

Home Experience - Widgets

 My Profile

 Community

 Timesheet

 Give Recognition

 Org Chart

 Time Card



Quick Actions: customizable list of actions like send recognition, access your employee record or Community.

Pay >

January 17, 2025





Gross\$.....

Taxes\$.....

Deductions\$.....

Take home\$.....

On demand pay

Pay: Access and download pay stubs, tax forms (like W-2s), and track earnings, deductions, and benefits.

Tasks

AllSupervisorPersonalAll due dates 16

 Paylocity's LMS
Personal • Due 03/28/2025Overdue

 Cybersecurity: Complete Series
Personal • Due 05/16/2025Overdue

 Cybersecurity: Complete Series
Personal • Due 05/31/2025Overdue

 On Demand Payment Adoption Kit
Personal

Show more tasks

Tasks: stay on top To Dos. Use the filters to see tasks due today, what's upcoming, and any past due tasks.

Spending accounts >

HSA Open-E...



HSA Open-Ended balance

\$.....

Cash balance\$.....

Investment balance\$.....

Remaining 2025 contribution limit\$.....

File a claim

Spending Accounts: review balances of your HSA, FSA or any other spending account you may have.

Time off >

Jul 15, 2025

FAMILIES FIRST PAID SICK

80.00h available

TypeAvailable to request

PERSONAL8.00h

SICK40.00h

VACATION59.07h

Request time off

Time Off: review your time off balances and accruals toward those balances.

Time >

11:50:36 AM CT

 Clocked out

Last activityClock out, 48 days ago at 8:56 AM

Cost center600 / 101

Clock inMore

Time: clock in and out, view details about upcoming shifts, and view alerts about any missed punches.

Home Experience - Widgets

Activity: view recent Announcements, Events, Recognition and Celebrations

Activity >

Events ▾

JUL 15 | **Team Lunch**
📅 • 12:30 - 1:00 PM • ↻

JUL 16 | **Morning Status Meeting**
📅 • 10 - 10:30 AM • ↻

JUL 16 | **Coffee Break**
📅 • 3:30 - 4:00 PM • ↻

JUL 17 | **Morning Status Meeting**
📅 • 10 - 10:30 AM • ↻

JUL 17 | **Team Lunch**
📅 • 12:30 - 1:00 PM • ↻

JUL 18 | **Pay Day!**
📅 • All day • ↻

Show more events >

Resources: all your important company documents, links, and videos in one easy-to-access location, making it easy to search and view the info you need.

AI Assistant: When a handbook is linked employees see the Assistant and can ask related questions.

Resources >

🔍 Search for...

 2024 Benefits Guide >

 Employee Handbook >

Home Experience – AI Assistant

AI Assistant: Under Configuration you can add an employee handbook. The Assistant can then reference the handbook and provide answers to questions about anything available in the handbook.

Select a knowledge source

Search resources

CATEGORIES

- Company Resources (3)
- Career Resources (3)
- Content Management (0)

Company Resources

Last edited: Emily Alba • 07/03/2025 | Who can view: **Everyone** | Where: **All Companies**

Name ^	Author	Date Shared
Employee_Handbook Handbook	Emily Alba	03/18/2025
HomeGTM MIAB	Emily Alba	05/30/2025
Server - Open Position	Emily Alba	01/24/2025

Cancel Next

Configuration

AI Assistant **On**

People in your organization who have content sources linked for them will be able to get answers from the AI Assistant.

Knowledge sources

Add your employee handbook as a content source for your AI Assistant to enable custom answers for your organization.

PEAK knowledge base
Audience: Knowledge Base admins

[Link handbook](#)

Home Experience - Navigation

Chevron: Many widgets have a Chevron > that will open a drawer or take you to the product.

Available information: Selecting available hours will open the calculation of what's available.

Time off >

Jul 15, 2025 ▾

FAMILIES FIRST PAID SICK

80.00h available

Type

Available to request

PERSONAL

8.00h

SICK

VACATION

Request time off

PERS - Personal

Used limit

This limit is set by your employer

8.00h

Previously used

-0.00h

Available to request

8.00h

Switch Views: Some widgets have a dropdown menu to switch views. For example: switch between Announcements, Events, Celebrations, and Recognition.

Activity >

Events ▾

JUL 16

Coffee Break

📅 • 3:30 - 4:00 PM • ↻

JUL 17

Morning Status Meeting

📅 • 10 - 10:30 AM • ↻

JUL 17

Team Lunch

📅 • 12:30 - 1:00 PM • ↻

JUL 18

Pay Day!

📅 • All day • ↻

JUL 18

Morning Status Meeting

📅 • 10 - 10:30 AM • ↻

JUL 18

Coffee Break

📅 • 3:30 - 4:00 PM • ↻

Show more events >

Announcements

Events

Recognition

Celebrations

Utilize: send recognition right from the Home screen.

Customize: set up a custom list of available quick actions

Give Recognition

Community

Search Recognition Badge

Great Job

Communication

Leadership

Get It Done

Customer Satisfaction

Recipient(s)

Who do you want to recognize?

Cc

Message

Write a personalized message

1000/1000 Characters Remaining

Add Boost, per Recipient (0)

\$10 \$20 \$50 \$100 Custom

\$0 Total Boost, \$90,135 Remaining

Public

Preview

Recognize

Edit Quick Actions

Cancel

Save

Add, remove, and rearrange up to 8 items to quickly access your most-used features.

Quick actions

4 / 8

Community

Give Recognition

Trainings

Org Chart

More quick actions

Employee Record

Surveys

Tax

Video