### 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

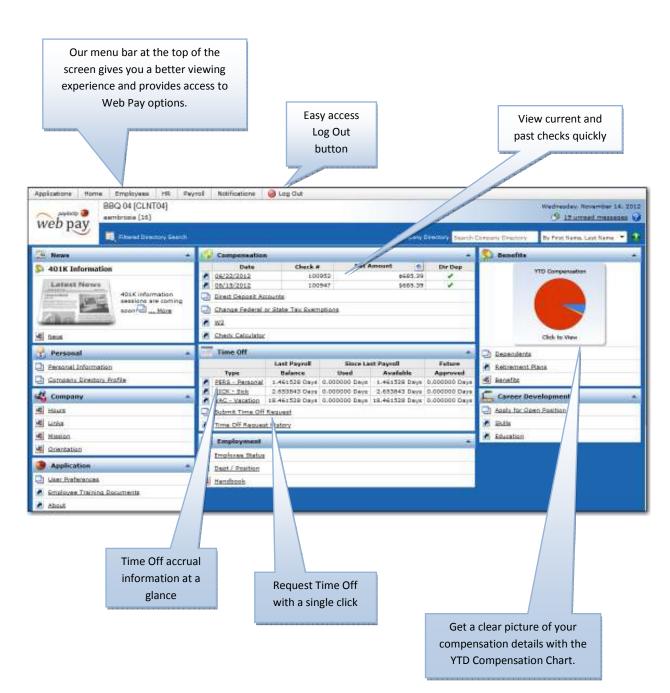
- Change *Personal Information* such as your name, address, personal phone, and email information
- Create a personal profile to appear in your *Company Directory Profile*

#### 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*.



#### 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.

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#### 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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