Initial Login

First time users will need to register themselves in order to use Web Pay.

1. Access Web Pay at https://login.paylocity.com. Bookmark Web Pay as a favorite site.

2. From the Login screen, click the Register New User Account link to access the Register New User Account Wizard.

3. Enter the Image Text. Click Next.

4. Enter the Paylocity assigned Company Id. Enter your Last Name, nine digit Social Security number, and Home Zip Code. Click Next.

5. Enter a User Name. User names are not case sensitive. User names must be 3 to 20 characters in length.

6. Enter a Password. Passwords are case sensitive. Passwords must be 7 to 20 characters in length and must contain 3 of the following 4 rules:

    a. 1 or more numbers

    b. 1 or more uppercase letters

    c. 1 or more lowercase letters

    d. 1 or more non-alphanumeric characters

7. Enter the password a second time in the Confirm Password field. Click Next.

8. Select a login challenge question from the Question 1, Question 2, and Question 3 drop downs. Enter the answer to the respective login challenge question in the Answer 1, Answer 2, and Answer 3 fields (80 character limit in each field). Click Next.

9. Select an image from the Select Security Image drop down. This image will appear on the login screen once the Company Id and User Name are entered. Enter a personal Security Phrase (128 character limit). This phrase will appear on the login screen once the Company Id and User Name are entered. Click Next.

10. Verify all information is correct. Click Finish to create new user account and enter Web Pay.

Paylocity Self Service Employee Login

With Paylocity Self Service, you can view and print current and historical paycheck information and W2 or 1099 statements. Self Service is supported on all leading browsers including Internet Explorer, Firefox, Netscape, Opera, and Safari.

Additionally, you can edit selected parts of your demographic and payroll set-up information. When you enter changes, the changes appear in a queue that the administrator can review and approve with one keystroke. The changes are then automatically moved into the payroll system.

Additional Resources Available 24/7

Employees with additional questions can access a brief step-by-step video presentation about this process by simply clicking the "Learn more at our Security Center" link on the login page.

The video is also available in the Video Links section of the Help text.

Note:
In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Home Menu

Edit available
A   Preferences *(Change User Name, Password, Paging Size, Notifications, Login Challenge Questions, and Security Image)*

Employees Menu – Employee Info

Edit available
A   Demographics *employees cannot change SSN or Birth Date*
A   Dependents
A   Emergency Contacts
A   Taxes
A   Direct Deposit

Human Resources

Edit available
A   Demographics *employees cannot change SSN or Birth Date*
A   Dependents
A   Emergency Contacts

Employees Menu – Checks

View or print current or previously issued checks.

Payroll – Check Calculator

Employees have the ability to calculate a check in test mode to test possible payroll situations.

Notifications – Message Center

The Message Center lists all system-generated notifications the user has received.

Based on Company selected features, view and edit access may vary.

Paylocity Self Service Login

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