IAS | INSTITUTE FOR
ADVANCED STUDY

Time & Attendance – Monthly

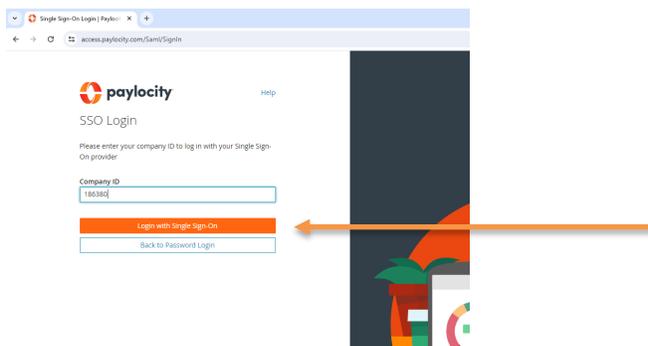Through Paylocity employee self-service

How to access the System

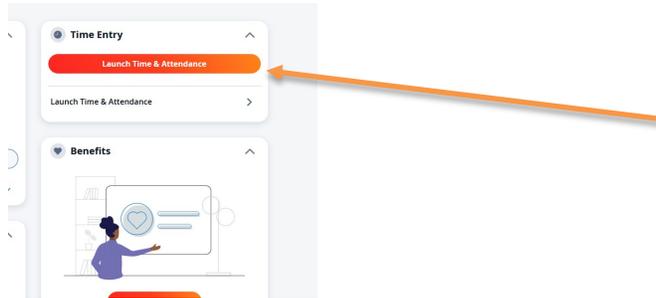https://access.paylocity.com/

1. Click on "Single Sign-On Login"
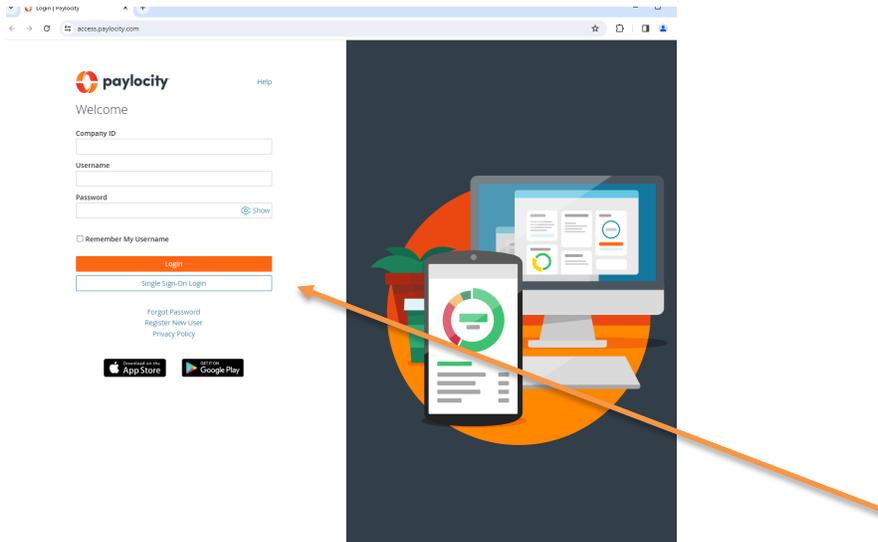
2. Enter our Company ID: 186380 and click on "Login with Single Sign-On"

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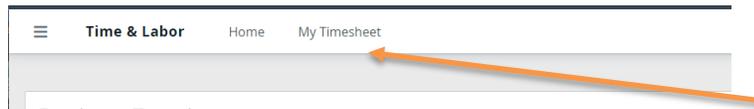
Navigation

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


Enter Timesheet

- Once you have navigated into Time & Attendance you can access your timecard from the following menu at the top of the screen:
 - My Timesheet

- Timesheets are pre-populated with the following:
  - Standard number of hours you work in a day
  - Home Cost Center (department)
- If you are taking PTO, Bereavement or any other type of leave you need to perform the following steps:
  - Locate the day in which you need to record the leave and click on that row
  - Click on "Add Row" (#1)
  - Select the appropriate leave type in the dropdown box (#2)
  - Place the appropriate number of hours (#3)
  - Click on that day's "worked" row
    - If you are taking a full day of leave: On the right hand side click on the "X" to delete the worked hours for that day (#4)

- If you are taking a partial day of leave: Adjust the hours worked to the correct number (#3)
  - ○ Click on "Save" (#5)
- To Submit Timesheet at the end of the period
  - ○ Make any adjustments needed (PTO, Bereavement, etc)
    - ▪ Click on "Save"
  - ○ Click on "Approve All" (#6)
  - ○ Click on "Save"

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)

If you request time off in advance it will auto populate on your time sheet.
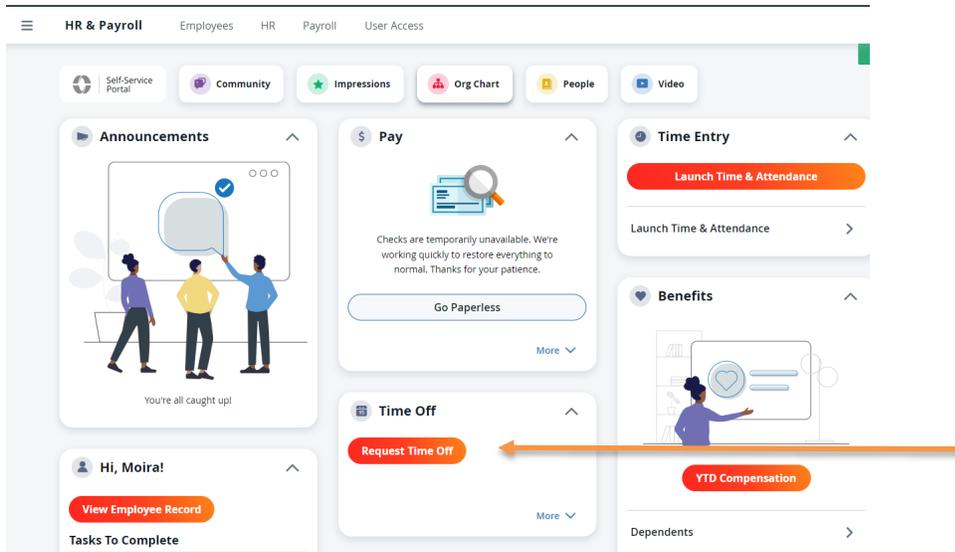

A pop-up screen will appear
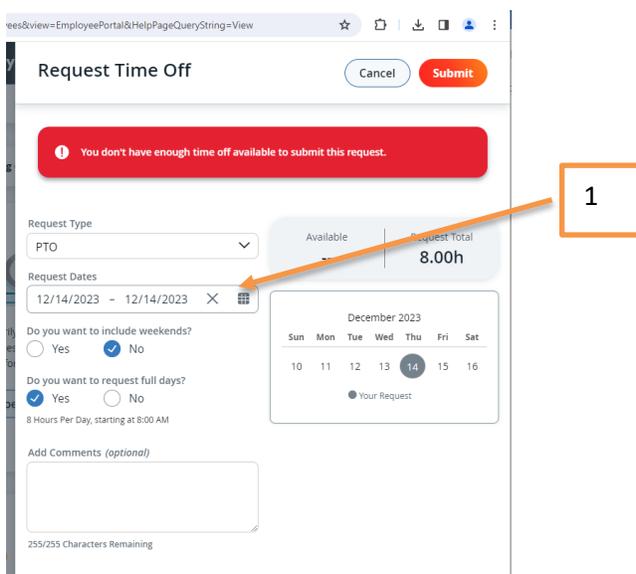
Enter Time

- 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
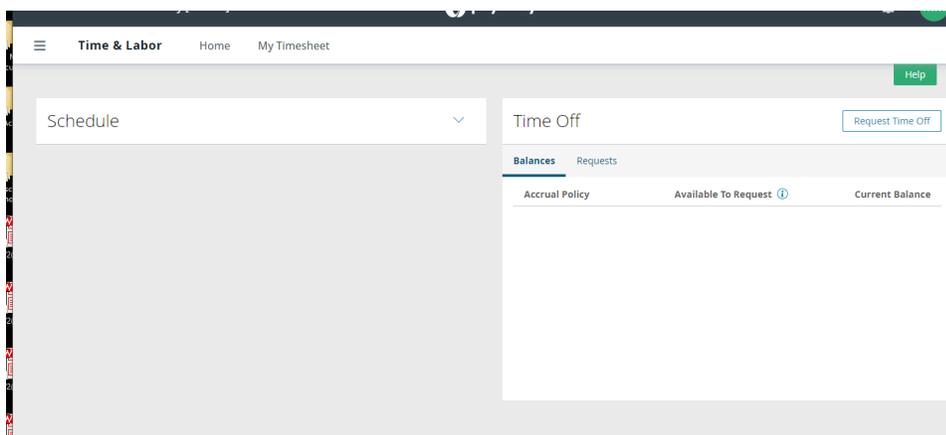- Click "Submit" at the top

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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
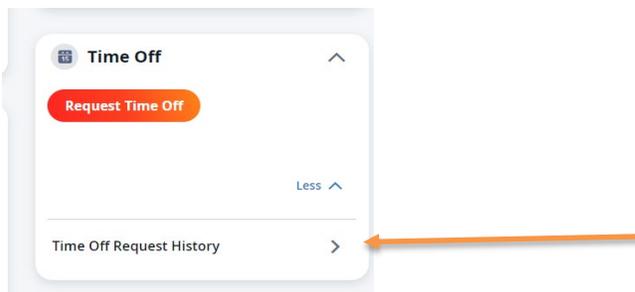
A New Page will display

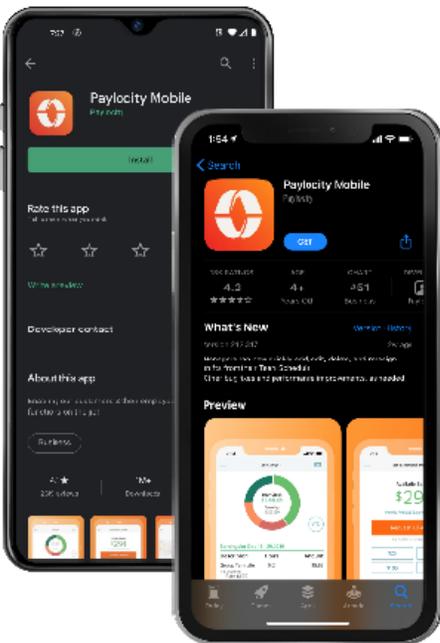PTO (time off) balances and request can be viewed on this screen

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

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.