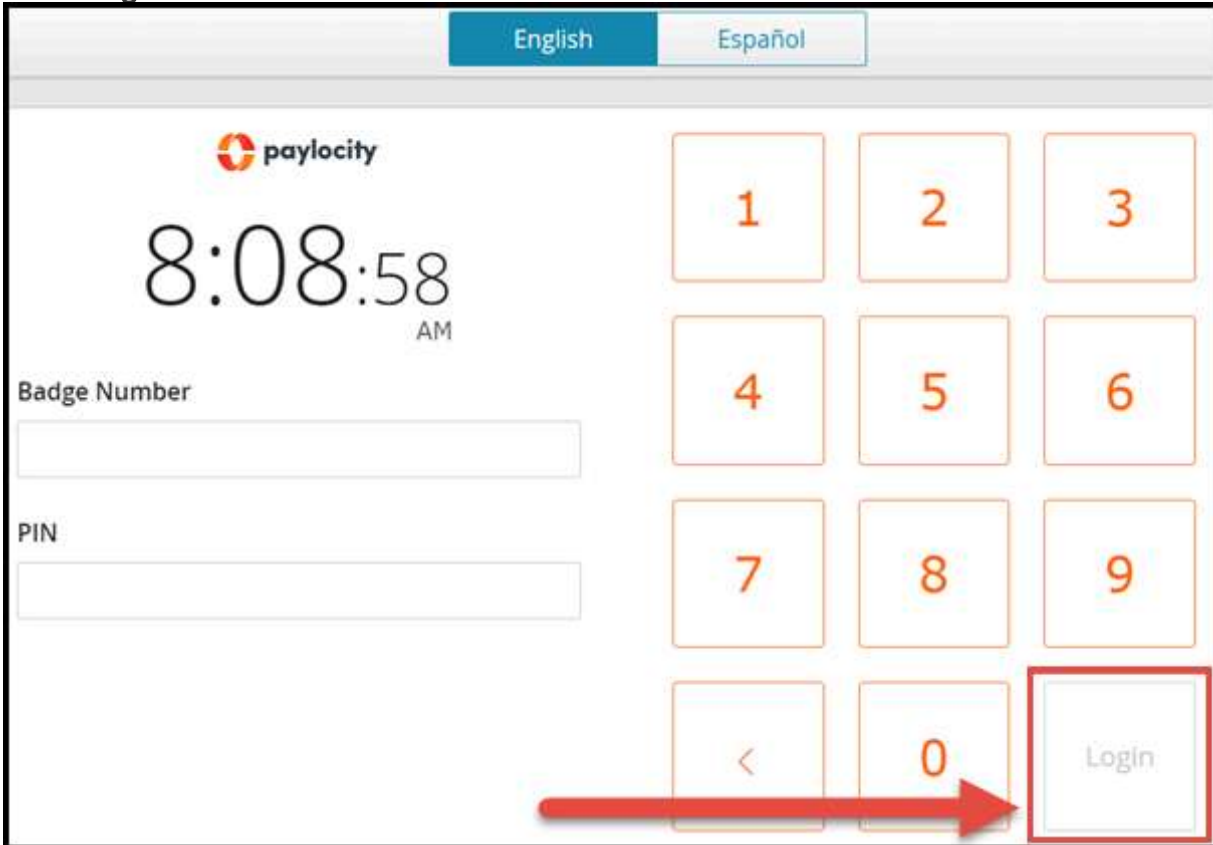


## Clock In Using a Web Kiosk

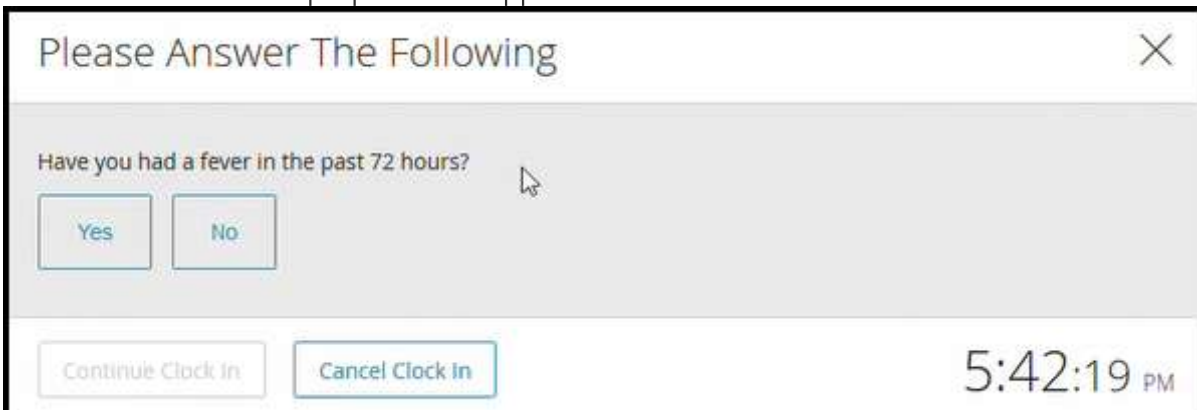
Clock in using a Web Kiosk:

1. Enter the assigned **Badge Number**.
2. Select **Login**.



The screenshot shows the Paylocity web kiosk interface. At the top, there are language selection buttons for "English" and "Español". Below that is the Paylocity logo and the current time, 8:08:58 AM. There are two input fields: "Badge Number" and "PIN". To the right of these fields is a numeric keypad with buttons for digits 1 through 9, 0, and a back arrow. The "Login" button is highlighted with a red box, and a red arrow points to it from the bottom.

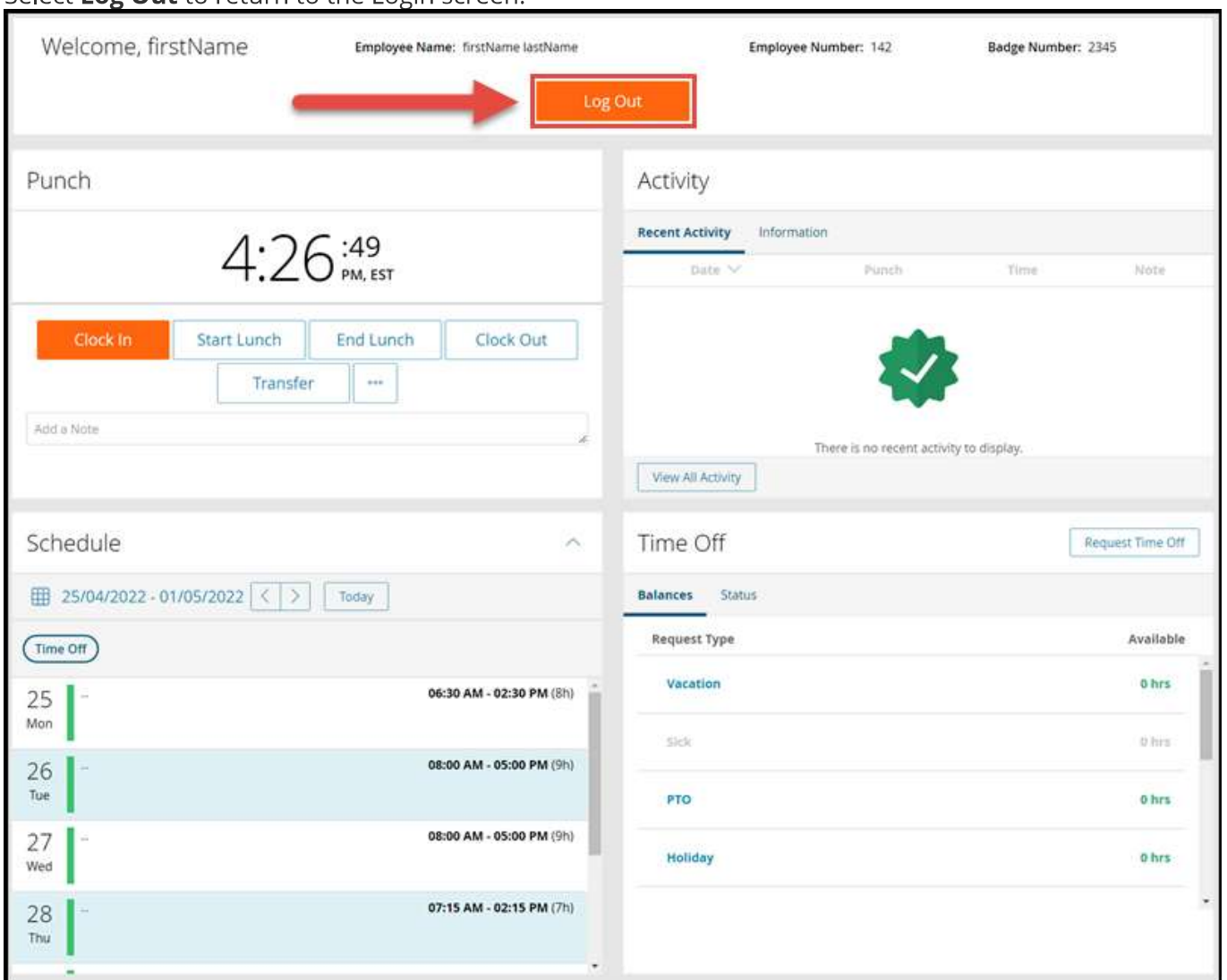
3. Select the appropriate punch action:
  - o **Clock In**
  - o **Clock in + Transfer**
  - o **Start Break**
  - o **End Break**
  - o **Start Lunch**
  - o **End Lunch**
  - o **Transfer**
  - o **Clock Out**
    - Enter **Tip Entry**, if applicable.
    - This option is editable only within 24 hours.
  - o **Manual** to see all options.
4. Answer the Kiosk Prompt question if applicable.



The screenshot shows a kiosk prompt window titled "Please Answer The Following". The question is "Have you had a fever in the past 72 hours?". There are "Yes" and "No" buttons. At the bottom, there are "Continue Clock In" and "Cancel Clock In" buttons. The time 5:42:19 PM is displayed in the bottom right corner.

5. Review the following sections based on Web Kiosk configuration for details as necessary:

- **History** displays punch details for the past 24 hours.
  - **Timesheet** provides the total week-to-date hour records.
  - **Comments** opens a text box.
    - Enter a comment that displays on the Time Card for the supervisor / administrator to review.
    - Include date and time information when commenting on a specific shift.
  - **Schedule** displays the employee schedule for the current day, week, or month.
    - Select the Down Arrow on the tile if the schedule is in collapse display.
    - Review the schedule for current:
      - Day
      - Week
      - Month
  - **Time Off** provides sections to complete the following:
    1. **Request** time off.
    2. View the Time Off Request **Status**.
    3. Review time off **Balances**.
  - The **Bell** at the top-right corner displays messages sent by administrators or supervisors.
6. Select **Log Out** to return to the Login screen.



You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/30860000001009/content-version/PCTY-53408/PCTY-1452512/Clock-In-Using-a-Web-Kiosk?query=53408>