Entering hours into Paylocity: P2P

From the login page you enter directly into your time sheet

You will be logging hours only on Saturday and Sunday on both weekends, depending upon what you are assigned. If you are a Schedule Writer or Lighting Tech you will only enter 1 hour per weekend.

It is important to note that you need to edit three areas on the time sheet:

1. Pay Type: Choices
   a. P2P Musician/Sound Tech
   b. P2P Lighting Tech
   c. P2P Schedule Writer
   d. P2P Sign Language
   e. P2P Switcher
   f. P2P Worship Leader
2. Duration: You will always enter a "1" in duration
   Here is the rate that is equivalent to 1 unit
   a. P2P Musician/Sound = $60
   b. P2P Lighting Tech = $75
   c. P2P Schedule Writer = $35
   d. P2P Sign Language =$37.50
   e. P2P Switcher =$50
   f. P2P Worship Leader = $75

3. Cost Center: This is the location you performed and the cost center
   a. Location=campus
   b. Cost Center =should always be P2P (this will default, no need to do anything here)

See pictures on back for example

Date	Pay Type	Duration	Cost Center	Notes	Reg	Supervisor Approved	Delete
Monday 01/04/2016	-- Select -- ▼		0100/Pay2Play/--- 🔍	📝	0.00 hrs		✖
				Totals	0.00 hrs		
Tuesday 01/05/2016	-- Select -- ▼		0100/Pay2Play/--- 🔍	📝	0.00 hrs		✖
				Totals	0.00 hrs		
Wednesday 01/06/2016	-- Select -- ▼		0100/Pay2Play/--- 🔍	📝	0.00 hrs		✖
				Totals	0.00 hrs		
Thursday 01/07/2016	-- Select -- ▼		0100/Pay2Play/--- 🔍	📝	0.00 hrs		✖
				Totals	0.00 hrs		
Friday 01/08/2016	-- Select -- ▼		0100/Pay2Play/--- 🔍	📝	0.00 hrs		✖
				Totals	0.00 hrs		
Saturday 01/09/2016	P2P Musicians ▼	1.00	Perrysburg/Pay2Play/--- 🔍	📝	1.00 hrs		✖
				Totals	1.00 hrs		
Sunday 01/10/2016	P2P Musicians ▼	1.00	South Tole/Pay2Play/--- 🔍	📝	1.00 hrs		✖
				Totals	1.00 hrs		

Click the eyeglass in the cost center column and you will see this screen below. Select location, you don't have to select Pay2Play, it defaults.

Cost Center Selections

Location	Perrysburg [Perrysburg] ▼	Department	Pay2Play [Pay2Play] ▼

💾 Update 🚫 Clear 🚫 Cancel

After you are done, select save in the upper right hand corner

📝 Comments to Supervisor	➕ Add Row	🔄 Update Cost Centers	🕐 Fill From Schedule	💾 Save	🖨 Print
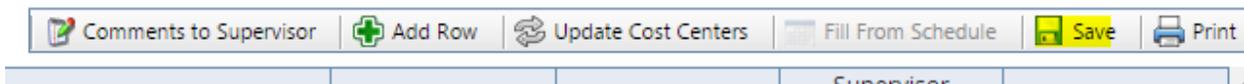
If you work the following weekend, follow the steps above each weekend.

To log out hover over the square with your initials at the upper right corner

🔔 MA

⚙️ User Preferences

ⓘ About

⏻ Logout