

Team 24:

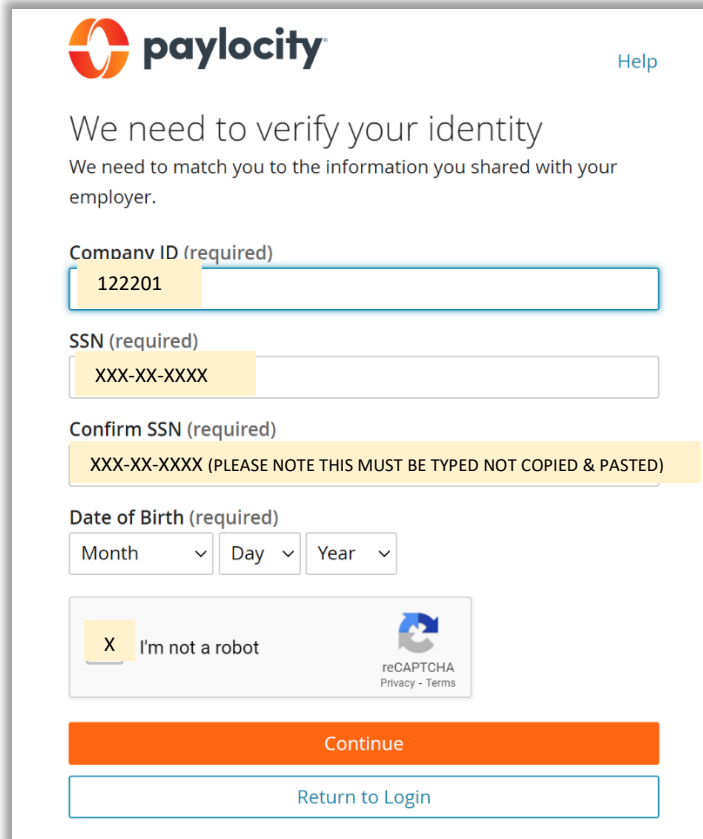
We are proud to offer you the **Paylocity Self-Service Portal** to keep your contact, employment, payroll, and benefits information accessible to you 24/7.

Quick Find

| | |
|---|----|
| Register Your Paylocity Account..... | 2 |
| Accessing Paylocity’s Self-Service Portal | 3 |
| Direct Deposit Accounts..... | 4 |
| Tax Forms (W2)..... | 6 |
| View/Edit Tax Withholdings | 7 |
| View/Download Paystubs | 8 |
| Updating Demographic Information | 9 |
| Go Paperless..... | 11 |

Register Your Paylocity Account

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

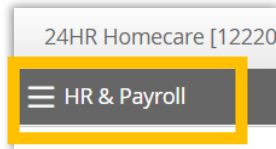


The screenshot shows the Paylocity registration verification page. At the top left is the Paylocity logo, and at the top right is a 'Help' link. The main heading is 'We need to verify your identity' with a sub-heading 'We need to match you to the information you shared with your employer.' Below this are several input fields: 'Company ID (required)' with the value '122201', 'SSN (required)' with the value 'XXX-XX-XXXX', and 'Confirm SSN (required)' with the value 'XXX-XX-XXXX (PLEASE NOTE THIS MUST BE TYPED NOT COPIED & PASTED)'. There is also a 'Date of Birth (required)' section with dropdown menus for 'Month', 'Day', and 'Year'. A reCAPTCHA widget is present with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. At the bottom, there is an orange 'Continue' button and a 'Return to Login' link.

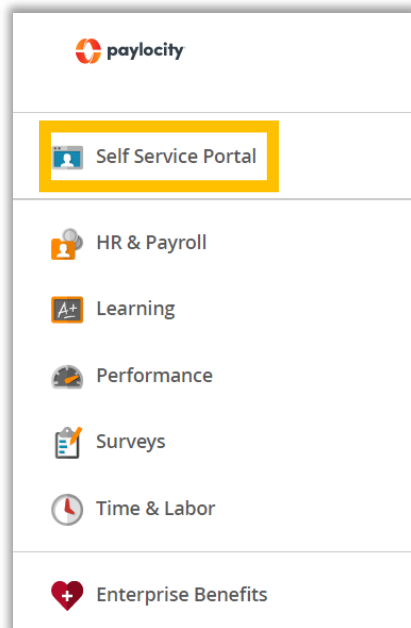
2. Select your security questions & create username and password.
3. Sign into account here: <https://access.paylocity.com/>
 - **Use Client ID: 122201**
4. Once signed in, we recommend that you complete the following:
 - ✓ Verify your address is up-to-date
 - ✓ Provide an emergency contact
 - ✓ Verify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

Accessing Paylocity's Self-Service Portal

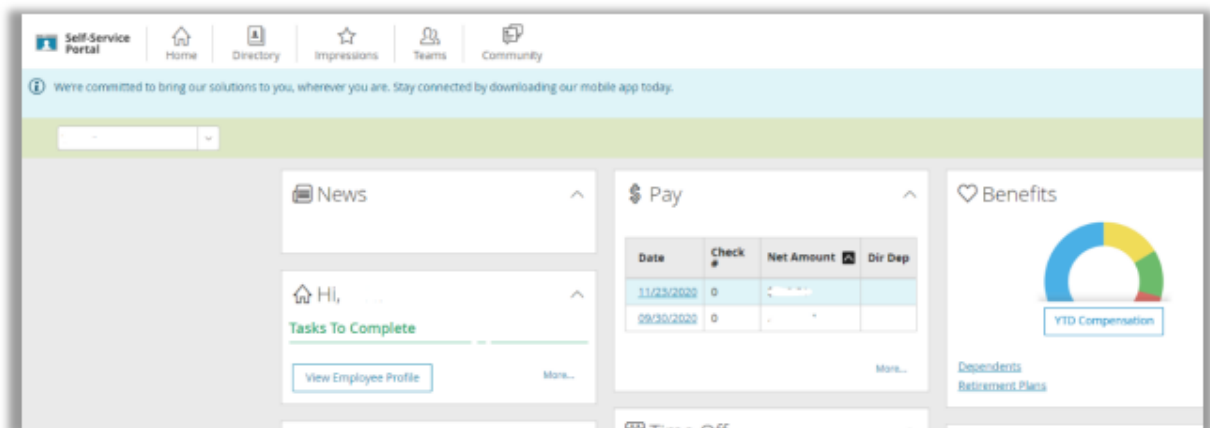
1. Visit <https://access.paylocity.com/> on a web browser & navigate to the Self-Service Portal:
 - On the TOP LEFT corner after logging in, locate the navigation bar & Click on the 3 lines:



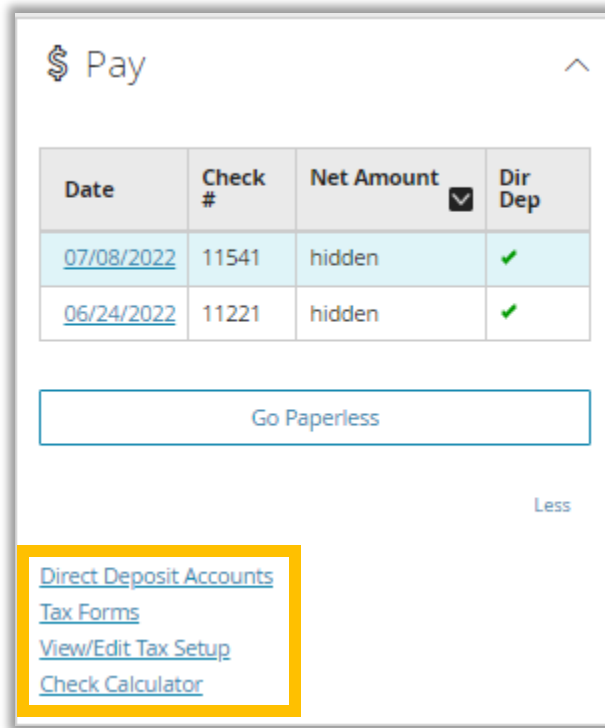
- Select from the menu, Self-Service Portal:



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



- Navigate to “More...” under the Pay section to begin updating your information.



Direct Deposit Accounts

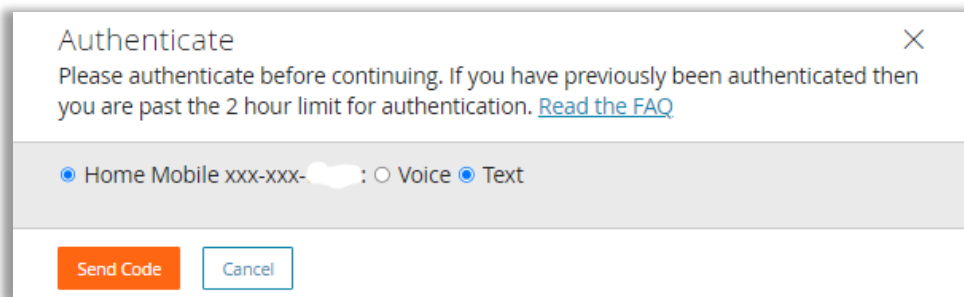
1. From the Pay Section, click More and select “Direct Deposit Accounts.”
2. Click **Show Private Data**. You will be required to verify your identity by sending a code to your phone number on file.

Direct Deposit Accounts

For privacy, there is sensitive data for this employee that is hidden by default.

[Show Private Data](#)

3. Select **Send Code**. You will be prompted to enter the 5-digit security code on your screen.



4. Once authenticated, you will be taken to the direct deposit screen where you can **view, edit, and delete** your direct deposit account information.

Direct Deposit Accounts

! I hereby authorize my employer to deposit or adjust any amounts owed to me by initiating entries to my account at the financial institution(s) updated here within.

Main Account - Your net check will go here

Add or Edit Account

Add New Direct Deposit Account [Learn more](#)

Bank Account

Account Type

Checking

Routing Number


Amount Type

– Select –

Account Number

Bank Name

Amount



Additional Deposit Account

?

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

Save

Save and Close

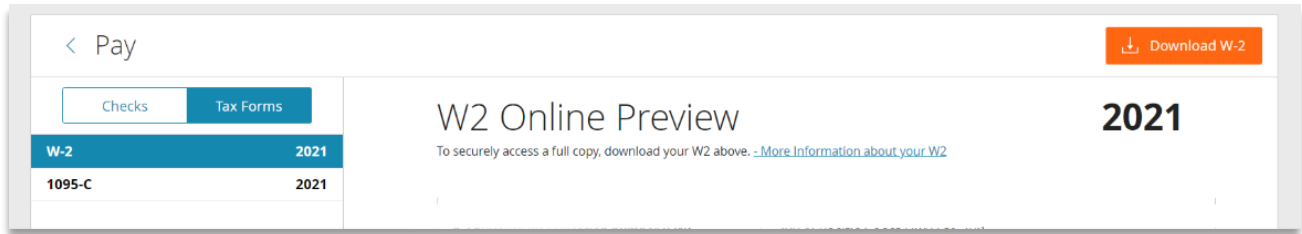
Delete

5. Direct Deposit Options:
 - a. You can add one or multiple direct deposit accounts.
 - b. If adding multiple accounts, you can designate a specific percentage (%) or flat dollar (\$) amount to be deposited into the additional account.
6. Update your information and select **Save and Close**.

Note: Payroll will receive a notification of changes made to your account and review updates.

➤ Video Guide: <https://use.vg/qSdPlpr6MuEW>

Tax Forms (W2)



1. From the Pay Section, click More and select **“Tax Forms”**
2. On the left column, select the required Tax Year to view or print a copy of the tax form
3. Click **“Download W2”**
 - o To Password protect: create password and then **“view PDF.”**
 - o To **NOT** password protect: click box next to **“Do not password protect this information: my computer is secure and free from spyware or other potential unauthorized access”** then **“view PDF.”**

Password Protect

The information you have requested is confidential.
To ensure that this information is secured please provide a password that will be required to view this information.

Password:

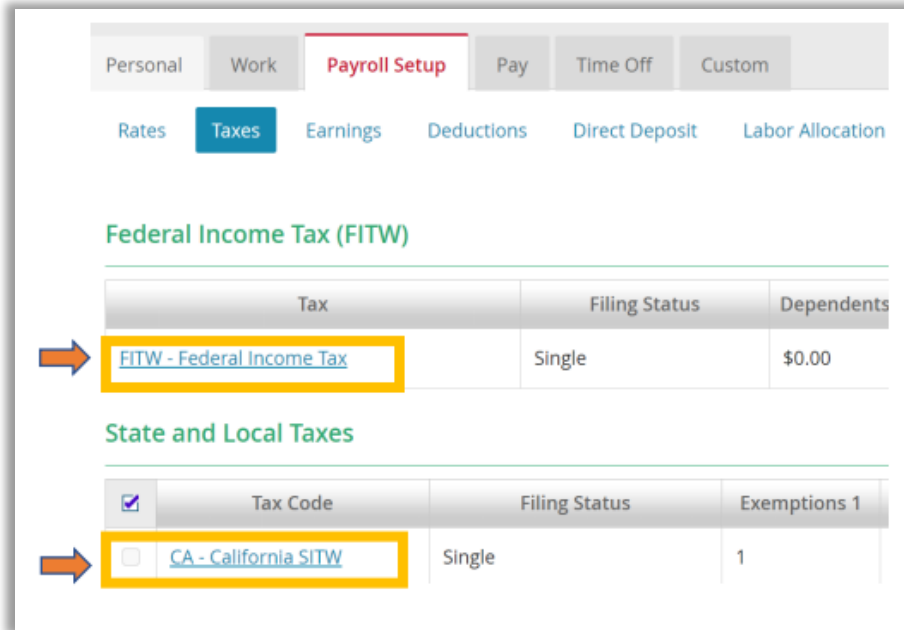
Do not password protect this information:
my computer is secure and free from spyware or other potential unauthorized access.

Note: to view password-protected information you must have Adobe Acrobat Reader 5.0 or later.
Click [here](#) to download the latest version of Acrobat Reader.

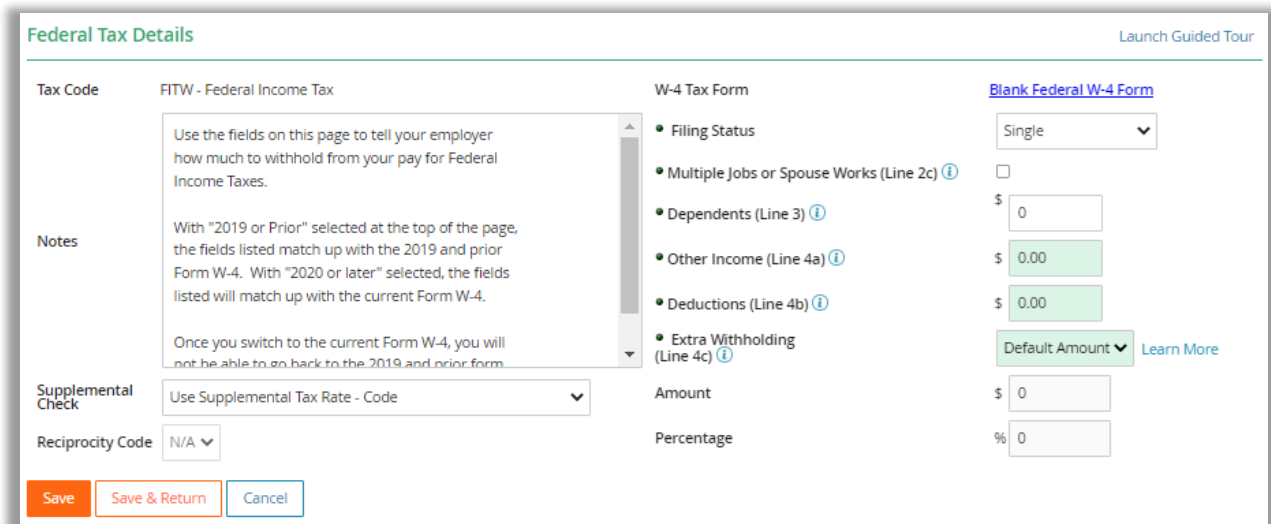
View PDF

View/Edit Tax Withholdings

1. To update your tax withholdings, navigate to Self-Service portal.
2. From the Pay Section, click More and select **“View/Edit Tax Setup.”** This will take you to view and update your current Federal and State Tax withholdings.



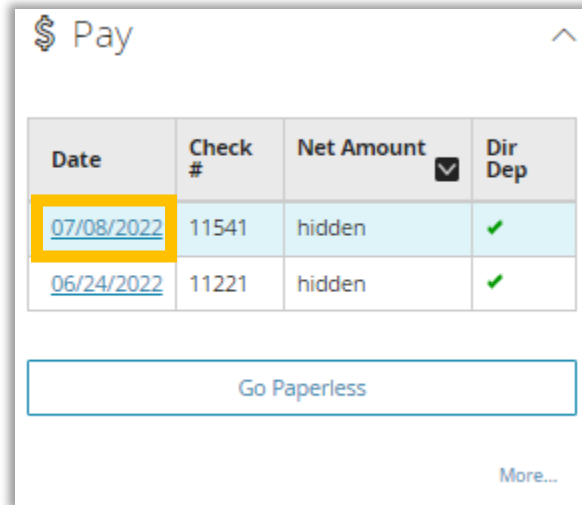
3. To update your tax withholdings, click on the link within each section.



4. Once complete, click **Save**

Note: Payroll will receive a notification of changes made to your account and review updates.

View/Download Paystubs



1. Select an available check date under “\$ Pay” to navigate to year-to-date checks.
2. Use the **Filter** button to view earnings from previous years.
3. Select **Download Paystub** to download/print individual check details.

➤ Video Guide: <https://app.vidgrid.com/view/KfBr68DQ7mcG/?sr=LD5IAu>

YTD 2022

| Date | Amount |
|----------------|----------|
| July 08, 2022 | \$707.70 |
| June 10, 2022 | \$240.00 |
| May 24, 2022 | \$289.50 |
| April 22, 2022 | \$452.25 |

Summary for 06/16/2022 - 06/30/2022

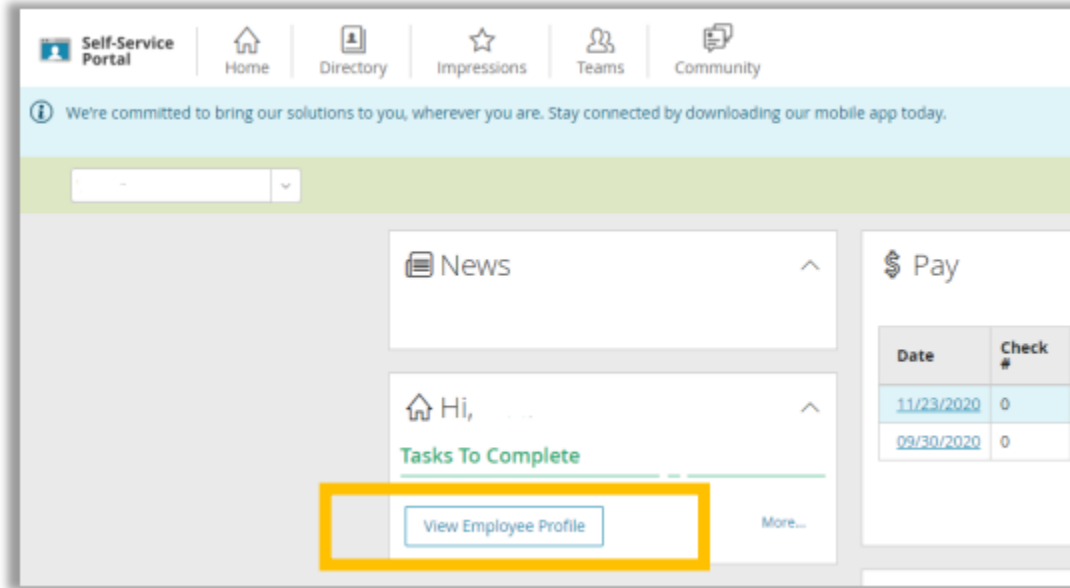
| | | | |
|---------------|----------|----------------|----------|
| Regular Hours | 47.18 | Reg Pay | \$707.70 |
| OT Hours | 0.00 | OT Pay | \$0.00 |
| Other Hours | ... | Other Pay | \$0.00 |
| Total Hours | 36.36 | Gross Pay | \$707.70 |
| Taxes | \$123.42 | Net Pay | \$584.28 |
| Deductions | \$0.00 | Direct Deposit | \$584.28 |
| Benefits | \$0.00 | Net Check | \$0.00 |

Direct Deposits

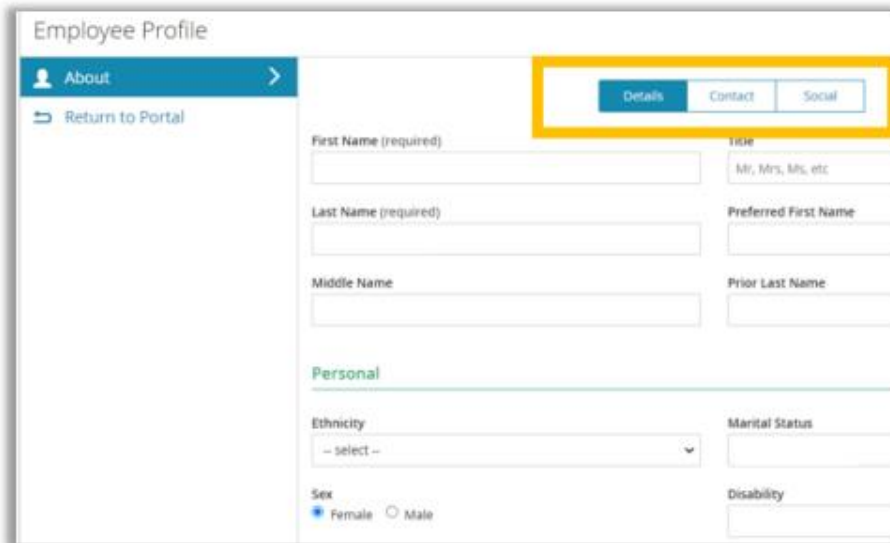
| Bank | Account | Type | Amount | YTD |
|---------------|---------|----------|-----------------|-------------------|
| | | Checking | \$584.28 | \$4,224.08 |
| Totals | | | \$584.28 | \$4,224.08 |

Demographic Updates (Address, Phone Number, Email)

1. Navigate to the Self-Service Portal.
2. Within your Self-Service Portal, click on *“View Employee Profile”*



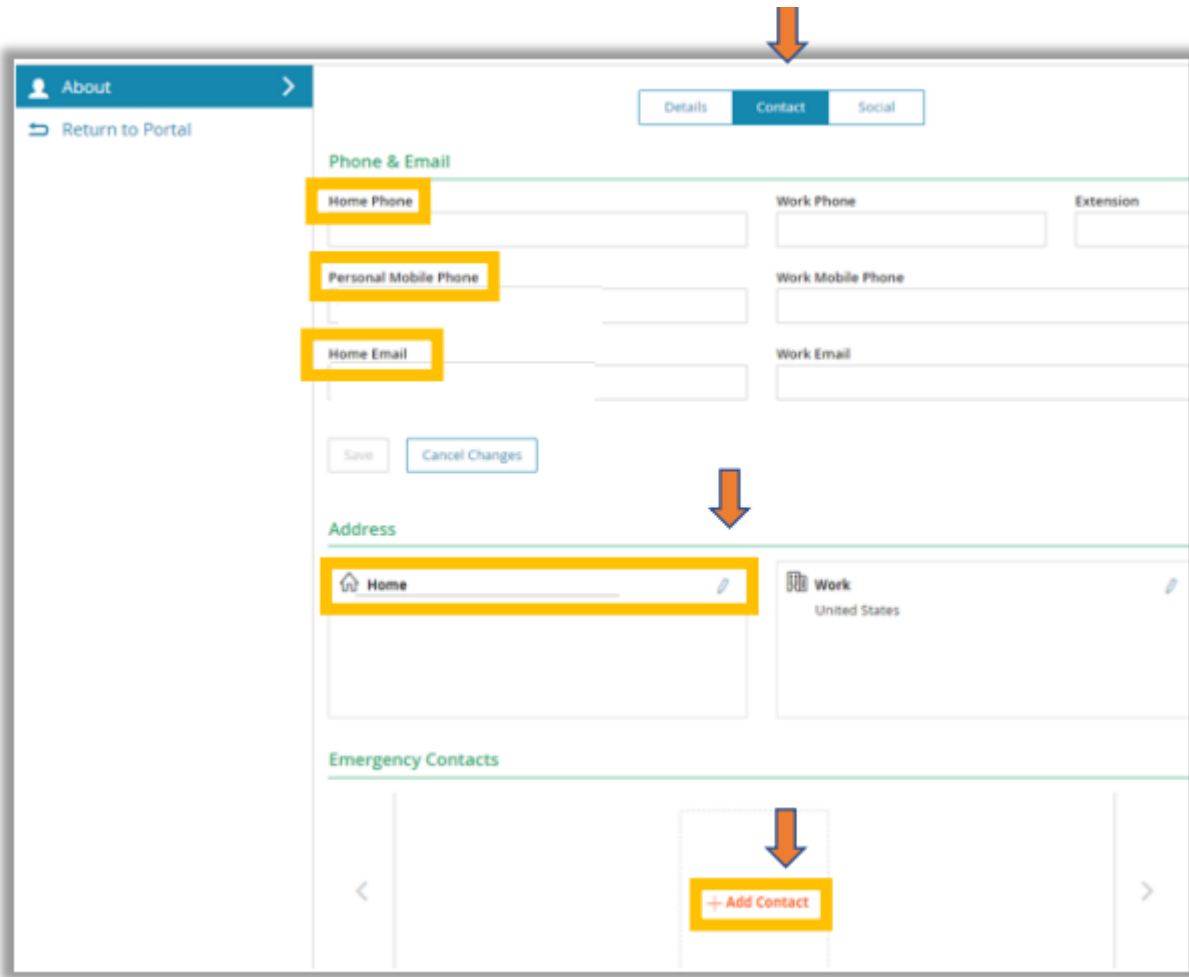
3. To update your name, ethnicity, sex & marital status, click on *Details*.



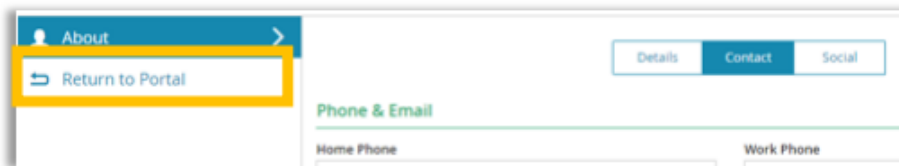
Updates to your legal name and Social Security Number will require legal documentation. Documentation can be sent to Paylocity@24hrcares.com

4. Click **Save** when complete.

- 5. To update your Home Address, Email Address, Phone Number, or an emergency contact click on [Contact](#).

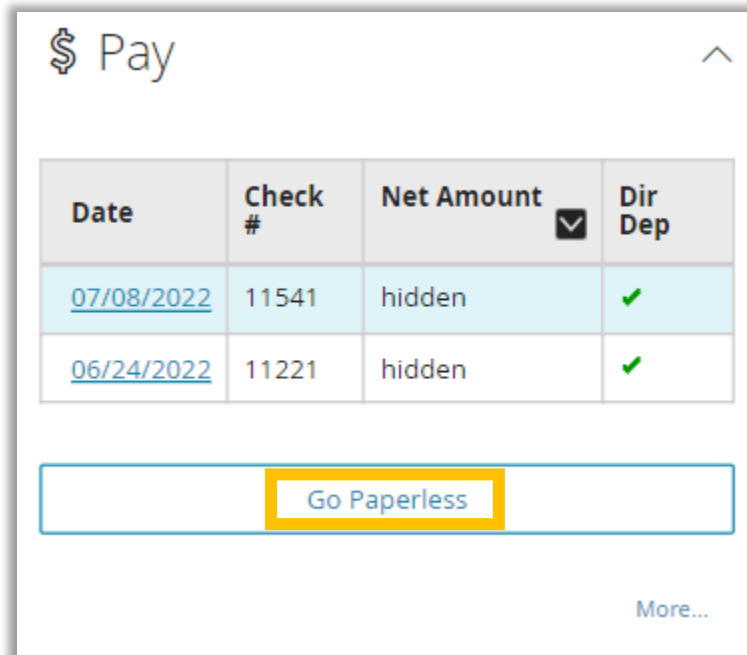


- 6. Click **Save** when complete. Return to the Self-Service Portal by clicking the return arrow.



Go Paperless

1. Navigate to the Self Service Portal.
2. Locate the **\$ Pay** heading.
 - Select **Go Paperless** to opt-in to the paperless option for direct deposit vouchers, W2s, 1099s, and 1095Cs.



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 the Paylocity Team at paylocity@24hrcares.com. We are here to help!