



National Able Network

SCSEP Paylocity Training 2023



After this training...

If you are a **SCSEP participant**, you will be able to...

- ❖ Log in
- ❖ Enter time and attendance
- ❖ Approve your timecard



After this training...

If you are a **Host Agency Supervisor**, you will be able to...

- ❖ Log In
- ❖ Check participant time and attendance
- ❖ Enter in-kind hours
- ❖ Approve participant timecards



Frequently Asked Questions

❖ How will you get my information? Will I need to submit paperwork?

No - National Able Network has handled the transition of documents. Your payroll information has been securely uploaded to Paylocity. **NO ADDITIONAL PAPERWORK IS REQUIRED.**

❖ Is there going to be a disruption in pay?

No - Payroll will continue the same and timesheet submission dates will not change.

YOU WILL ONLY HAVE A DISRUPTION IN PAY IF TIME IS NOT ENTERED AND NOT APPROVED BY YOUR SUPERVISOR. The 2024 payroll schedule has been sent out via email.

❖ I don't have a bank account. Can I still use my rapid card?

Yes - National Able is still utilizing rapid cards. Your account will not change.

❖ What happens if I am in Job Search, and I do not have a host agency supervisor?

Please contact your career coach if you have additional Paylocity questions.

❖ Is there a Company ID number I should know and remember?

Yes – It is **197113** (**participants**) and **H9711** (**supervisors**). This number should be available for autofill once you create your Paylocity account.

PLEASE NOTE: Paper time sheets will no longer be accepted.



[Help](#)

Welcome

Company ID

197113 or **H9711**

Username

jsmith1234

Password

.....

[Show](#)

☐ Remember My Username

Login

[Single Sign-On Login](#)

[Forgot Password](#)

[Register New User](#)

[Privacy Policy](#)



Company ID number:

197113 (**Participants**) or **H9711** (**Supervisors**)



FOR PARTICIPANTS:

To Complete Your Timecard...

Time & Labor

Home

Employees

Reports

Configuration

Home

Time Card

Schedules

Time Off Calendar

Time Card Approvals

Employee Timesheet

Date Range

Pay Period

11/26/2023 - 12/09/2023

✓ Approve All

✗ Unapprove All

💾 Save

🗨 Comment

➕ Add Row

📄 Copy

📅 Fill From Schedule

11/26/2023 - 12/09/2023

Community Service

Training

4

2

11/26/2023

11/26/2023

Sunday

-- Select --

☑ Approve

11/27/2023

11/27/2023

Monday

Community Service

Training

☑ Approve

11/28/2023

11/28/2023

Tuesday

-- Select --

☑ Approve

11/29/2023

11/29/2023

Wednesday

-- Select --

☑ Approve

11/30/2023

11/30/2023

Thursday

-- Select --

☑ Approve

12/01/2023

12/01/2023

Friday

-- Select --

☑ Approve

12/02/2023

12/02/2023

Saturday

-- Select --

☑ Approve

12/03/2023

12/03/2023

Sunday

-- Select --

☑ Approve

Cost Center

112/9999/9999

197112/9999/9999

197112/9999/9999

197112/9999/9999

197112/9999/9999

197112/9999/9999

197112/9999/9999

197112/9999/9999

197112/9999/9999

Notes

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Totals for 11/26/2023 - 12/09/2023

All

0.00 hrs

Regular

6.00 hrs

OT1

0.00 hrs

Unpaid

0.00 hrs

Totals by Pay Type

Pay Type

No records to display.

Hours

able

FOR PARTICIPANTS:

To Delete, Save, and Approve Hours...

Employee Timesheet

Date Range Pay Period 11/26/2023 - 12/09/2023 Prev Current Next

✓ Approve All ✗ Unapprove All Save Comment + Add Row Copy Fill From Schedule Download PDF

Date	Pay Type	Duration	Cost Center	Notes	Reg	OT1	Supv App	Delete
Sunday 11/26/2023	-- Select --		197112/9999/9999		0.00 hrs	0.00 hrs		✕
<input type="checkbox"/> Approve	Totals				0.00 hrs	0.00 hrs		
Monday 11/27/2023	Community Service	4	197112/9999/9999		0.00 hrs	0.00 hrs		✕
<input type="checkbox"/> Approve	Totals				0.00 hrs	0.00 hrs		
Tuesday 11/28/2023	-- Select --		197112/9999/9999		0.00 hrs	0.00 hrs		✕
<input type="checkbox"/> Approve	Totals				0.00 hrs	0.00 hrs		
Wednesday 11/29/2023	-- Select --		197112/9999/9999		0.00 hrs	0.00 hrs		✕
<input type="checkbox"/> Approve	Totals				0.00 hrs	0.00 hrs		
Thursday 11/30/2023	Community Service	4	197112/9999/9999		0.00 hrs	0.00 hrs		✕
<input type="checkbox"/> Approve	Totals				0.00 hrs	0.00 hrs		
Friday 12/01/2023	-- Select --		197112/9999/9999		0.00 hrs	0.00 hrs		✕
<input type="checkbox"/> Approve	Totals				0.00 hrs	0.00 hrs		
Saturday 12/02/2023	-- Select --		197112/9999/9999		0.00 hrs	0.00 hrs		✕
<input type="checkbox"/> Approve	Totals				0.00 hrs	0.00 hrs		
Sunday 12/03/2023	-- Select --		197112/9999/9999		0.00 hrs	0.00 hrs		✕

Totals for 11/26/2023 - 12/09/2023

All	Regular	OT1	Unpaid
0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Totals by Pay Type

Pay Type	Hours
No records to display.	

FOR SUPERVISORS:

What You Will See...

Filter

Reset

-- Load Saved Filters --

Looking to increase your employee engagement? Check out our Time and Labor Adoption Toolkit for some tips.

Visit Now

Dismiss

Quick View

Insights

Time Card Corrections

My Employees

Pending Time Off Requests

Attendance Exceptions

My Employees

Employee ^	In	Lunch	Break	Out	Pay Type	Latest Activity	Cost Center ⓘ
Trainee, Tina				✓	In Kind	12/11/2023 8:00 AM	197112/EIL/EIL1
Kravitz, Gladys				✓	In Kind	12/10/2023 8:00 AM	197113/PILS/PART

View Status Board

Employee Time Card

Go

<< <

Barnes, Deborah [2219] ▾

> >>

Select Filter

Date Range

Pay Period

12/10/2023 - 12/23/2023

Prev

Current

Next

FOR SUPERVISORS:

To Enter in-Kind Hours...

+ Add Punch

+ Add Pay Type Transaction

✉ Send a Message

↓ Save

Time Card Corrections

⊖ Discard Changes

↓ Download PDF

🔄 Audit Trail

ℹ Preferences ▾

12/10/2023-12/23/2023

Trainee, Tina [5671]

<input type="checkbox"/>	Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	Unpaid	EE App
<input type="checkbox"/>	Sun 12/10/2023	None ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Mon 12/11/2023	In Kind ▾	2					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Tue 12/12/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Wed 12/13/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Thu 12/14/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Fri 12/15/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Sat 12/16/2023	None ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Sun 12/17/2023	None ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Mon 12/18/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Tue 12/19/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Wed 12/20/2023	In Kind ▾	2					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Thu 12/21/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Fri 12/22/2023	In Kind ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Sat 12/23/2023	None ▾						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	

PLEASE NOTE: In-Kind hours **MUST** be added to your participants' timecards before being approved.



Employee Time Card

Go

<< Barnes, Deborah [2219] >>

Select Filter

Date Range

Pay Period

12/10/2023 - 12/23/2023

Prev

Current

Next

FOR SUPERVISORS:

To Approve Timecards...

+ Add Punch

+ Add Pay Type Transaction

Send a Message

Save

Time Card Corrections

Discard Changes

Download PDF

Audit Trail

Preferences

12/10/2023-12/23/2023

Trainee, Tina [5671]

		Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	Unpaid	EE App
<input type="checkbox"/>	Sun 12/10/2023	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Mon 12/11/2023	In Kind	2					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Tue 12/12/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Wed 12/13/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Thu 12/14/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Fri 12/15/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Sat 12/16/2023	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Sun 12/17/2023	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Mon 12/18/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Tue 12/19/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Wed 12/20/2023	In Kind	2					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Thu 12/21/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Fri 12/22/2023	In Kind						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/>	Sat 12/23/2023	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	

PLEASE NOTE: In-Kind hours **MUST** be added to your participants' timecards before being approved.

Next Steps...

- ❖ Register in Paylocity.
- ❖ Log in.
- ❖ Enter time and attendance in Paylocity.
- ❖ Reach out to career coach if needed.



National Able Network

Career Coaches

Pia Kanoy (Illinois)
pkanoy@nationalable.org

Antonella Bruno (Illinois)
abruno@nationalable.org

Melanie Wells (Indiana)
mwells@nationalable.org

Kristi Erritt (Iowa)
kerritt@nationalable.org

Thomas Melander (Minnesota)
tmelander@nationalable.org

John Walid (Nebraska)
jwalid@nationalable.org

Kristen Knobbe (Nebraska)
kknobbe@nationalable.org



Questions?





National Able Network

SCSEP Paylocity Training 2023

THANK YOU!

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