


## Download the Time Card in Paylocity

Employees can download the time card to print or email from Time & Labor. To Download the Employee Time Card as a PDF using the Employee **My Timesheet** View:

1. Navigate to **Time & Labor > Timesheet**.
2. Select the option to **Download PDF**. The **Download PDF** link will display the document option in the browser.
3. Select the file to download in the browser.
  - The user must have browser settings to allow popups.
  - The user can open or save from the browser download option.

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