**Paylocity Electronic Timekeeping Training Session Summary**

* Supervisor Dashboard
	+ Is your employee list accurate? If not, please contact Central Payroll
* Navigation to Employee Timecard
	+ Managing exceptions like missed punches
	+ Demonstrated how paid time off requests populate and how to manually add paid time off to the timesheet
* Paid time off requests
	+ How to approve or deny requests
	+ How to view past requests
* Timecard Approvals
	+ Where to go to approve timecards at the end of the pay period
* Reports
	+ How to generate reports
* Training
	+ Access from the Help menu
* Mobile Use of system
	+ Screenshots and guides for mobile use
	+ Transferring between jobs or cost centers