

Paylocity Self Service Portal

The Self Service Portal will give you all your frequently requested information at a glance while easily allowing *you* to make changes to your employee information.

News

- Get timely company **News**

Personal

- Change **Personal Information** such as your name, address, personal phone, and email information
- Create a personal profile to appear in your **Company Directory Profile**

Company

- Learn more about your company's **hours**, important **links**, their **mission** statement, and important **orientation** information for new hires.

Application

- View and change your Login User Name, personal password, login challenge questions, personal security phrase, and image through **User Preferences**. Setup notification preferences, change your paging size, and select a default home page to land on once you login to Web Pay.
- Access **Employee Training Documents**
- View system requirements and recommended browsers in **About**.

Our menu bar at the top of the screen gives you a better viewing experience and provides access to Web Pay options.

Easy access Log Out button

View current and past checks quickly

Time Off accrual information at a glance

Request Time Off with a single click

Get a clear picture of your compensation details with the YTD Compensation Chart.

The screenshot shows the Paylocity Self Service Portal interface. At the top, there is a navigation menu with options: Applications, Home, Employees, HR, Payroll, Notifications, and Log Out. Below the menu, the user's name 'BBQ 04 [CLNT04]' and email 'ambrose (16)' are displayed. The main content area is divided into several sections: News, Personal, Company, and Application. The News section features a '401K Information' alert. The Personal section includes 'Personal Information' and 'Company Directory Profile'. The Company section lists 'Hours', 'Links', 'Mission', and 'Orientation'. The Application section includes 'User Preferences', 'Employee Training Documents', and 'About'. A 'Time Off' table is visible, showing columns for Type, Last Payroll, Since Last Payroll, and Future Approved. A 'YTD Compensation Chart' is also present, showing a pie chart with a red slice. Callouts point to various features: the top menu bar, the Log Out button, the YTD Compensation Chart, the Time Off table, and the Time Off Request button.

Date	Check #	Net Amount	Dir Dep
06/22/2012	100952	\$605.29	✓
06/19/2012	100947	\$603.39	✓

Type	Last Payroll	Since Last Payroll	Future Approved	
ESB - Basepay	1.461528 Days	0.000000 Days	1.461528 Days	0.000000 Days
TRC - Sick	2.633843 Days	0.000000 Days	2.633843 Days	0.000000 Days
VAC - Vacation	18.461528 Days	0.000000 Days	18.461528 Days	0.000000 Days

Compensation

- Displays **current and past checks** with a link to navigate you to check details.
- Easily change **Direct Deposit Accounts**
- View current and past **W-2's** on line
- Access the **Check Calculator** to see how changes made will affect your net check.

Time Off

- View used and available **Time Off Accruals**.
- Easily enter **Time Off Requests** for your supervisor's approval

Employment

- Review **Employee Status** history and hire date information
- View current and historical **Department / Position** information, pay settings and union information
- Access to Company **Handbook**

Benefits

- Summary of **YTD Compensation** including employer paid taxes
- Update **Dependent** and **Emergency Contact** information
- View and edit **Retirement Plan** details and contributions
- Overview of **Benefit Plans** offered by your company

Career Development

- **Apply for Open Positions** within your company
- View **Skills and Education** information

Additional Resources

Available 24/7

Additional information is available in the employee self service portal by clicking Employee Training Documents to access the Employee User Guide and employee videos.

Users can also click the blue question mark at the top right of a Web Pay screen to access help text.

Note:

Based upon Company selected features view/edit access may vary.

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

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