

Team 24:

We are proud to offer you the **Paylocity Self-Service Portal** to keep your contact, employment, payroll, and benefits information accessible to you 24/7.

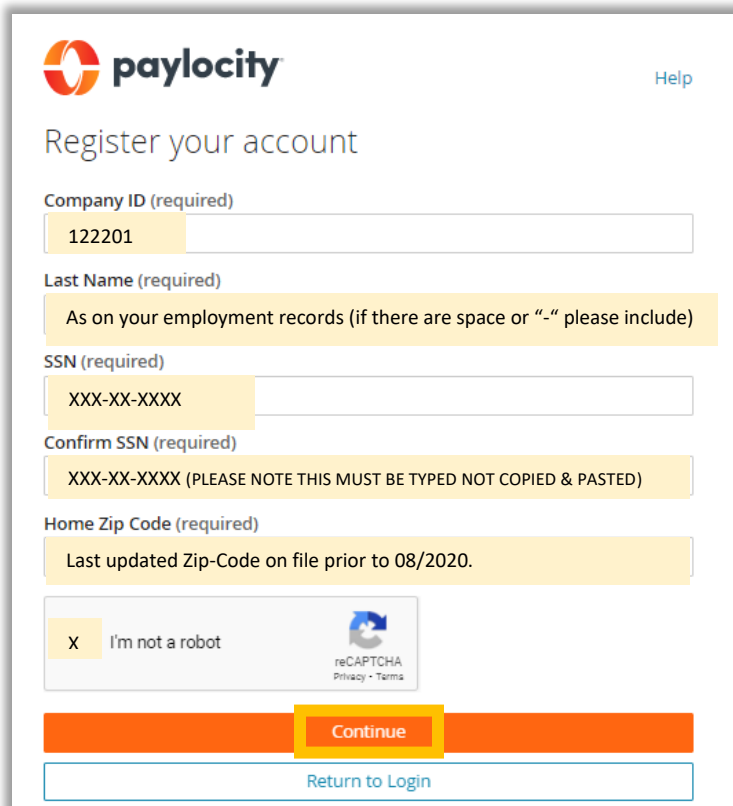
Through Paylocity's Self-Service Portal, you have the access to:

- ✓ Submit a Change of Address
- ✓ Update Emergency Contacts
- ✓ Update Tax Withholdings
- ✓ Add/Change Direct Deposit information
- ✓ View your Pay Statement (issued after Nov 2020)
- ✓ View your Year-end W-2
- ✓ View your total hours worked
- ✓ Select/Update your Health Benefits, when eligible

Register Your Account

Accessing Paylocity's Self-Service Portal:

1. Visit <https://access.paylocity.com/Register> on a web browser & complete the initial registration of your account.



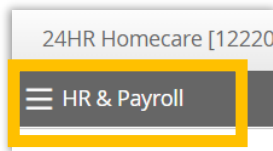
The screenshot shows the Paylocity registration page. At the top left is the Paylocity logo, and at the top right is a 'Help' link. The main heading is 'Register your account'. Below this are several input fields, each with a label and a required status: 'Company ID (required)' with the value '122201'; 'Last Name (required)' with the instruction 'As on your employment records (if there are space or "-" please include)'; 'SSN (required)' with the value 'XXX-XX-XXXX'; 'Confirm SSN (required)' with the value 'XXX-XX-XXXX (PLEASE NOTE THIS MUST BE TYPED NOT COPIED & PASTED)'; and 'Home Zip Code (required)' with the instruction 'Last updated Zip-Code on file prior to 08/2020.'. At the bottom left is a reCAPTCHA widget with an 'X' in a box and the text 'I'm not a robot'. At the bottom center is a large orange 'Continue' button, and at the bottom right is a blue 'Return to Login' button.

2. Select your security questions & create username and password.
3. Sign into account here: <https://access.paylocity.com/>
 - **Use Client ID: 122201**
4. Once signed in, we recommend that you complete the following:
 - ✓ Verify your address is up-to-date
 - ✓ Provide an emergency contact
 - ✓ Verify your direct deposit information
 - ✓ Confirm your tax status

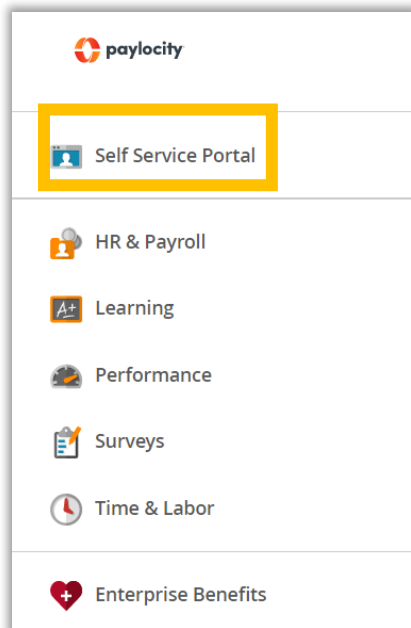
How to Submit Changes

Accessing the Portal:

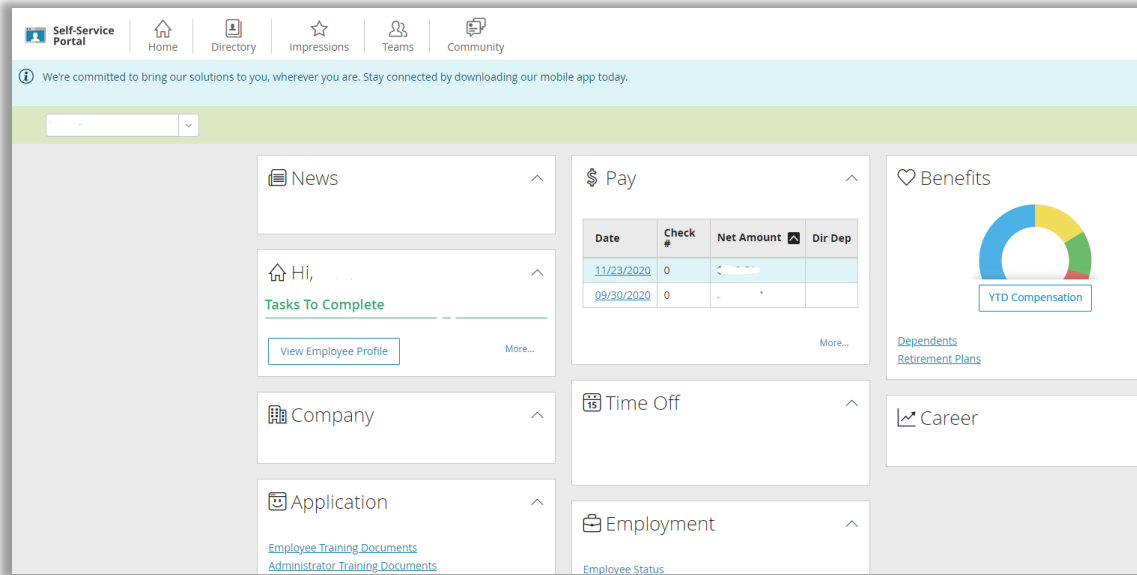
1. Visit <https://access.paylocity.com/> on a web browser & navigate to the Self-Service Portal:
 - On the TOP LEFT corner after logging in, locate the navigation bar & Click on the 3 lines:



- Select from the menu, Self-Service Portal:

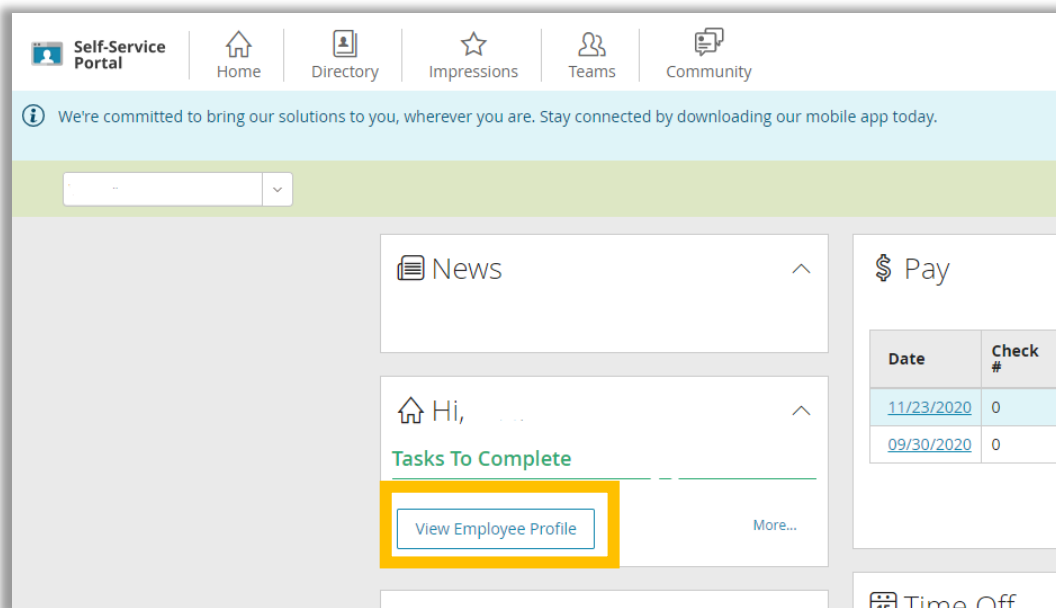


2. Your Self-Service Portal will appear as below with access to the variety of areas to collect documents, update your information, & review benefits to list a few:

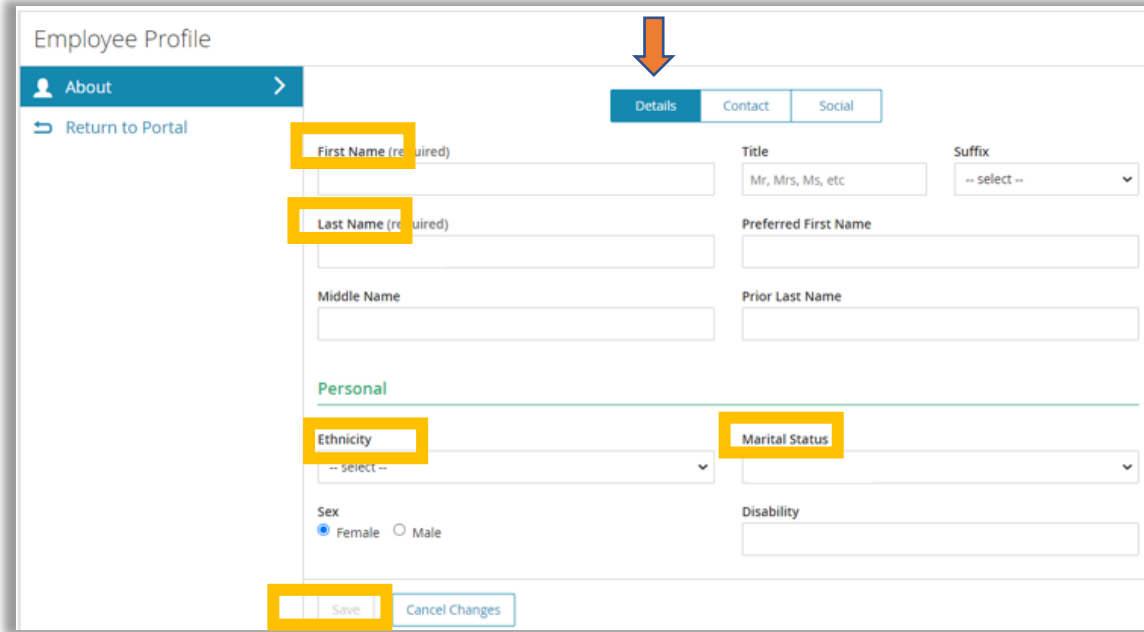


Update your Demographic Information:

1. Visit <https://access.paylocity.com/> on a web browser & navigate to the Self-Service Portal.
2. Within your Self-Service Portal, open your Employee Profile:

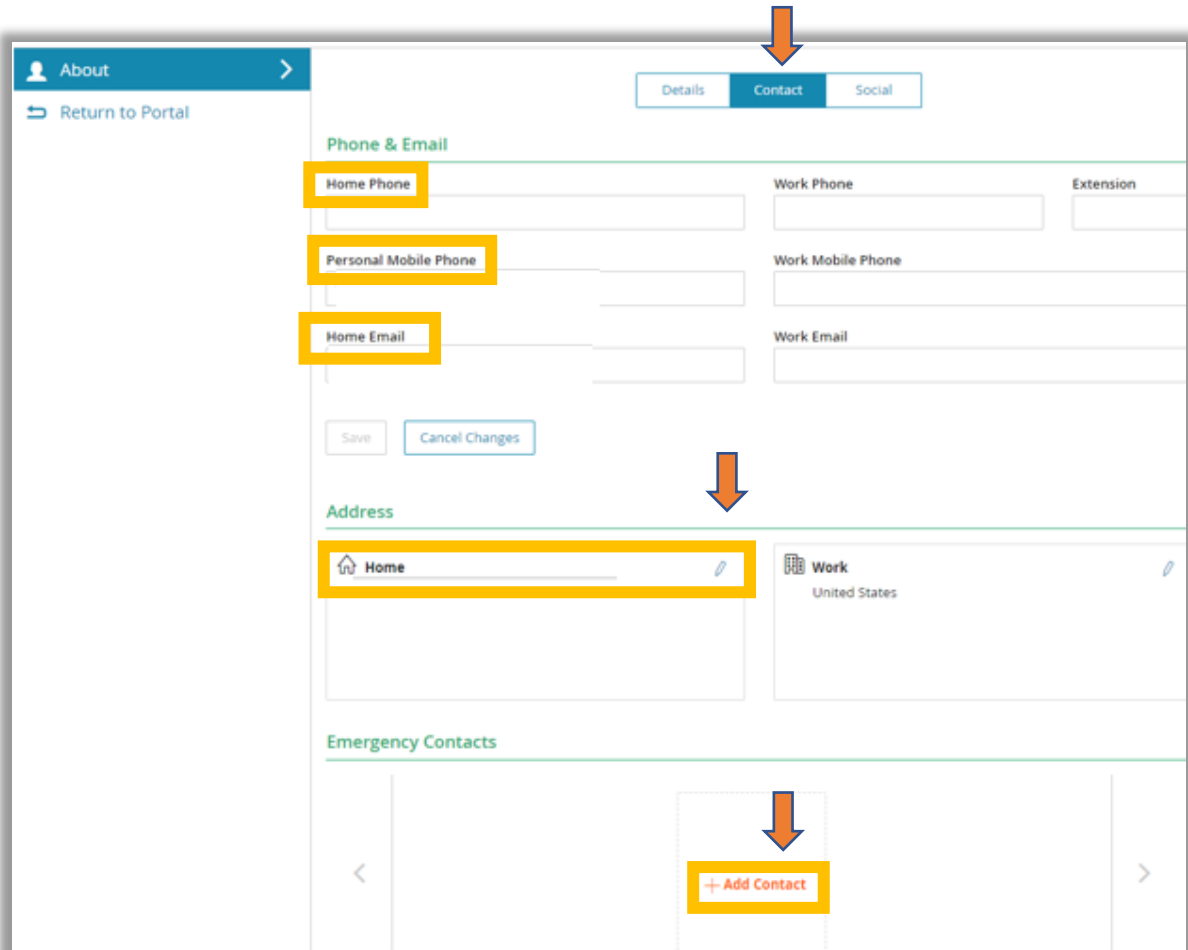


3. This will bring you to the Details page within the Employee Profile. Here you will be able to update your name, ethnicity, sex, & marital status. If you are choosing to update this information, please make the necessary changes & hit the save button at the bottom.



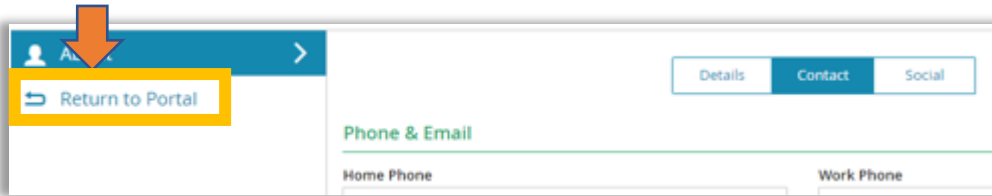
The screenshot shows the 'Employee Profile' page with the 'Details' tab selected. The 'First Name (required)' and 'Last Name (required)' fields are highlighted with yellow boxes. Other fields include 'Middle Name', 'Title' (with a dropdown menu showing 'Mr, Mrs, Ms, etc'), 'Suffix' (with a dropdown menu showing '-- select --'), 'Preferred First Name', and 'Prior Last Name'. The 'Personal' section includes 'Ethnicity' (dropdown), 'Marital Status' (dropdown), 'Sex' (radio buttons for 'Female' and 'Male'), and 'Disability'. At the bottom, there are 'Save' and 'Cancel Changes' buttons, both highlighted with yellow boxes. An orange arrow points to the 'Details' tab.

- 4. You will also be able to navigate to the Contact page, where you will have the option to update your home address, email address, phone number, & add an emergency contact. If you are choosing to update this information, please make the necessary changes & hit the save button at the bottom.



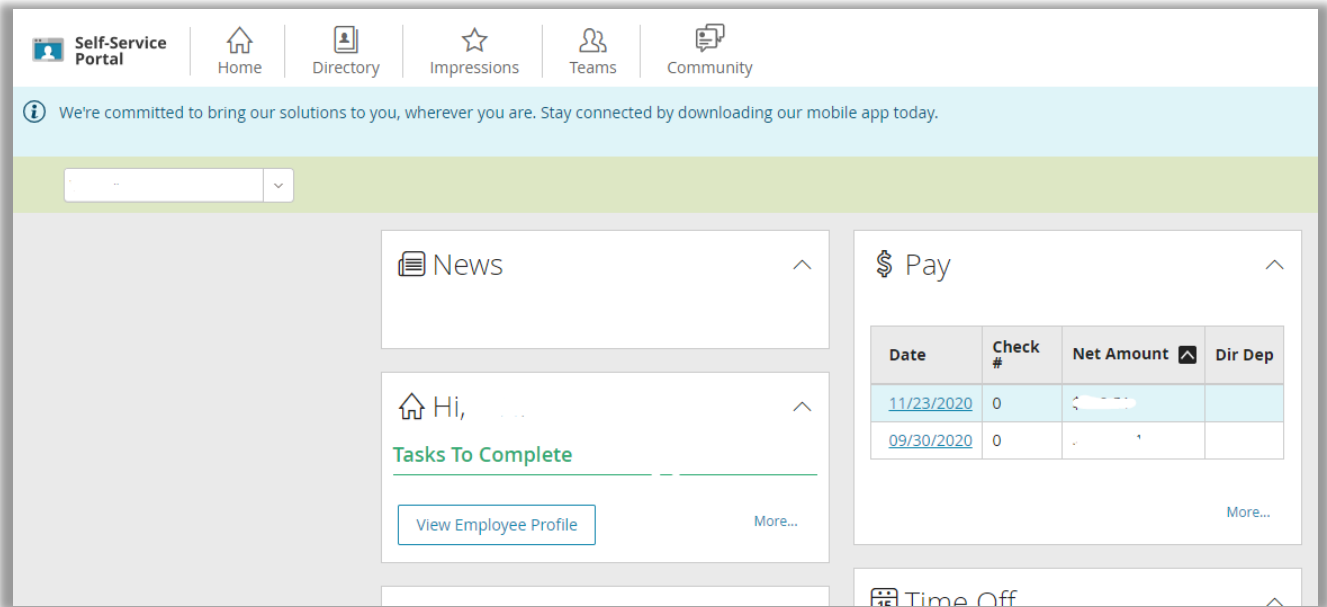
The screenshot shows the 'Employee Profile' page with the 'Contact' tab selected. The 'Phone & Email' section includes 'Home Phone', 'Personal Mobile Phone', 'Home Email', 'Work Phone', 'Work Mobile Phone', and 'Work Email' fields. The 'Address' section includes 'Home' and 'Work' address fields, with the 'Home' field highlighted by a yellow box. The 'Emergency Contacts' section is at the bottom, with an '+ Add Contact' button highlighted by a yellow box. Orange arrows point to the 'Contact' tab, the 'Home' address field, and the '+ Add Contact' button.

- Once finished saving this information, you can return to the Self-Service Portal by clicking the return arrow.

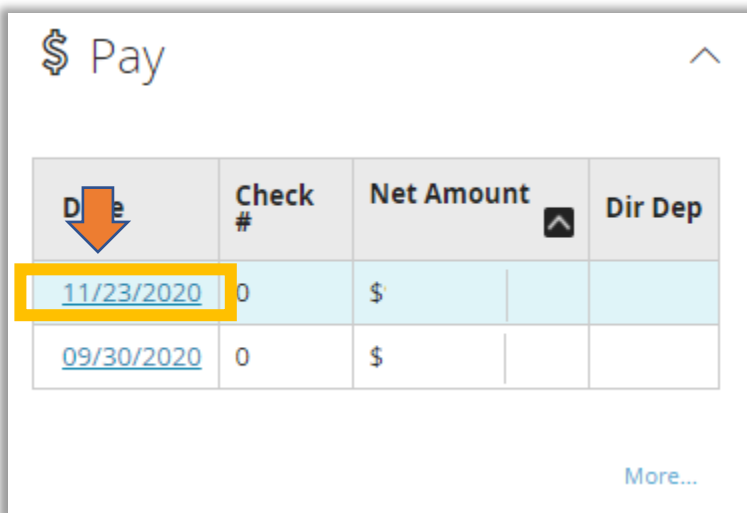


View your Pay History & Tax Information:

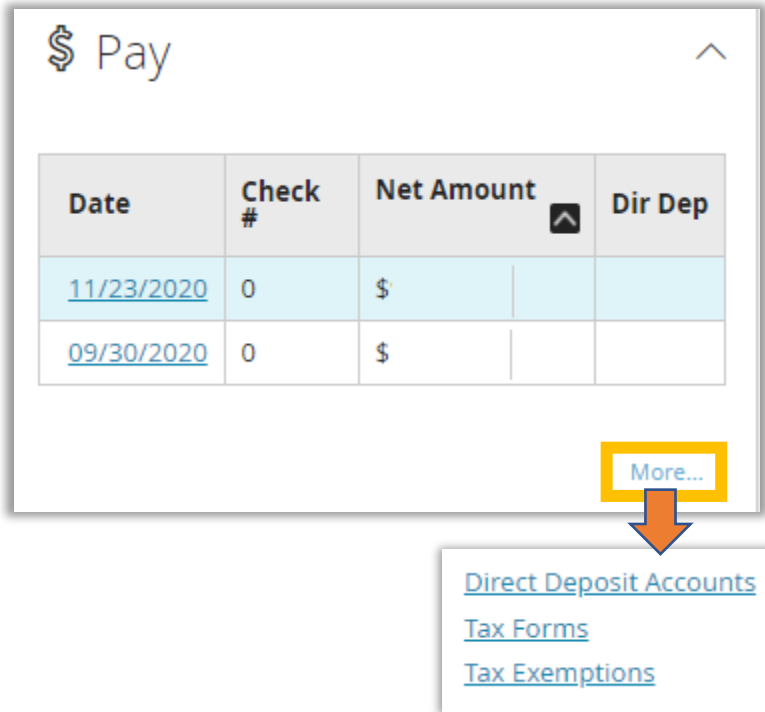
- Visit <https://access.paylocity.com/> on a web browser & navigate to the Self-Service Portal:



- On the Self-Service Portal, you will be able to view your most recent pay stubs under the “\$Pay” section. Simply click on the date listed to open your pay stub for your review.



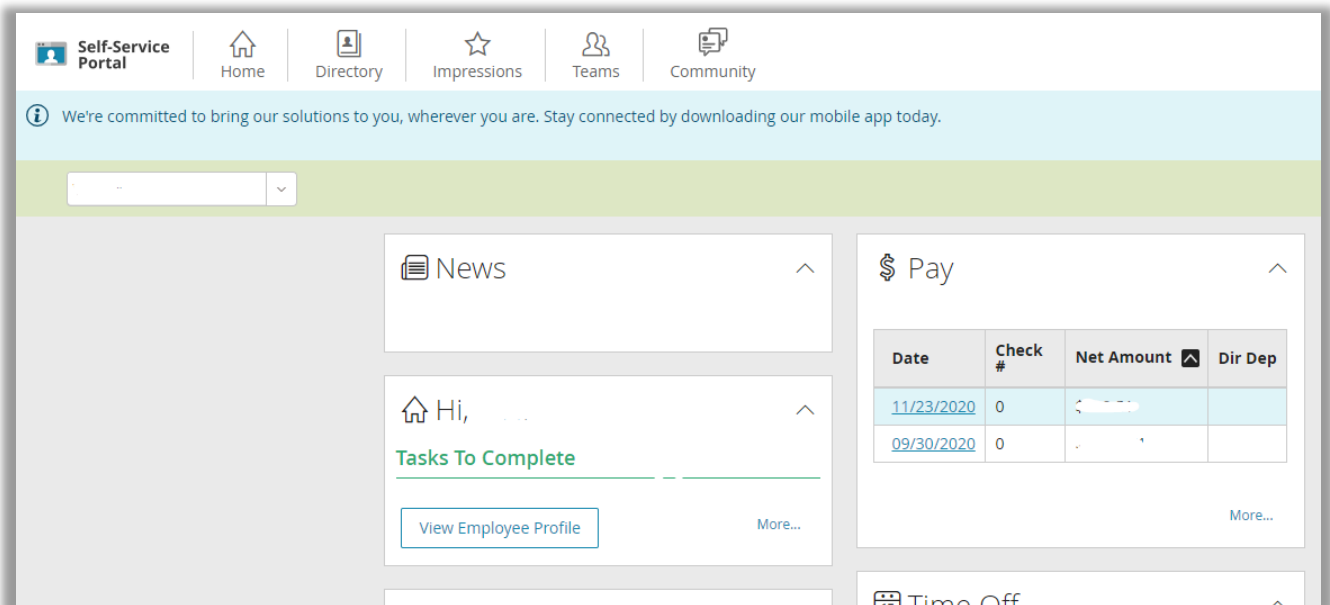
3. Navigate to the option “More...” under the pay section to view information like Direct Deposit, Tax Exemptions (Withholdings), and Tax forms:



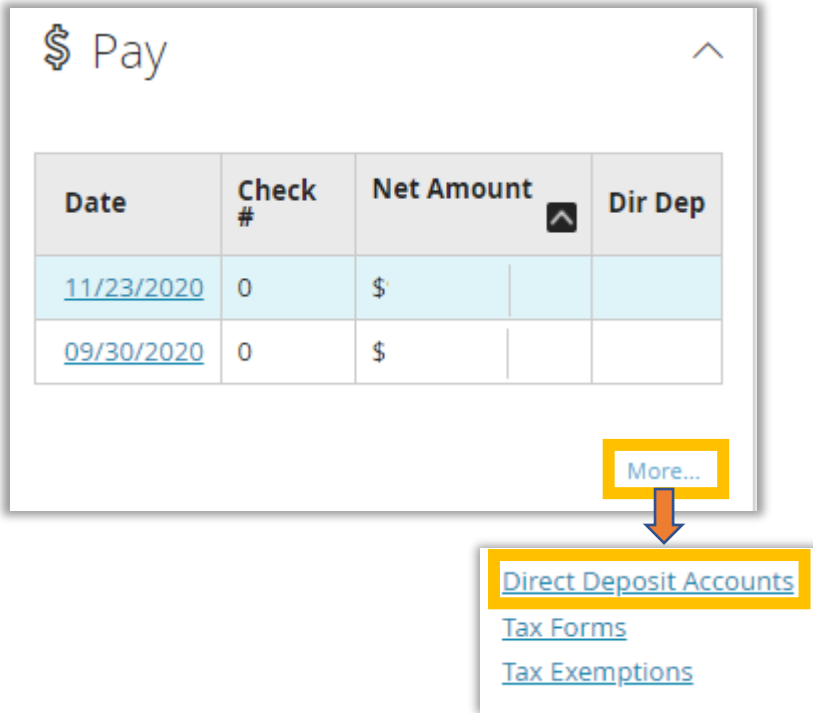
- Direct Deposit – Review your information, add a new account, or change your existing account
- Tax Forms – Review your W-2 & 1095c
- Tax Exemptions – make updates to your current tax withholding, change your filing status.

Update your Direct Deposit:

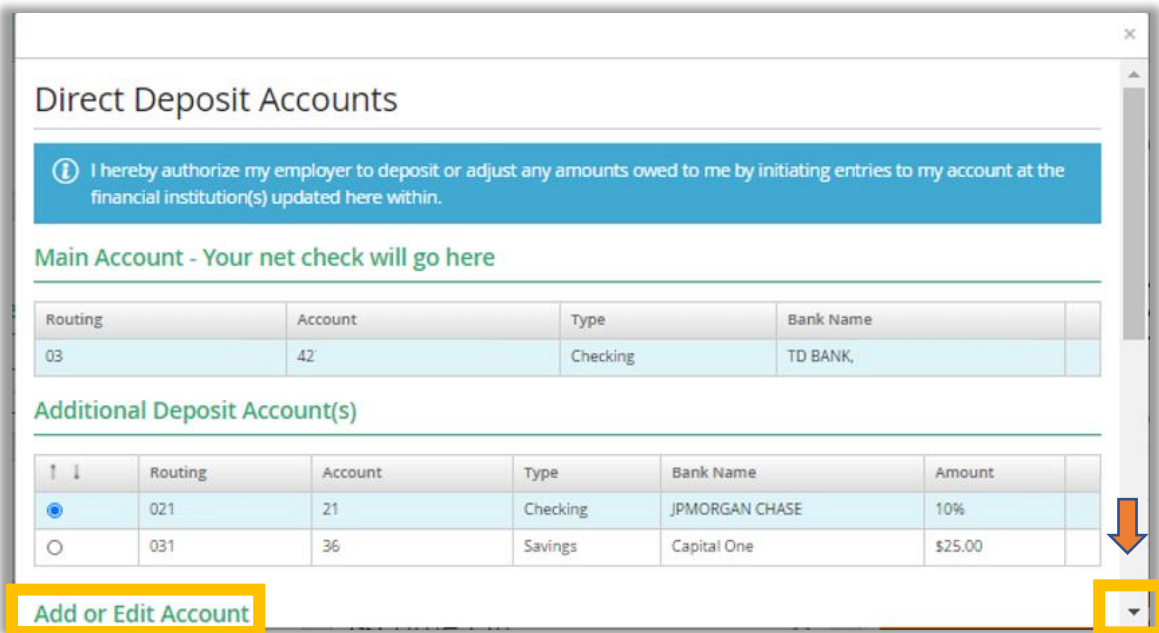
1. Visit <https://access.paylocity.com/> on a web browser & navigate to the Self-Service Portal:



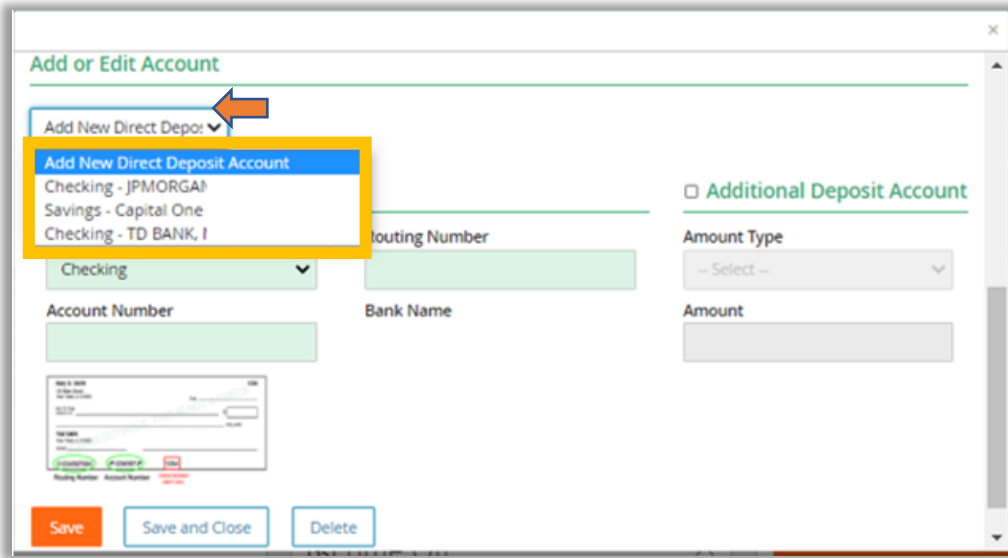
- 2. Navigate to the "\$Pay" area and click on "More..." to view Direct Deposit Accounts. Click on "Direct Deposit Accounts":



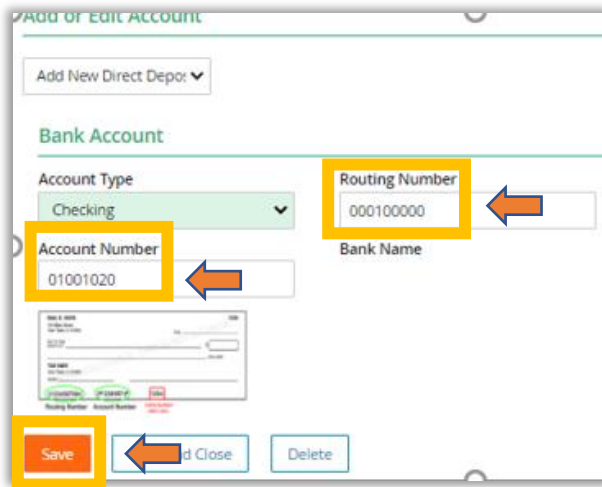
- 3. A new window will populate showing an active direct deposit accounts & allowing for you to add a new account. Scroll to "Add or Edit Account" to make changes.



- 4. To edit or make changes to an existing account, select your account in the options drop down. To add a new account keep on “Add New Direct Deposit Account”.



- 5. There are several options when adding accounts.
 - a. **ONE ACCOUNT:**
 - All funds will go into account entered.
 - i. Select “Add New Account”
 - ii. Fill out the Bank Account information, hit save.



b. **Adding ADDITIONAL ACCOUNT:**

second account with a specific percentage or amount being deposited.

- i. Select **"Add New Account"**
- ii. Fill out the Bank Account information.
- iii. Check **"Additional Deposit Account"**
- iv. Select **"Amount Type"** & list amount.
- v. Click Save.

Reference - AMOUNT TYPE:

Flat – chose to add a **dollar amount** out of each check into this new account.

EX. **\$25** of funds go into this account; remainder of pay will go into first account.

The screenshot shows the 'Add or Edit Account' form. The 'Bank Account' section includes fields for Account Type (Checking), Routing Number (000100000), Account Number (01001020), and Bank Name. A yellow box highlights the 'Additional Deposit Account' checkbox (checked), the 'Amount Type' dropdown (Flat), and the 'Amount' text box (25.00). An arrow points to this box. The 'Save' button is also highlighted with a yellow box.

Percent - chose to add a **%** of money out of each check into this new account.

EX. **10%** of funds go into this account; remainder of pay will go into first account.

The screenshot shows the 'Add or Edit Account' form. The 'Bank Account' section includes fields for Account Type (Checking), Routing Number (000100000), Account Number (01001020), and Bank Name. A yellow box highlights the 'Additional Deposit Account' checkbox (checked), the 'Amount Type' dropdown (Percent), and the 'Amount' text box (10). An arrow points to this box. The 'Save' button is also highlighted with a yellow box.

Download the Mobile Apps

Access employment and pay information “on the go” by downloading the Paylocity app.

- [Click here](#) to download the Paylocity Mobile app through the Apple Store
- [Click here](#) to download the Paylocity Mobile app through Google Play

If you have any trouble registering please contact us at paylocity@24hrcares.com.