecting your cost center (location, building, and job)
15. You can cancel at any time to discard the changes and close the window to start over.
16. You can check your punch history by seeing the status above the map in your punch window or selecting the history tab to the right of the punch tab in the map screen.
17. At the end of the day, you will select “punch out”



### SEEING WEEKLY HOURS TOTALS

1. You can see your totals for the week by going to your Time Sheet in your app.
2. Select the correct week and you total will be there for hours worked.