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.
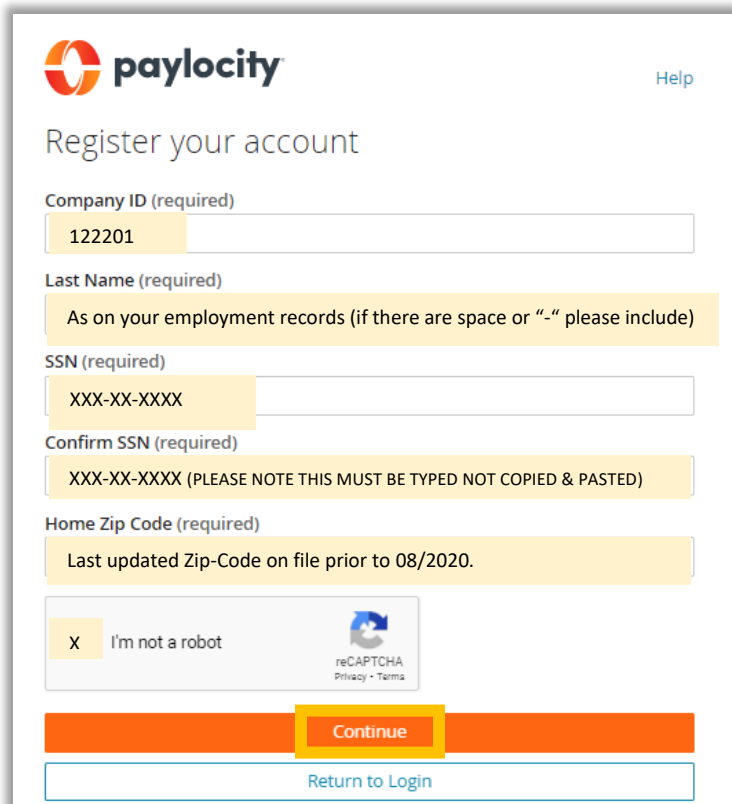
Through Paylocity's Self-Service Portal, you have the access to:
- ✓ Submit a Change of Address
- ✓ Update Emergency Contacts
- ✓ Update Tax Withholdings
- ✓ Add/Change Direct Deposit information
- ✓ View your Pay Statement (issued after Nov 2020)
- ✓ View your Year-end W-2
- ✓ View your total hours 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.

paylocity   Help

Register your account

Company ID (required)

122201

Last Name (required)

As on your employment records (if there are space or "-" please include)

SSN (required)

XXX-XX-XXXX

Confirm SSN (required)

XXX-XX-XXXX (PLEASE NOTE THIS MUST BE TYPED NOT COPIED & PASTED)

Home Zip Code (required)

Last updated Zip-Code on file prior to 08/2020.

X   I'm not a robot
reCAPTCHA
Privacy - Terms

Continue

Return to Login

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
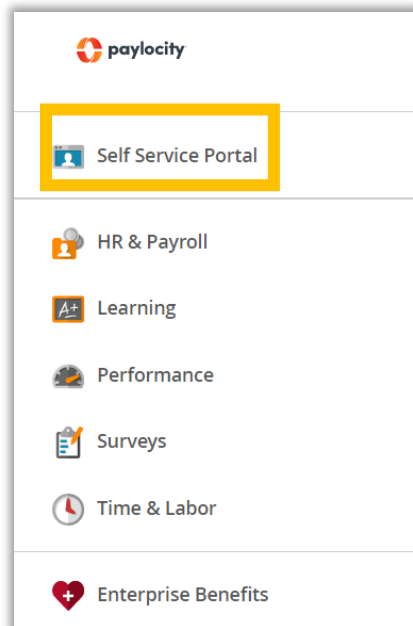
How to Submit Changes

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:
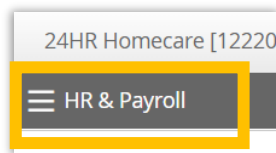
   ➢ Select from the menu, Self-Service Portal:

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:
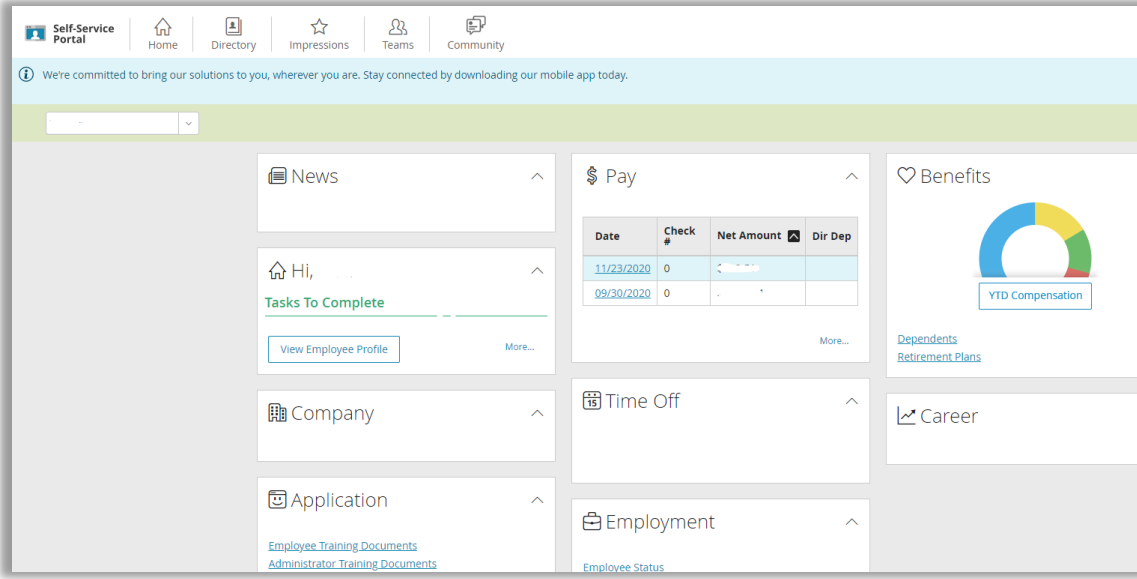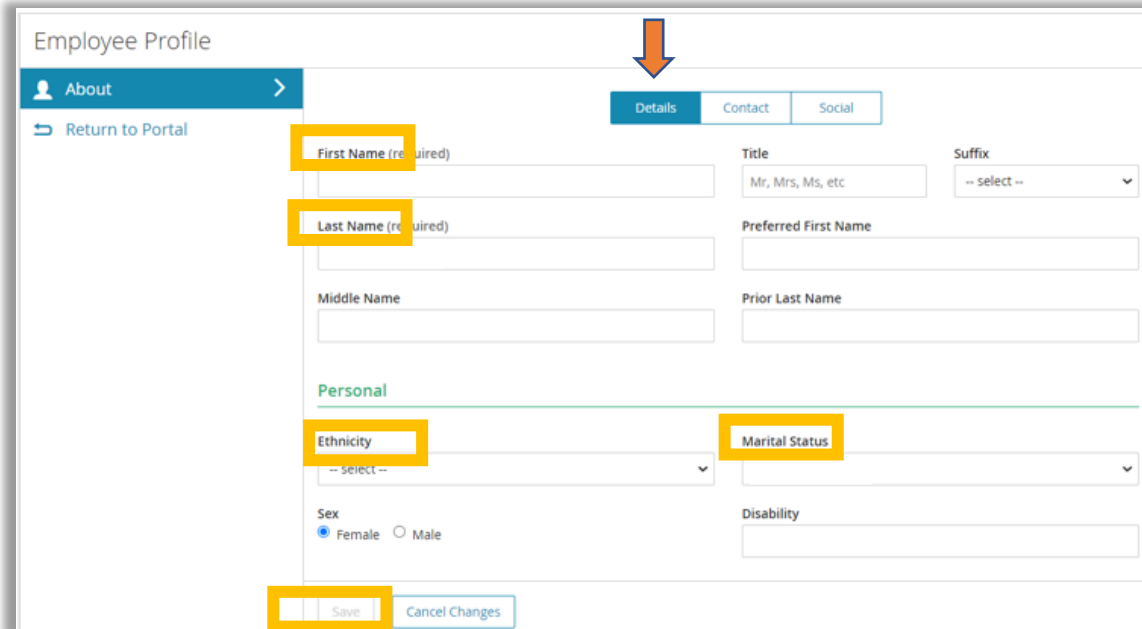
Update your Demographic Information:

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:
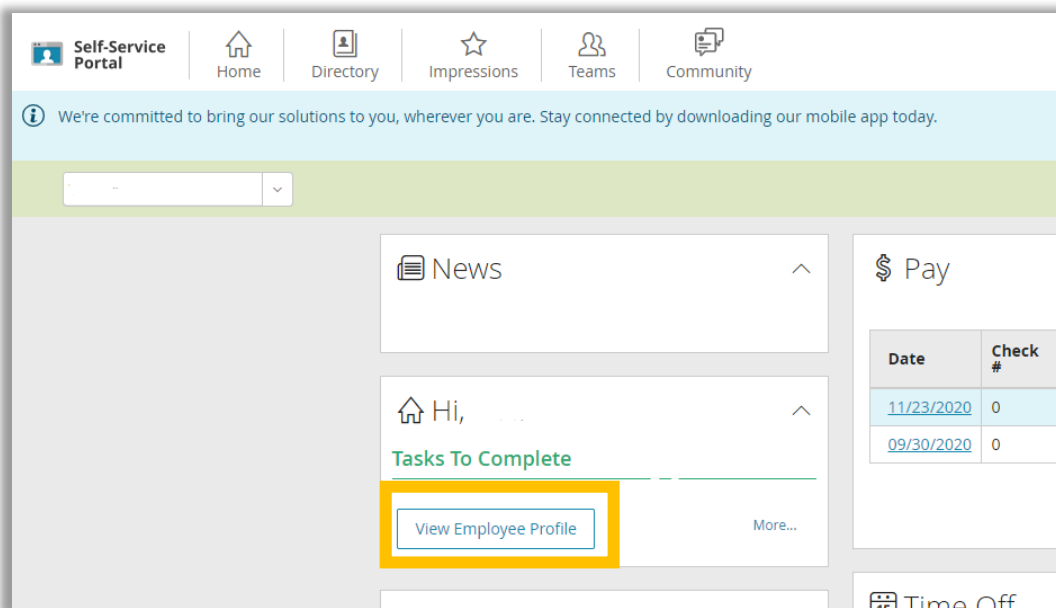
3. This will bring you to the Details page within the Employee Profile. Here you will be able to update your name, ethnicity, sex, & marital status. If you are choosing to update this information, please make the necessary changes & hit the save button at the bottom.
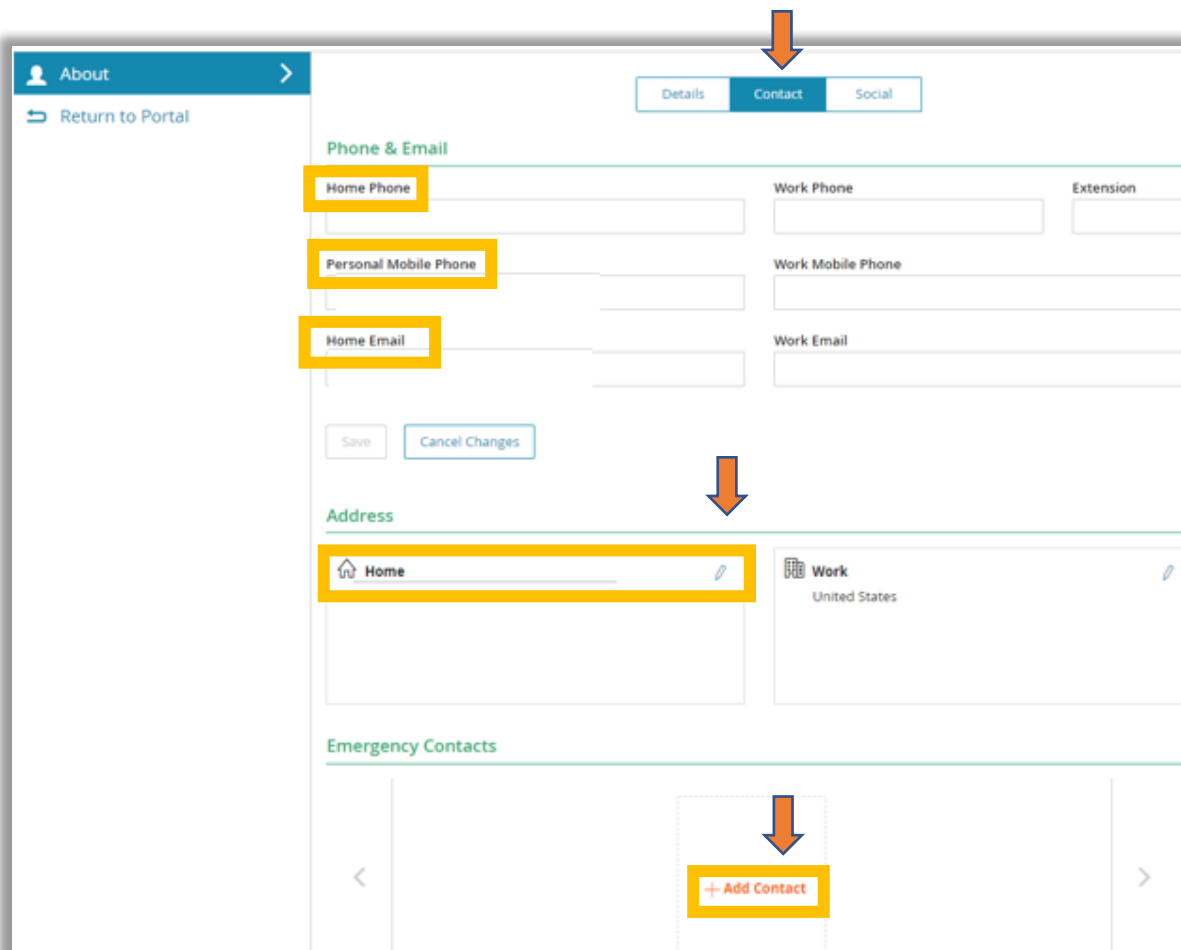
4. You will also be able to navigate to the Contact page, where you will have the option to update your home address, email address, phone number, & add an emergency contact. If you are choosing to update this information, please make the necessary changes & hit the save button at the bottom.
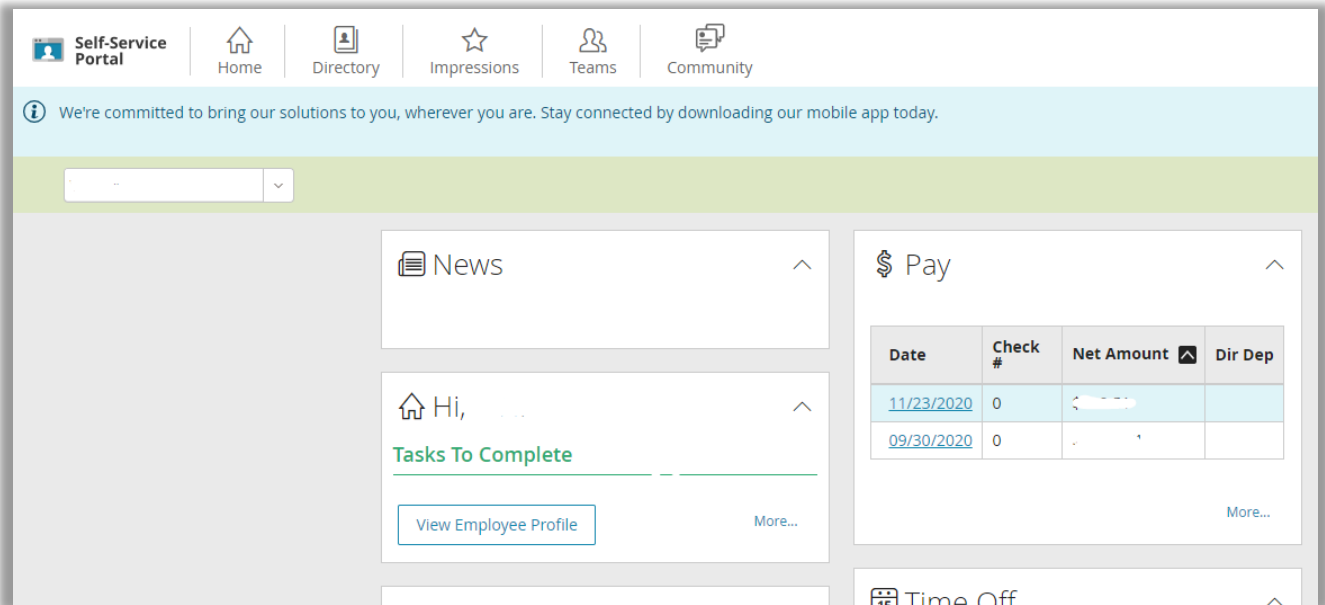
5. Once finished saving this information, you can return to the Self-Service Portal by clicking the return arrow.
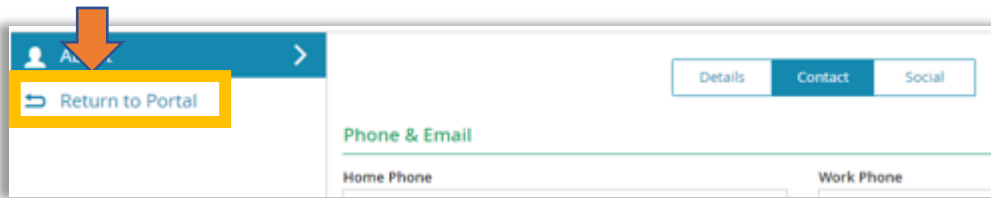

View your Pay History & Tax Information:

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

2. 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.
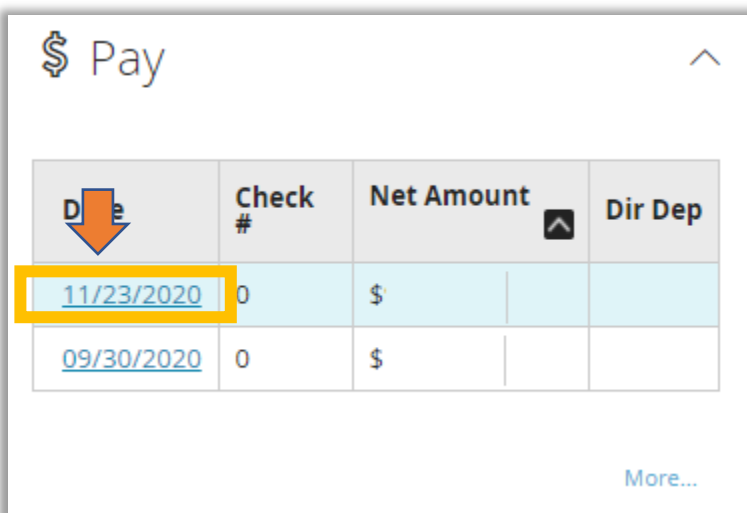
3. Navigate to the option "More…" under the pay section to view information like Direct Deposit, Tax Exemptions (Withholdings), and Tax forms:
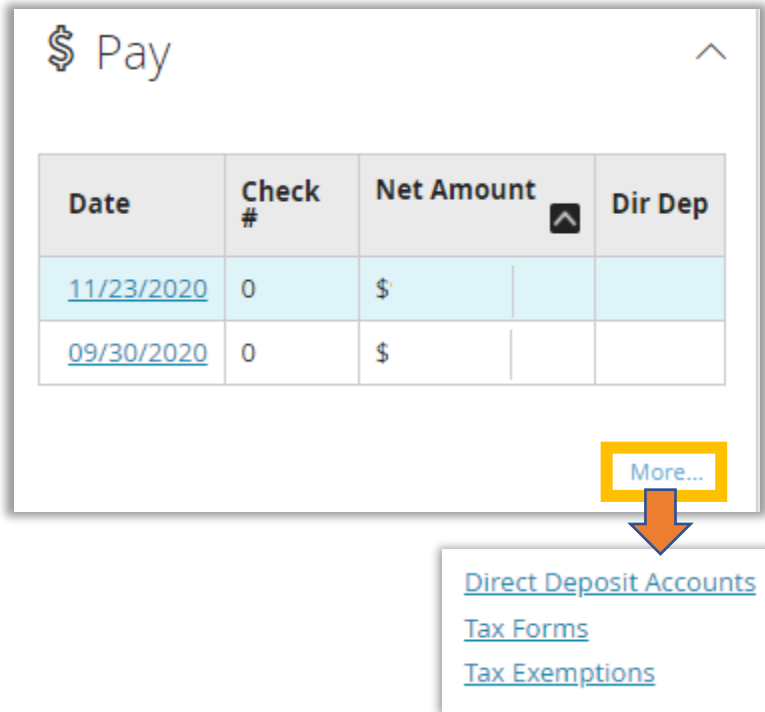
➢ Direct Deposit – Review your information, add a new account or change your existing account
➢ Tax Forms – Review your W-2 & 1095c
➢ Tax Exemptions – make updates to your current tax withholding, change your filing status.

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.