IAS | INSTITUTE FOR ADVANCED STUDY

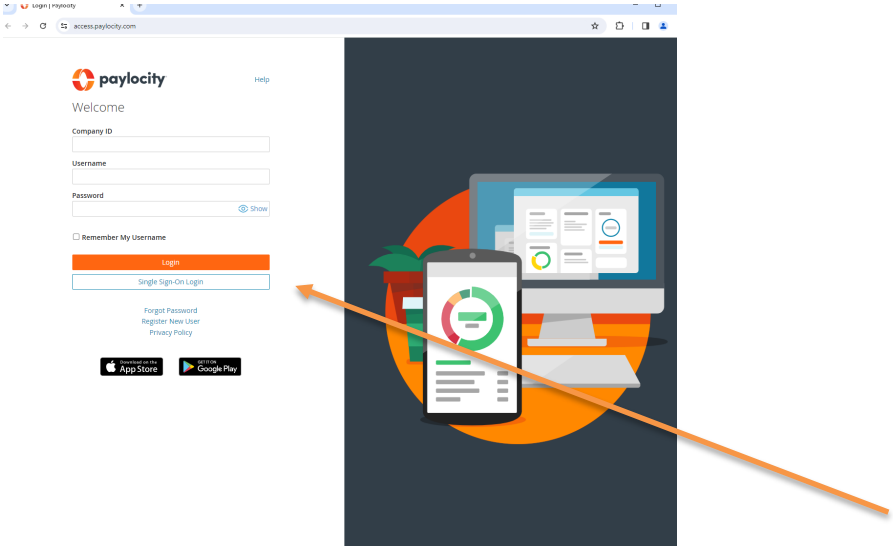
Time & Attendance – Bi-Weekly Employees

Through Paylocity employee self-service

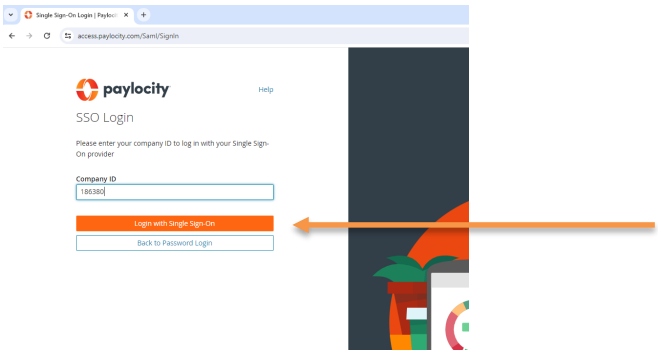
How to access the System

https://access.paylocity.com/

1. Click on “Single Sign-On Login”



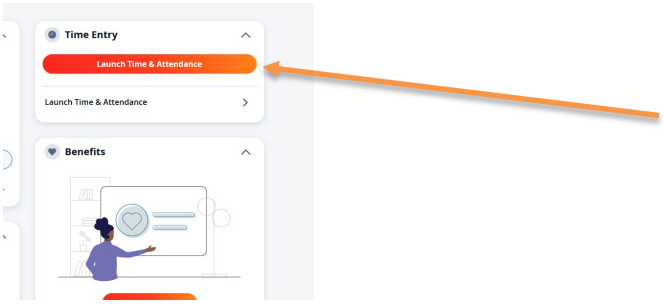
2. Enter our Company ID: 186380 and click on “Login with Single Sign-On”



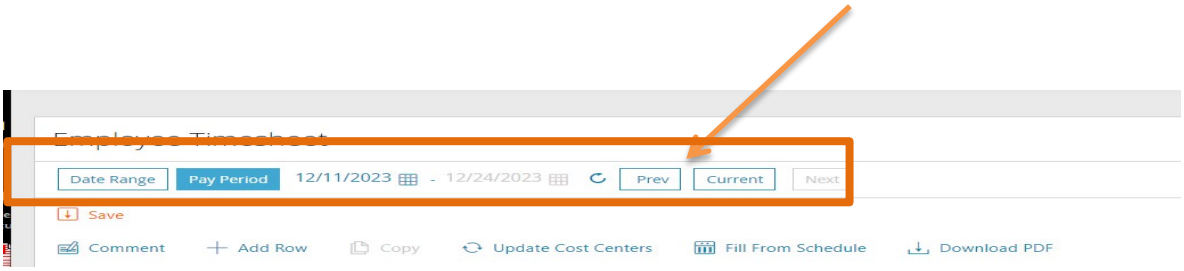
3. Using your IAS credentials, complete the IAS Single Sign-On through Duo Multi-Factor Authentication

Navigation

1. To access the Time and Attendance Portal, click on **Launch Time & Attendance** on the Time Entry navigation panel



Employee Timesheet

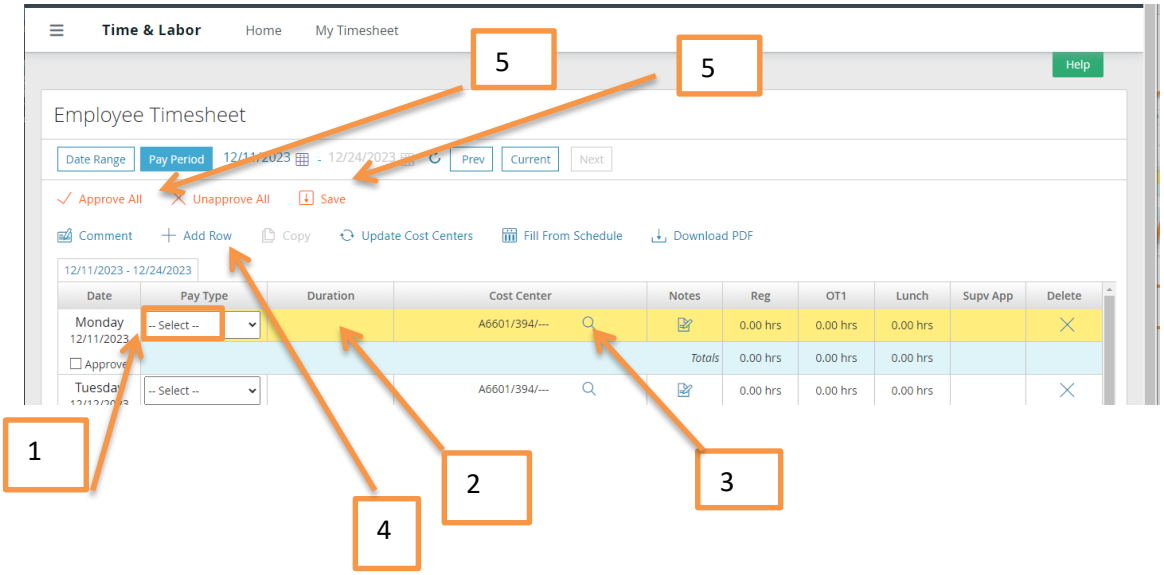


- Toggle between time periods to view different timesheets
- Toggle to correct time sheet period to enter time

Column Headers

Top

- Date
- Pay Type: Work, PTO, Bereavement, etc.
- Duration: Number of hours
- Cost Center: Use this to change department/budget org if applicable
- Notes: You can add notes if needed
- Reg: Total regular hours worked
- OT1: Total overtime hours worked



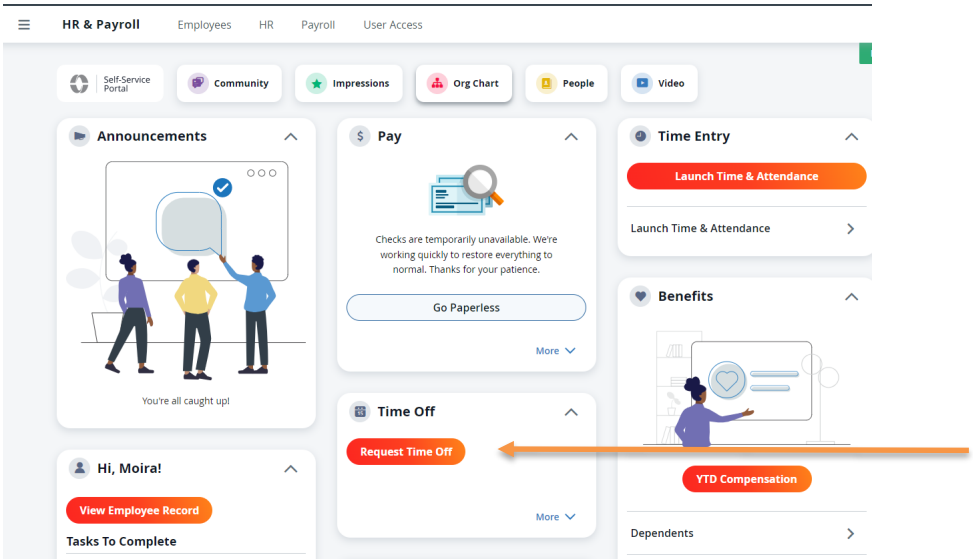
Enter Time

- Pay Type (#1) – select code for appropriate hours (i.e. Work, PTO, Bereavement, etc.)
- (#2) Enter hours worked for each day
- Cost Center (#3) – enter department, if working hours in departments other than home department
- Add Row (#4) – add row to record hours for a different department or pay type code. Be sure to have the correct day highlighted in yellow that you want to add a row to
- Once all time is entered and correct, click Save (#5)
- To submit timesheet to supervisor for approval, click “Approve All” (#6)

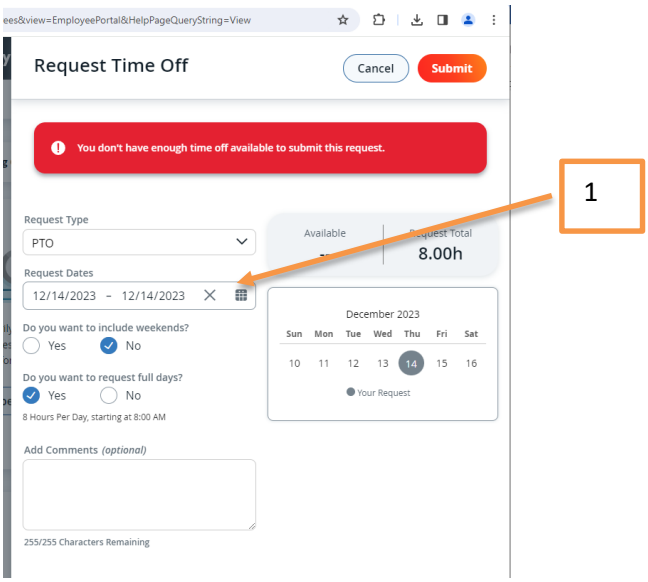
Print Timesheet

- Click on Download PDF
- Select Print
- Select any options desired (include PTO balance, etc.)
- Click Print button

To Request Time Off (in advance)



A pop-up screen will appear

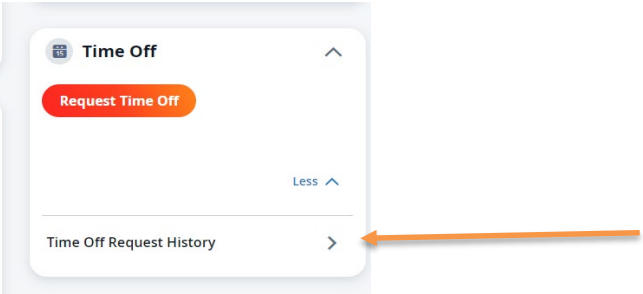


Enter Time

- Request Type: PTO, Bereavement, etc.
- Request Dates: Click on the calendar icon to select the day(s) requesting (#1)
- Include Weekends: Select No
- Do you want to request full days: Yes or No
    - If you select no additional fields will appear so you can enter the number of hours you are requesting
- Add comments: optional
- Click "Submit" at the top

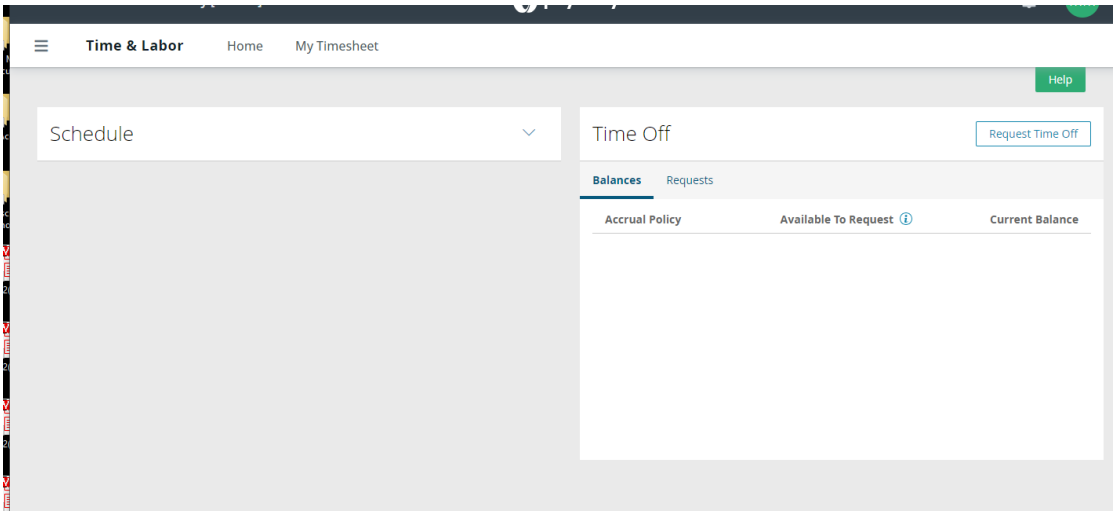
Time Off Balances

1. In the same box that you can request time off, you can review your time off request history and PTO balances



A New Page will display

PTO (time off) balances and request can be viewed on this screen



View Paystubs

On Home Screen (Self Service Portal)

- My Documents box will display paystub and tax form information

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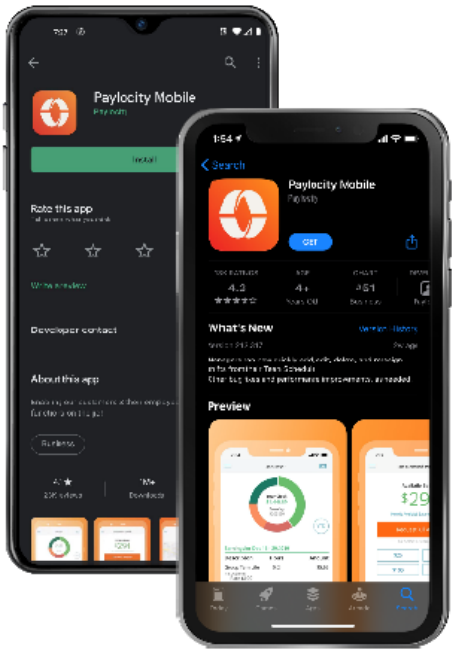
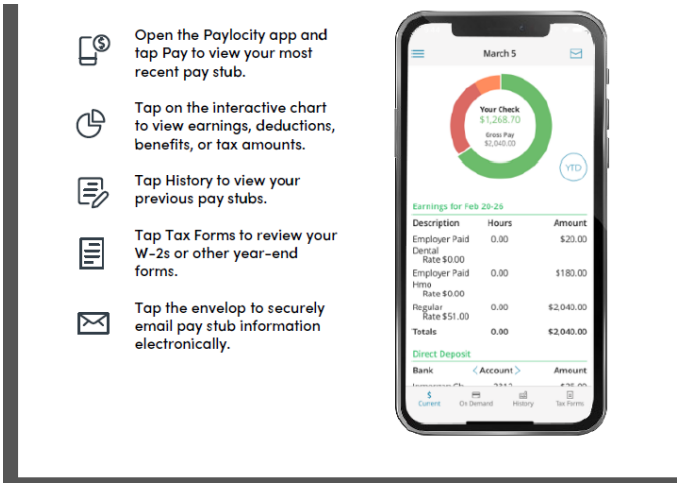
Accessing Paystubs on the Mobile App

- Download the Paylocity Mobile App (from Apple App store or Google Play store)



- Follow the same “Sign On with Single Sign-On (SSO)” instructions above
- 2 options to access paystubs:
    - Click on “Pay” at the bottom
    - Click on “Menu” at the bottom and then the “Pay” button