## Entering hours into Paylocity: P2P

## From the login page you enter directly into your time sheet

CedarCree	ek Church [N1124]		paylocity					2	AM (	
Application	ns Home <mark>My Times</mark> ł	neet My Pay Adjustments	Employee Time Off Calendar						Help	
🔘 Date Rar	Date Range  Pay Period From 01/04/2018  To 01/17/2018  O << Prev Current Next >>									
My Timesheet for 01/04/2016 - 01/17/2016										
			[	Comments to Supervisor	Add Row	Update Cost Centers	Fill From Schedule	🔜 Save	🔒 Print	
Date	Pay Type	Duration	Cost Center		Notes	Reg	Supervisor Approved	Delete	2	
Monday	Select 🔻		0100/Pay2Play/	· Q	B	0.00 hrs		× ×		
01/04/2016					Tota	ls 0.00 hrs				
Tuesday	Select 🔻		0100/Pay2Play/		2	0.00 hrs		×		
01/05/2016					Tota	ls 0.00 hrs				
Wednesday	Select V		0100/Pav2Plav/		2	0.00 hrs		×		
01/06/2016					Tota	ls 0.00 hrs				
	Colord -		0100/0_001 /	0	<b>ma</b>	0.00 h		~		
01/07/2016	Select V		0100/Pay2Play/		Tota	0.00 hrs		*		
Friday	Select V		0100/Pay2Play/	. 🔍	2	0.00 hrs		×		
01/08/2016					Tota	/s 0.00 hrs				
Saturday	Select 🔻		0100/Pay2Play/	. 🔍	2	0.00 hrs		×		
01/09/2016					Tota	ls 0.00 hrs				
Sundav	Select V		0100/Pay2Play/	· Q	2	0.00 hrs		×		

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	Select 🔻		0100/Pay2Play/ 🔍	1	0.00 hrs		×
01/04/2016				Totals	0.00 hrs		
Tuesday	Select 🔻		0100/Pay2Play/ 🔍	2	0.00 hrs		×
01/05/2016				Totals	0.00 hrs		
Wednesday	Select 🔻		0100/Pay2Play/ 🔍	2	0.00 hrs		×
01/06/2016				Totals	0.00 hrs		
Thursday	Select 🔻		0100/Pay2Play/ 🔍	1	0.00 hrs		×
01/07/2016				Totals	0.00 hrs		
Friday	Select 🔻		0100/Pay2Play/ 🔍	1	0.00 hrs		×
01/08/2016				Totals	0.00 hrs		
Saturday	P2P Musician: 🕈	1.00	Perrysburg/Pay2Play/	1	1.00 hrs		×
01/09/2016				Totals	1.00 hrs		
Sunday	P2P Musician: 🔻	1.00	South Tole/Pay2Play/	1	1.00 hrs		×
01/10/2016				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		Internet (A)	1724	A AO BR
Location	Perrysburg [Perrysburg] 🚽	Department	Ray2Rlay (Ray2Rlay)	•
Update 🧿 Clear 🧿 Cancel				

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

Comments to Supervisor	🕀 Add Row	😴 Update Cost C	enters	Fill From Schedule	🔒 Save	🛛 🖶 Print
				Suponvisor		

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

