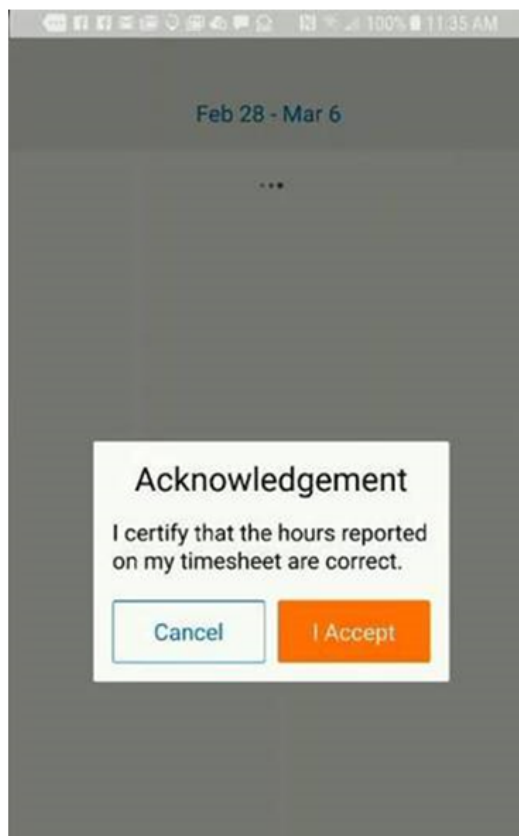# COVINGTON REFEREE

# PAYLOCITY ACCOUNT CREATION/TIMESHEET APPROVAL

When creating your account, be sure to create your account using a username and password you will remember. The company ID will be B1951. After you successfully create your account and log in you will be able to navigate the mobile app.

1. Navigate to **My Timesheet**.
2. Select **Approve** at the top of the page.
3. **Select All** to approve all shifts, or select individual shifts.
4. Select **Update** to save the selections.
5. If applicable, select **I Accept** to agree to acknowledgement text and submit the timesheet.

- Employees are able to approve timesheets for current or past open pay periods.
- Employees are not able to approve timesheets for closed or future pay periods.
- Only one week will be viewable on the screen at a time. If an employee's pay period is longer than one week, then each week must be approved separately.
- Time Off Requests approved for the employee when they are approved by a Supervisor. These shifts will appear with the green **Approved** icon automatically.

| Cancel | | Select All  Update |
|---|---|---|
| | ‹ **Feb 1 - Feb 14** › | |
| ○ | Web Ben 10:00A-4:00P | 6.00h |
| ○ | Web Ben 10:00A-4:00P | 6.00h |
| ○ | Web Ben 10:00A-4:00P | 6.00h |
| ○ | Web Ben 10:00A-4:00P | 6.00h |
| ○ | Web Ben 10:00A-4:00P | 6.00h |
| ○ | Web Ben 10:00A-4:00P | 6.00h |

My Timesheet    Projects

| ☰ | **Timesheet** | Approve  Add |
|---|---|---|
| | ‹ **Feb 1 - Feb 14** › | |
| 01 Mon | Web Ben 100/300/400 | 6.00h Approved |
| 02 Tue | Web Ben 100/300/400 | 6.00h Approved |
| 03 Wed | Web Ben 100/300/400 | 6.00h Approved |
| 04 Thu | Web Ben 100/300/400 | 6.00h Approved |
| 05 Fri | Web Ben 100/300/400 | 6.00h Approved |
| 06 Sat | | |
| 07 Sun | | |
| 08 Mon | | |

My Timesheet    Projects