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Human Resources

Employee Paylocity User Guide

paylocity

Download on the App Store

GET IT ON Google Play

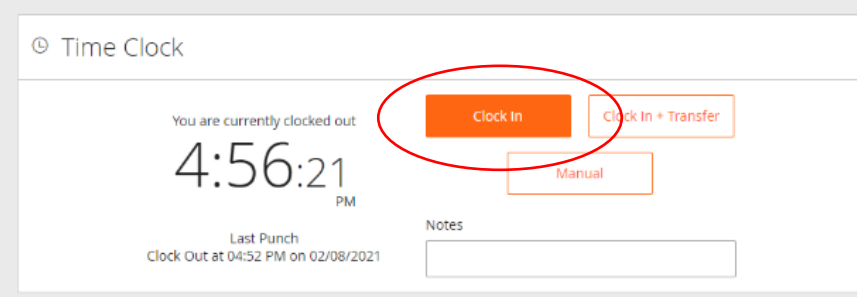
Paylocity is an all-in-one system that is accessible from the mobile app or web browser.

Within Paylocity, you can:

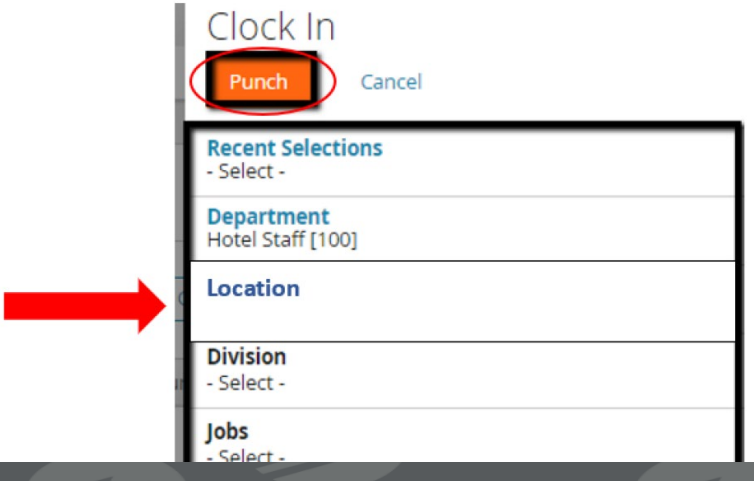
- Clock in & out
- View your paycheck
- Request time off
- Edit your personal information
- View your timecard
- Connect & collaborate with Community
- Engage with & recognize your peers with Impressions

How to Punch in/out with Time & Labor

1. Log into Paylocity and select Time & Labor from the main menu.
2. Select **Clock In** if you are clocking in for the first time that day.

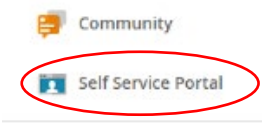


3. Select the **Location** you are clocking in at for the day, then select **Punch.**

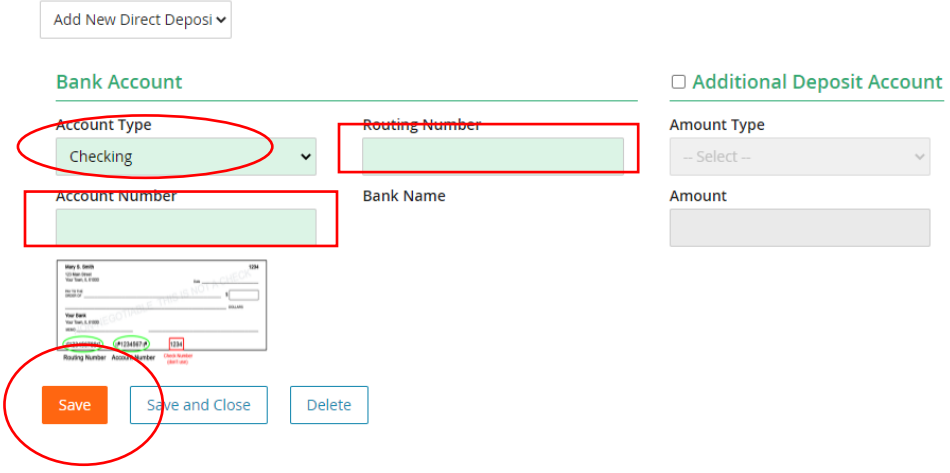


How to View/Change Direct Deposit Information

1. Log in to Paylocity and navigate to the **Self Service Portal** from the main menu.



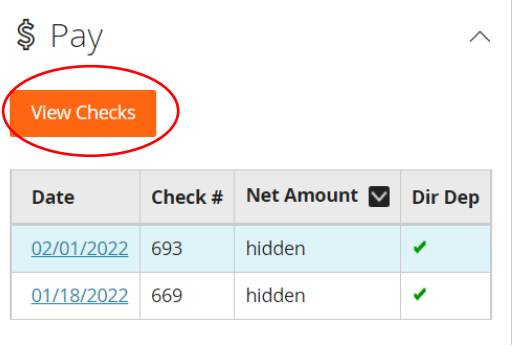
2. Locate the **$ Pay** heading. Select **More…** from the bottom right.
3. Select **Direct Deposit Accounts** from the menu. This will show any existing Direct Deposit accounts.
4. To add a new Bank Account for Direct Deposit, scroll down on this screen and verify that **Add New Direct Deposit Account** is selected in the drop-down box. Here you will enter the Account Type, Account Number, and Routing Number for the bank account you want to use and select **Save**.



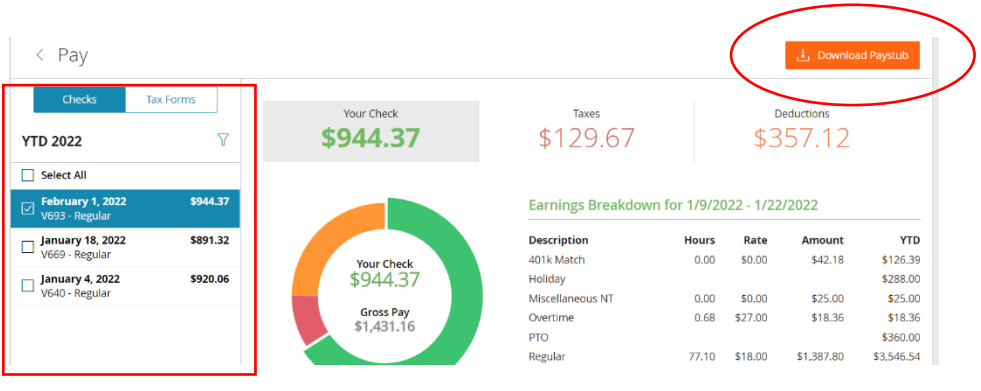
5. If you have an existing Direct Deposit Account that you would like to change, select this account from the drop-down box. Here you can make any changes to your current Direct Deposit Account.

How to View your Checks

1. Log in to Paylocity and navigate to the **Self Service Portal** from the main menu.
2. Locate the **$ Pay Heading.** Select **View Checks.** Here you can select **Go Paperless** to opt-in for direct deposit vouchers, W2s, 1099s, and 1095Cs.

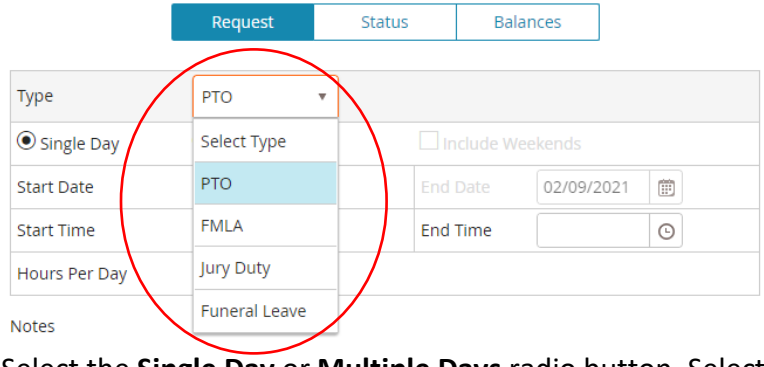


3. Checks will be listed on the left side of the screen. You may select individual paychecks to view or check the boxes to download and save multiple checks at once.

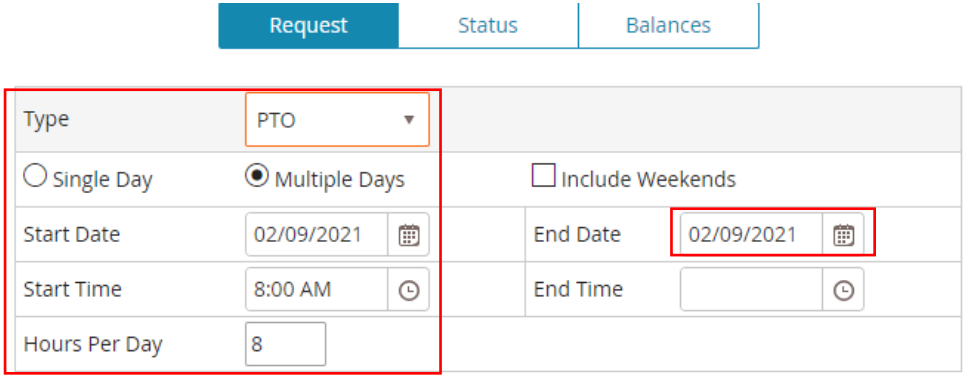


How to Submit Time Off Requests

1. Log in to Paylocity and navigate to the **Self Service Portal** from the main menu.
2. Navigate to the **Time Off** heading. Select **Submit Time Off Request.**
3. Select the correct type from the **Request Type** dropdown.



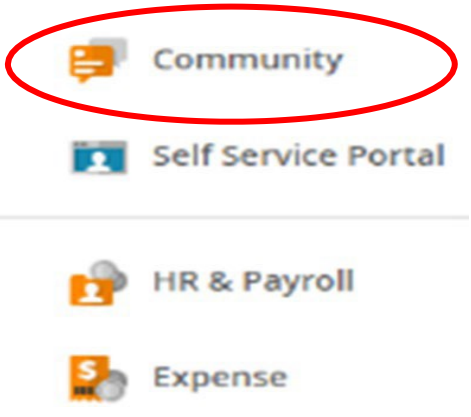
4. Select the **Single Day** or **Multiple Days** radio button. Select the **Start Date**, **End Date,** & **Start Time**. Enter the *number of hours* in the **Hours Per Day** field. Verify that all information is correct and select **Submit Request.**



Connect & Share on Paylocity Community

Community is a place where you can connect with your coworkers, share knowledge, gather feedback, and trackimportant news.

Navigate to **Community** from the Main Menu



Here you can post updates to groups, view company announcements,send appreciation to others through Impression Badges, share information, create polls, and more!

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Contact HR with any questions

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