



[QUICK START GUIDE]

This document offers easy steps for accessing and using the Paylocity Mobile application for Apple and Android devices.

Quick Start Guide



The Paylocity Mobile experience is redefining the world of Payroll and HR by providing our nationwide clients and their employees with a convenient method of staying connected, anytime, anywhere. This brings the flexibility of our safe, innovative software solution, to the palm of your hand.



[Get Access.](#) [Get Tasks Done.](#) [Get Personalized.](#)

Get Access.

To turn your mobile device into a Payroll and HR information powerhouse, start by downloading the **free** app from the Apple iTunes App Store or Google Play.



Paylocity Mobile provides convenient Self Service access to your individual Payroll and Human Resource information, 24/7. Users may view or email paycheck information, view time-off balances, manage time off requests, search the company directory, view company news and more - all from a single, easy to use application.



Log in to the app using your Web Pay Company ID, User Name and Password credentials.

If you do not have Web Pay login credentials, register as a new user by visiting:

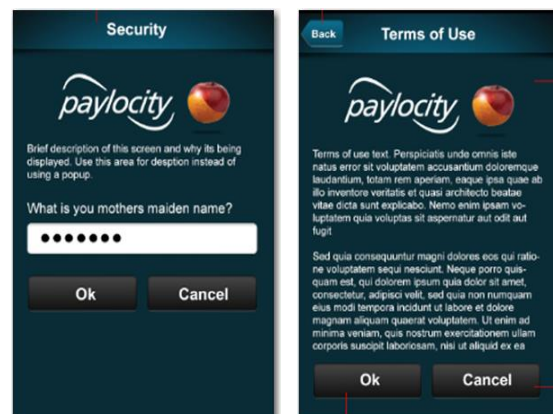
https://login.paylocity.com/escher/escher_webui/views/login/login.aspx

For additional assistance, please contact your Company Administrator.



Quick Start Guide

Similar to the full site, users may be prompted to answer challenge questions. Then take a moment to review Paylocity Mobile's terms and conditions.



Upon successful login, the **What's New** page will display current company news items, if any are listed.

Click a news item to view specific details. Documents, video or links that accompany the news item will also be displayed.



Please Note:

This application may be available for companies that subscribe to the following services:

Web Pay Self Service and Web Time

Security Role Rights and specific access to the Paylocity Mobile application may vary from company to company.

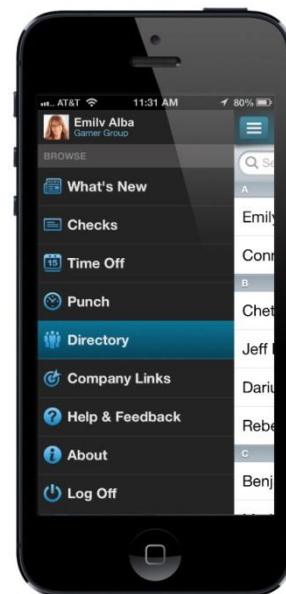
Quick Start Guide

Get Tasks Done.

The Paylocity Mobile application provides quick and easy access to a variety of Web Pay and Web Time features.

Some of these activities may include:

- ✓ Viewing your current check information and check history
 - Flexible sharing via email available
- ✓ Requesting time off and managing requests
- ✓ Conveniently punch in and out of Web Time
- ✓ Easily update your contact information
- ✓ Quickly connect with other company contacts
- ✓ Personalize your experience by uploading a picture
- ✓ Stay up to date with company news and resources

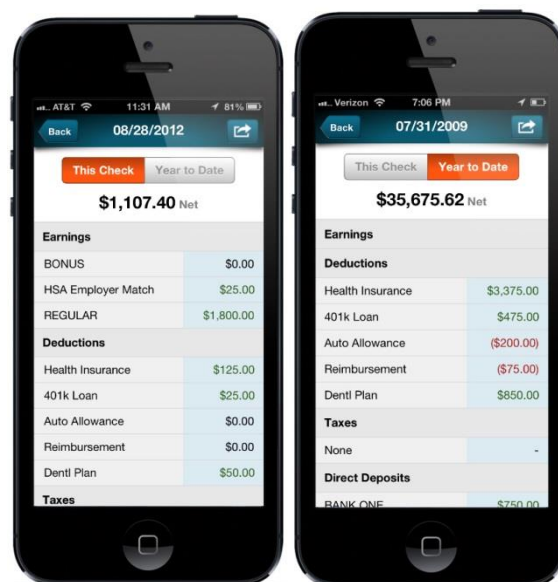


Click the 'Slide' button to view full task menu options.



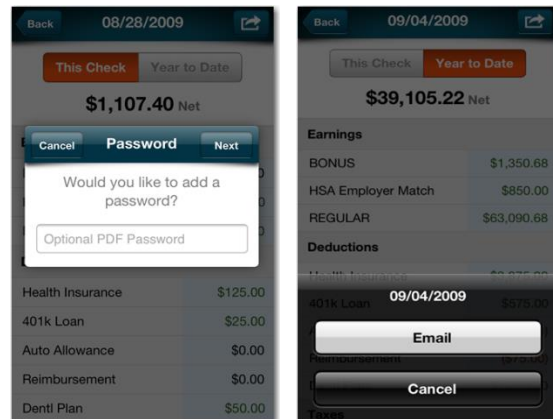
Easily access paycheck information.

You will also notice flexible options to view current, historical and Year to Date information.



Quick Start Guide

Conveniently and securely share your paycheck information.



Users may have the ability to view time off balances as well as submit and manage time off requests.



Web Time users may have access to punch capability. Punch options will be predictive based on the employee's payroll policy setup, and overall company setup.

Default Labor Levels will populate, however, Punch with Transfer will be an option.

Please Note:

After a Punch has been sent, Users will be able to view/review Punch History.



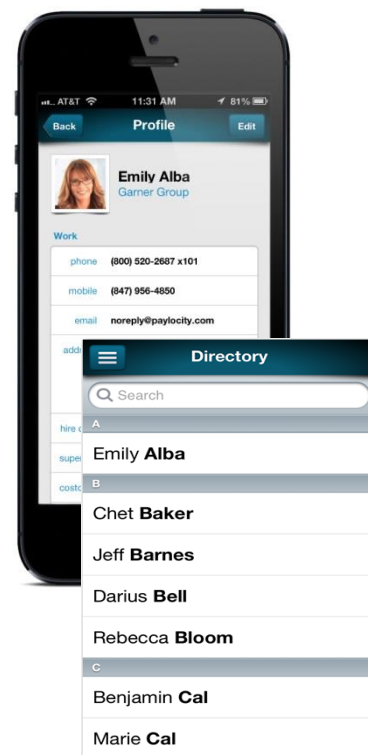
Quick Start Guide

Get Personalized.

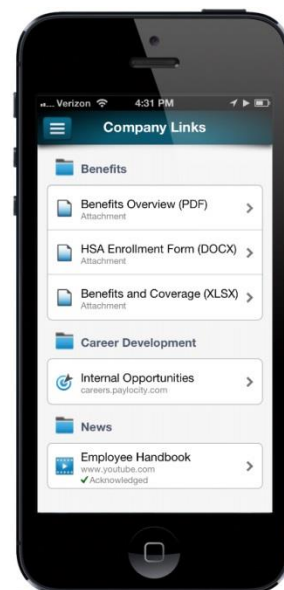
Customize your mobile experience and gain instant access to your most common payroll tasks, company communications, reminders and more, when you need it the most.

Easily edit your Company profile directly from the app by clicking the Edit button.

The Directory conveniently connects you to co-workers with easy-to-use search functionality.



Similar to the Self Service Portal, Paylocity Mobile organizes Company Links in an accessible location. Helping you stay up to date with important company information.



Want to learn more about Paylocity Mobile? Help tools are available at your fingertips by selecting the Help & Feedback Task option.

