

## Login Information:

### Paylocity App-

- Staff will use Company ID: N8726
- Staff will enter Username (provided by HR)
- Staff will enter Password (created by user)
- Select Sign In (orange button)

Forgotten Username or Password link above 'Sign in' Button



Company ID

N8726

Username

Password



[Forgot username or password?](#)

Sign In

or

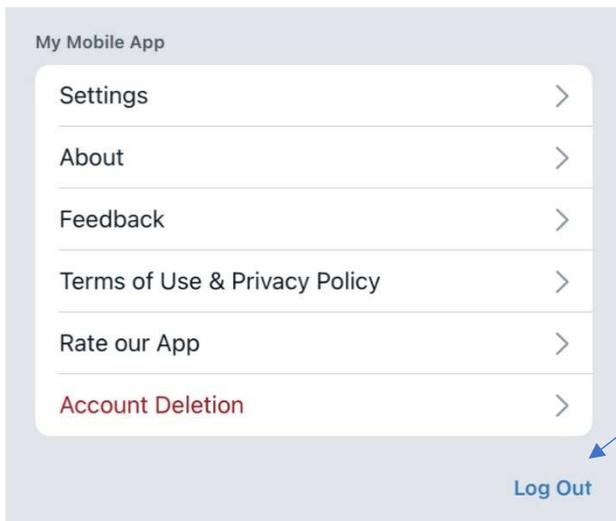
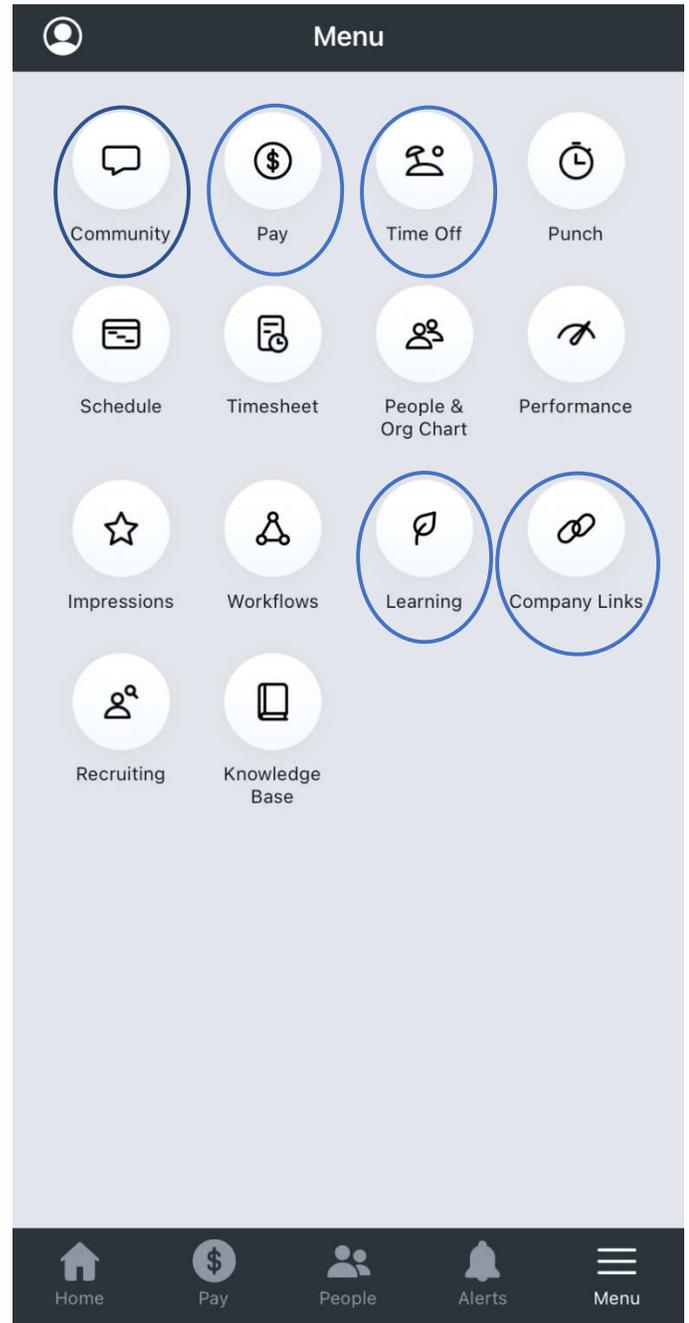
Sign in with Single Sign-On (SSO)

Register New User

## Menu:

### Main Menu Items-

1. Community
2. Pay
  - a. Tax Documents
3. Time Off
4. Learning (Annual Trainings)
5. Company Links (Holiday and Pay Schedule)



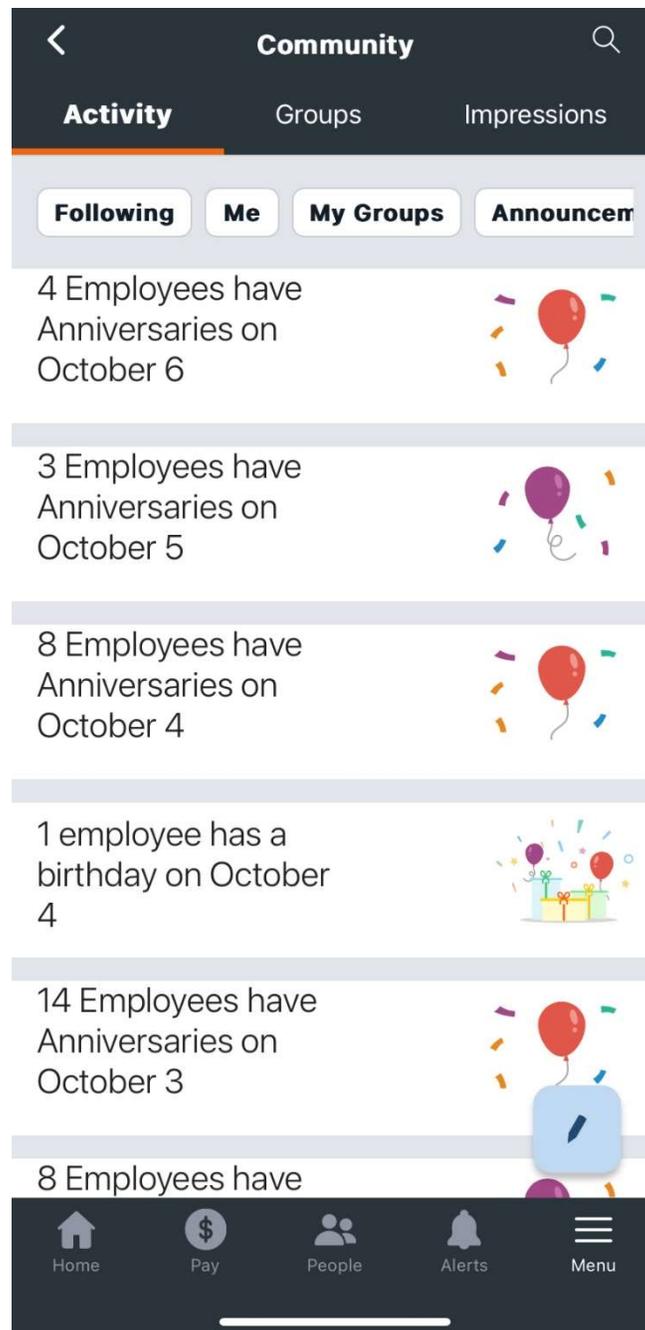
Select My Profile and scroll to the bottom of the screen to 'Log Out'

## Community:

Staff will see messages, comments, likes, and celebrations on the community tab under 'Activity'

Please Note:

- Staff will receive AIM General Info messages (these messages also come in a do-not-reply email to the user's email address)
- Staff should ensure device notifications are *turned on* for Paylocity to avoid missing important communications from the agency



## Pay:

### February 17

Current ← History Tax Forms



#### Earnings for Jan 22 - Feb 4

Description	Hours	Amount
Employer Cost Of Healthcare Rate	0.00	
Regular Rate		
<b>Totals</b>		

#### Direct Deposit

Bank	< Account >	Amount
<b>Totals</b>		

#### Taxes for Jan 22 - Feb 4

Description	Taxable	Amount

- Current-**  
most recent paystub
- Current check amount
  - Healthcare rate (if applicable)
  - Earnings/Hours for pay dates
  - Direct Deposit Information
  - Tax withholdings per pay period
  - Year to Date earnings

### Pay History

Current **History** Tax Forms

✓ 2023 2022 2021 2020 2019

02/17/2023	Regular	\$
02/03/2023	Regular	\$
01/20/2023	Regular	\$
01/06/2023	Regular	\$

- History-**  
most current/previous paystubs
- Pay date history for current year
  - Pay amount per pay date
  - Pay date history for previous years

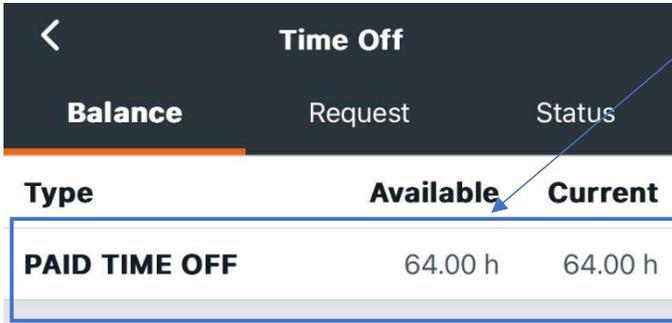
### Tax Forms

Current History **Tax Forms**

<input type="radio"/> 2022	W-2
<input type="radio"/> 2021	W-2
<input type="radio"/> 2020	W-2

- Tax Forms-**
- w2 current/previous years
  - Downloadable or Printable

## Time Off:

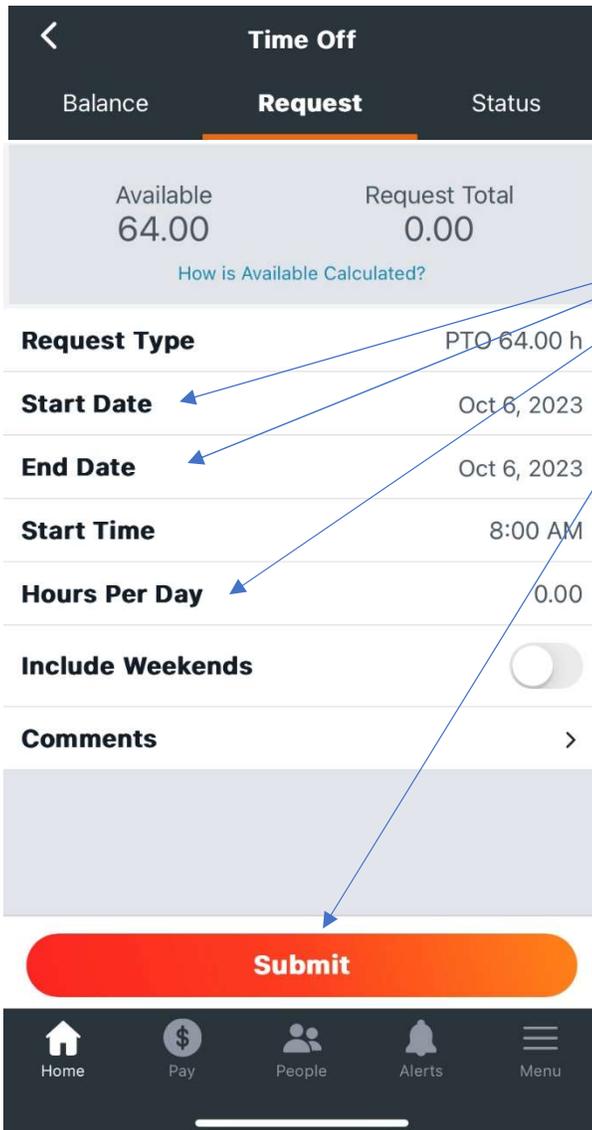


Type	Available	Current
PAID TIME OFF	64.00 h	64.00 h

**Balance-**  
Total number of PTO hours available to staff

**Please Note:**

- annual balance is renewed on your anniversary date; will show available once the pay date has processed for the pay period it falls in
- the remaining balance does not update until the PTO request has been paid out



Available: 64.00 | Request Total: 0.00

[How is Available Calculated?](#)

**Request Type**: PTO 64.00 h

**Start Date**: Oct 6, 2023

**End Date**: Oct 6, 2023

**Start Time**: 8:00 AM

**Hours Per Day**: 0.00

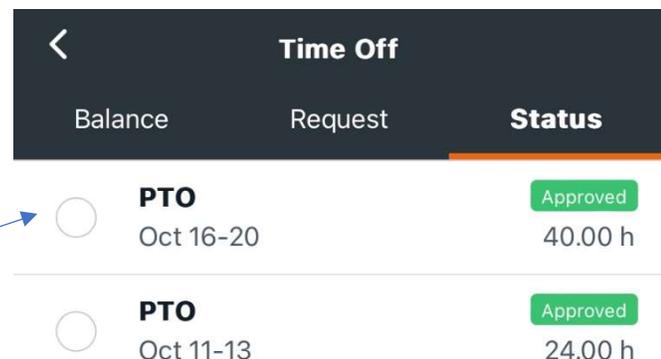
**Include Weekends**:

**Comments**: >

**Submit**

**Request-**

- Submit PTO requests for days off by entering:
  - request type
  - date
  - time
  - hours per day
  - any relevant notes prior to PTO approval
- Staff will be able to submit up to what is allowable in their PTO balance



	Request	Status
<input type="radio"/>	PTO Oct 16-20	Approved 40.00 h
<input type="radio"/>	PTO Oct 11-13	Approved 24.00 h

**Status-**

This will show the status of all submitted PTO requests (indicated by pending or approved)

## Learning:

### My Trainings-

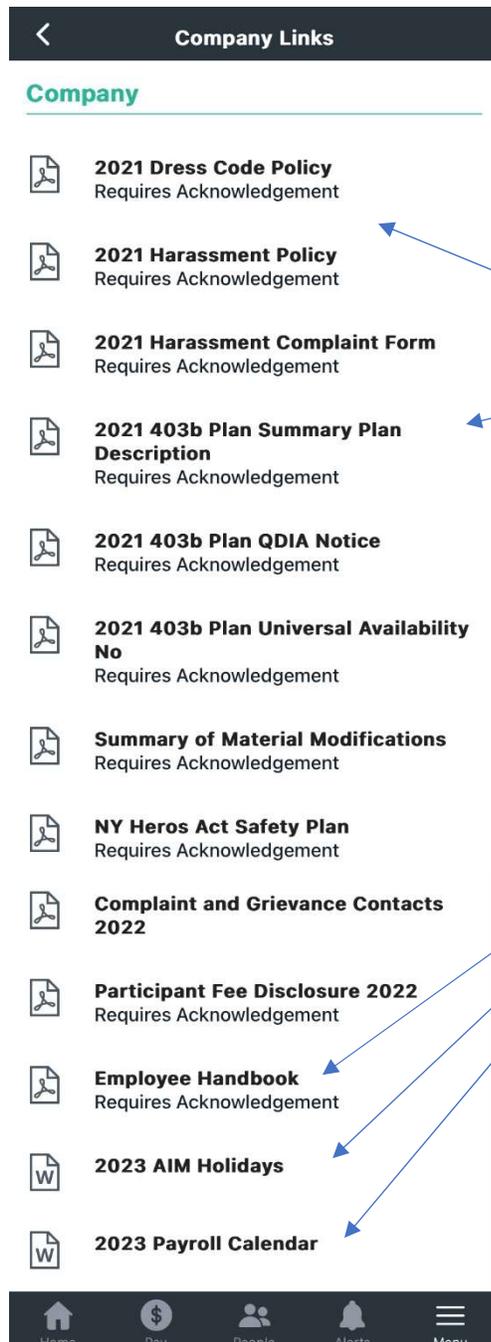
Staff will see all assigned trainings

- Annual Trainings
- Training Stats
  - Active- needs to be completed by staff
  - Completed- has been completed by staff



You currently have no Assigned Trainings.

## Employee Information:



Company Links-  
Staff can access documents from the agency (printable and downloadable)

- Policies
- Forms
- Employee Handbook
- AIM Holidays
- Pay Schedule