**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