Group Time Card

paylocity web time

Use the Group Time Card to manage employee time card activity for the selected date. Users may add, edit, and delete employee time, edit pay type transactions, approve time by selected day or shift, and approve all time on the current page.

Use the Mass Transaction Editor to edit several employee time cards at one time.

Helpful Hint
Users will only have access to those employees who fall within their security role.

Group Time Card

Load Saved Filter | Delete

Employee First Name
Employee Last Name
Employee Number
Cost Center 23/---/---
Payroll Policy
Salary Type --All--
Active Active
Missed Punches --All--
Total Hours From: To:
Employee Group

Search | Show All | Reset | Save

Being Processed Date 01/19/2016 < Previous Today Next > Save | Discard Changes | Mass Transaction Editor

	Approve All	Name ▲	EE ID	Pay Type	Amount	In	Transfer	Out	Reg	OT1	OT2	UnPaid	Est Meal Prem	App Meal Prem	Daily Total
+	☐	Atwood, Julian	60	None			23/100		0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
+	☐	Gordon, James	116245	None			23/100		0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
+	☐	Mupwick, Chester	65	None			23/100		0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
+	☐	Paulson, Robert	70	None			23/100		0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
+	☐	Pennypacker, A.G.	80	None			23/100		0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs

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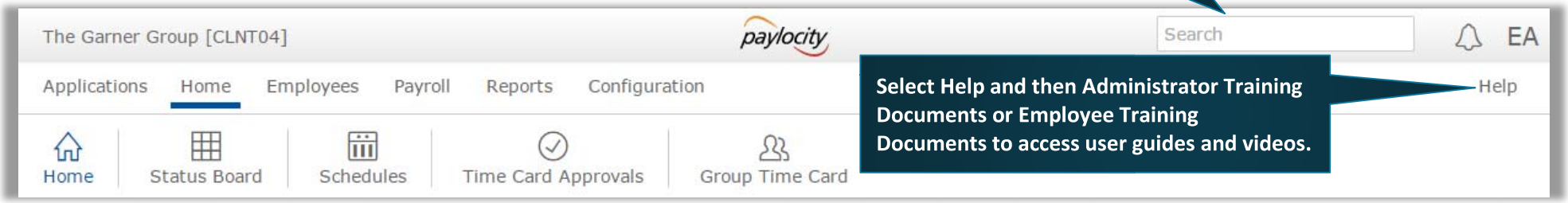
Group Time Card

Access Group Time Card

Select Group Time Card from the Employees menu or click the Group Time Card icon.

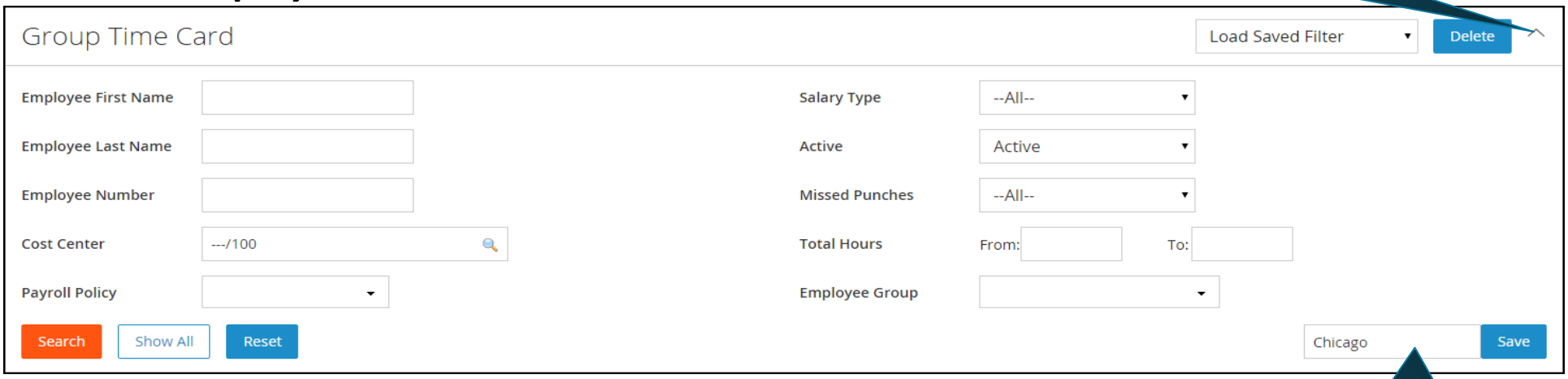
Use the Search field to find specific screens or employees.



Select Help and then Administrator Training Documents or Employee Training Documents to access user guides and videos.

Filter the Display

Hide or display the filter section.



Depending on company configuration, filter the display of employees by employee name, employee number, cost center/labor level, payroll policy, salary type, active status, missed punches, total hours, and employee group.

To save the filter for future use, enter the filter name and click Save.

Group Time Card

Use Group Time Card

Click the plus sign (+) to add a row.

✓ Select or enter the date. Click Previous, Today, or Next to display the selected day.
✓ Click Mass Transaction Editor to update several time cards at one time.

✓ Click the Employee Name link to access the employee time card.
✓ Edit the Pay Type and the applicable Amount.
✓ Click the applicable In or Out cell to add, edit, or delete time.
✓ Click the Transfer cell to edit the labor level.

Click Save to save the changes.

Being Processed Date 01/18/2016 < Previous Today Next > Save Discard Changes Mass Transaction Editor

	Approve All	Name ▲	EE ID	Pay Type	Amount	In	Transfer	Out	Reg	OT1	OT2	UnPaid	Est Meal Prem	App Meal Prem	Daily Total
+	☐	Atwood, Julian	60	Sick	8 hrs		23/100		8 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	8 hrs
+	☐	Gordon, James	116245			08:00 AM	23/100	05:00 PM	9 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	9 hrs
+	☐	Mupwick, Chester	65	Jury Duty	8 hrs		23/100		8 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	8 hrs
+	☐	Paulson, Robert	70	Vacation	8 hrs		23/100		8 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	8 hrs
+	☐	Pennypacker, A.G.	80			08:00 AM	23/100	05:00 PM	9 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	9 hrs

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✓ Click Approve All to select all employees with unapproved time and click Save to approve all employee time cards displayed on this page.
✓ To approve one or more time cards but not all time cards, check the box adjacent to the applicable employees and click Save to approve the time cards. Users may also approve only one shift for the employee.

✓ Approval only applies to the employees displayed on the current page.
✓ When there are multiple pages of employees, enter the page number or use the arrow icons to access the additional employee pages for approval.

Mass Transaction Editor

Use Mass Transaction Editor

✓ Select the employees to be updated.
✓ Click Continue.

1. Select Employees | 2. Transaction Type | 3. Details | 4. Preview

1. Select Employees

Available Employees

Employee Name
Adams, Marie
Alba, Emily
Atwood, Julian
Cal, Benjamin
Gordon, James
Jordan, Michael
Kilpatrick, Bart
Lee, Alfred

25 Page 1 of 1 Displaying items 1 - 12 of 12

Selected Employees

Employee Name
Adams, Marie
Alba, Emily
Atwood, Julian
Cal, Benjamin
Gordon, James
Jordan, Michael
Kilpatrick, Bart
Lee, Alfred

Continue Cancel

Mass Transaction Editor

✓ Select the transaction type.
✓ Click Continue.

1. Select Employees | 2. Transaction Type | 3. Details | 4. Preview

2. Transaction Type

- ○ Add Punch
- ◉ Add Shift
- ○ Allocate Labor Levels for Existing Punches
- ○ Add Punches From Schedules
- ○ Add Pay Type Transaction
- ○ Delete Punches
- ○ Delete Pay Type Transactions

Selected employees for mass transaction

Employee Name	
Adams, Marie	× Remove
Alba, Emily	× Remove
Atwood, Julian	× Remove
Cal, Benjamin	×

Back | Continue | Cancel

Mass Transaction Editor

paylocity web time

✓ Enter the transaction details.
✓ Click Preview Transaction.

1. Select Employees | 2. Transaction Type | 3. Details | 4. Preview

3. Add Shift to Selected Employees

Date: 01/19/2016

Time: 08:00 AM

Punch Type: Clock In

Cost Center:

Supervisor Notes:

Choose your note from a list:

Time: 05:00 PM

Punch Type: Clock Out

Cost Center:

Supervisor Notes: Due to equipment issue.

Choose your note from a list:

Equipment Down

Back | Preview Transaction | Cancel

Selected employees for mass transaction

Employee Name	
Adams, Marie	Remove
Alba, Emily	Remove
Atwood, Julian	Remove
Cal, Benjamin	

Mass Transaction Editor

✓ Verify the transaction.
✓ Click Save.

1. Select Employees > 2. Transaction Type > 3. Details > 4. Preview

4. Preview

Name	Current time card	Time card after transaction	
Adams, Marie		08:00 AM, 05:00 PM	Remove Transaction
Alba, Emily		08:00 AM, 05:00 PM	Remove Transaction
Atwood, Julian		08:00 AM, 05:00 PM	Remove Transaction
Cal, Benjamin		08:00 AM, 05:00 PM	Remove Transaction
Gordon, James		08:00 AM, 05:00 PM	Remove Transaction
Jordan, Michael		08:00 AM, 05:00 PM	Remove Transaction

Back Save Cancel