

Approve My Timesheet as an Employee in Paylocity

Using the Web

1. Navigate to **Time & Labor > Timesheet**.
2. Apply **Approval** in two ways:
 - Select **Approve All** to approve all days.
 - Enable the **Approve** checkbox for individual days. Although the **Approve** box can activate for blank dates, a checked box only saves for dates with time recorded.
3. Select **Save** before navigating away from the timesheet.
4. If prompted with a **Timesheet Acknowledgement**, select **Accept** to save the updated time.

Employee Timesheet

Date Range Pay Period 10/07/2018 - 10/13/2018 [Prev](#) [Current](#) [Next](#)

[✓ Approve All](#) [✗ Unapprove All](#) [📌 Save](#)

[🗨 Comment](#) [+ Add Row](#) [📄 Copy](#) [🔄 Update Cost Centers](#) [📋 Copy Pay Period](#) [📅 Paste Pay Period](#) [📊 Fill From Schedule](#) [🖨 Print](#)

Date	Pay Type	Start Time	End Time	Cost Center	Notes	Reg	Supv App	Delete
Sunday 10/07/2018	Work	08:00 AM	03:30 PM	100/3/...		7.50 hrs		✗
Totals						7.50 hrs		
Monday 10/08/2018	Work	08:00 AM	03:30 PM	100/3/...		7.50 hrs		✗
Totals						7.50 hrs		
Tuesday 10/09/2018	-- Select --			100/3/...		0.00 hrs		✗
Totals						0.00 hrs		
Wednesday 10/10/2018	Work	08:00 AM	03:30 PM	100/3/...		7.50 hrs		✗
Totals						7.50 hrs		
Thursday 10/11/2018	-- Select --			100/3/...		0.00 hrs		✗
Totals						0.00 hrs		
Friday 10/12/2018	-- Select --			100/3/...		0.00 hrs		✗


Using Mobile App

1. **Log In** to the Paylocity Mobile App.
2. **Access Timesheet**.
3. Tap **Approve**.

📌 **NOTE:** The **Approve** Button won't appear for weeks with no time recorded. Users cannot approve blank timecards.

4. Approve shifts:

- Tap **Select All** to choose all timesheet entries.
- Tap the fields next to the individual entries to approve.

 **NOTE:** Once approved, you cannot modify the shift. You must remove the approval in order to make changes.

5. Tap **Update** to save the selections. Approved shifts display with the green **Approved** icon.

6. Tap **I Accept** to provide the acknowledgement if applicable. An approval flag appears next to any approved entry or time off request.