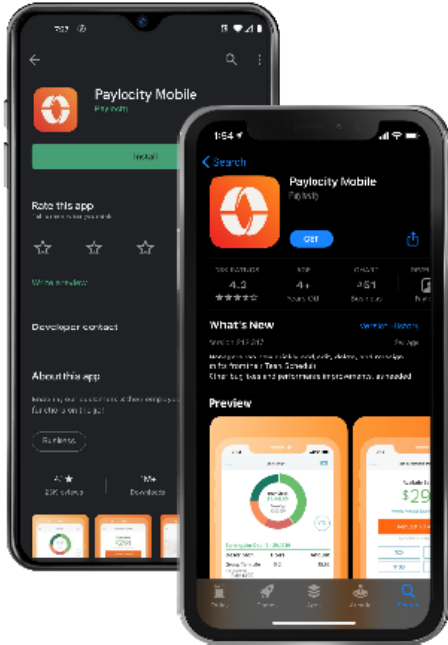# IAS | INSTITUTE FOR ADVANCED STUDY

Time & Attendance – Bi-Weekly Employees who enter time by punching in and out

Through Paylocity employee self-service

How to access the System via the Mobile App

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

- Enter our Company ID: 186380 and click on "Login with Single Sign-On"
- Using your IAS credentials, complete the IAS Single Sign-On through Duo Multi-Factor Authentication
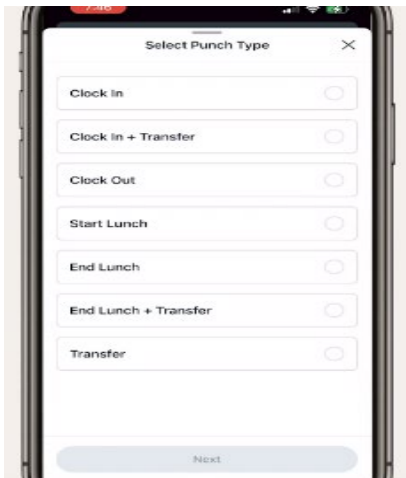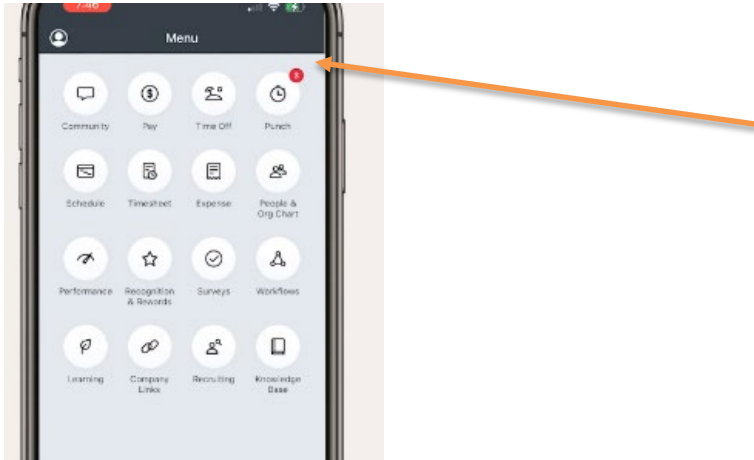
Punch In and Out

2 options to Punch In and Out:

- From HomeScreen:
  - Click on "Clock In"
- From Navigation Menu
  - At the bottom of the screen, click on "Menu"
  - Click on "Punch"
  - Select appropriate option:
    - Clock In
    - Start Lunch
    - End Lunch
   - Clock Out
  - Click "Next"

Option 1:
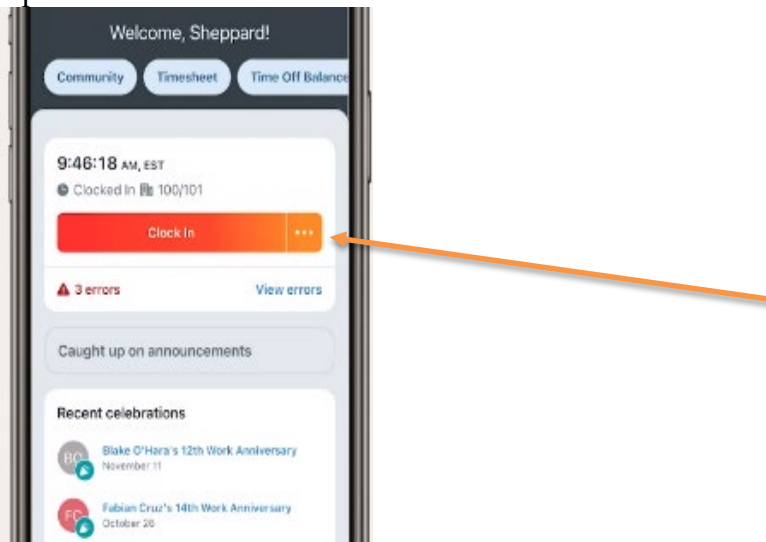
Option 2:

- If you work in more than 1 department and need to switch during the day
  - At the bottom of the screen, click on "Menu"
  - Click on "Punch"
  - Click on "Transfer"
  - Enter the correct department (budget organization) and click "Next"

If you missed a punch and need to submit a correction

- If you missed a punch you will see an error message both at the top of the screen and below the "clock in" button
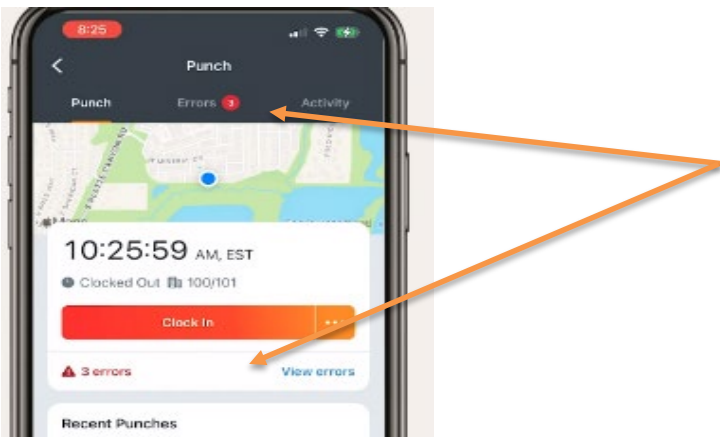
- Click on "Errors" to correct
- Complete the necessary information (see below) and click to submit to your supervisor for approval
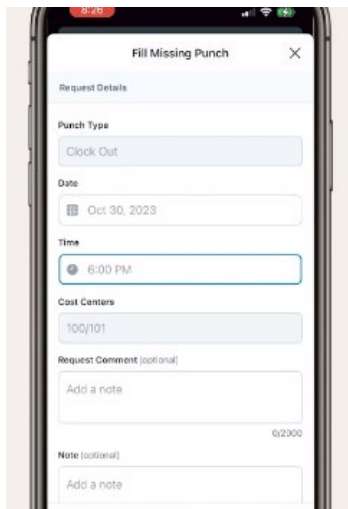
To Request Time Off (in advance)
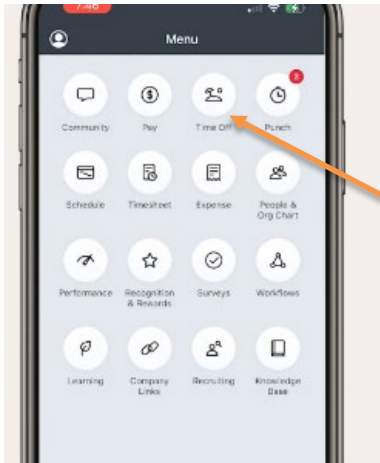

- From Navigation Menu
  - At the bottom of the screen, click on "Menu"
  - Click on "Time Off"
  - At the top of the screen click on "Request"
  - Complete the necessary information:
    - Request Type: PTO, Bereavement, etc.
    - Start Date
    - End Date
    - Hours per Day
  - Click "Submit"

Time Off Balances

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

Accessing Paystubs on the Mobile App

- 2 options to access paystubs:
  - Click on "Pay" at the bottom
  - Click on "Menu" at the bottom and then the "Pay" button

Open the Paylocity app and tap Pay to view your most recent pay stub.

Tap on the interactive chart to view earnings, deductions, benefits, or tax amounts.

Tap History to view your previous pay stubs.

Tap Tax Forms to review your W-2s or other year-end forms.

Tap the envelop to securely email pay stub information electronically.

March 5

Your Check
$1,268.70

Gross Pay
$2,040.00

YTD

Earnings for Feb 20-26

Description	Hours	Amount
Employer Paid Dental Rate $0.00	0.00	$20.00
Employer Paid Hmo Rate $0.00	0.00	$180.00
Regular Rate $51.00	0.00	$2,040.00
Totals	0.00	$2,040.00

Direct Deposit

Bank	< Account >	Amount

| $ Current | On Demand | History | Tax Forms |