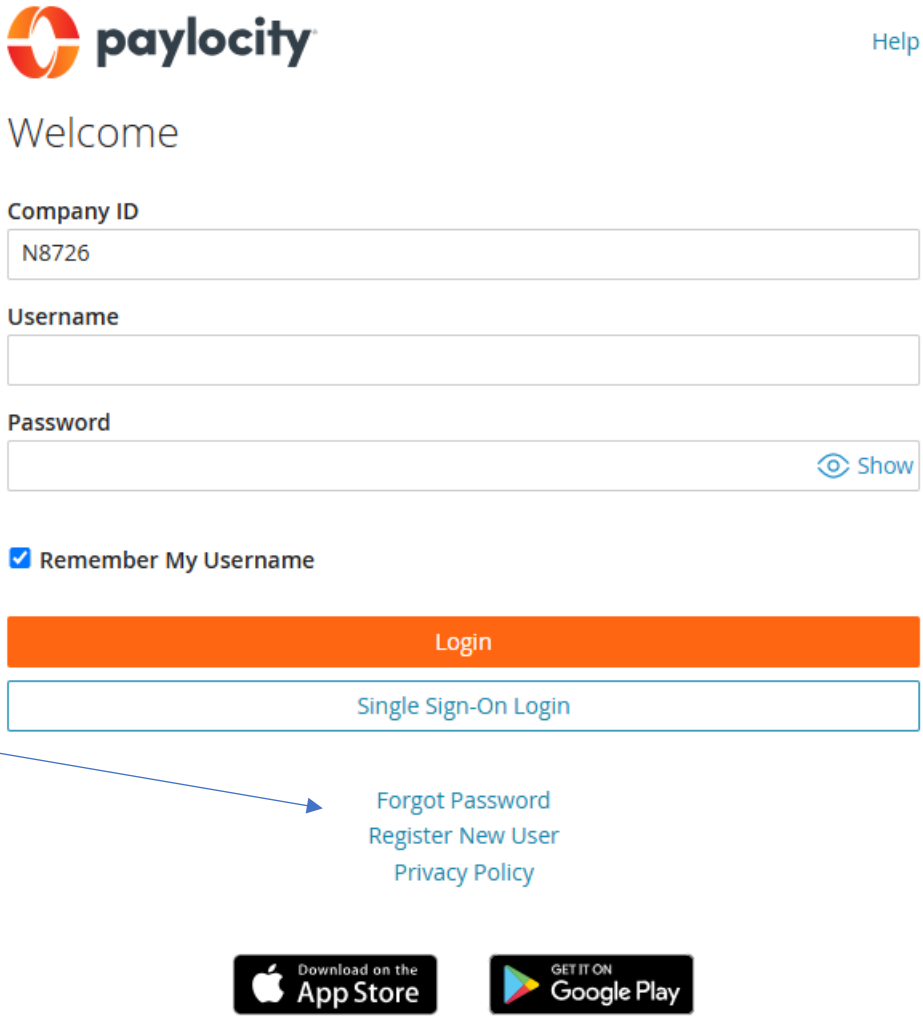
Self-Hired Staff Paylocity Website Navigation

Community Paystubs Tax Documents Paid Time Off Annual Trainings Company Links

Login Information:

- 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)

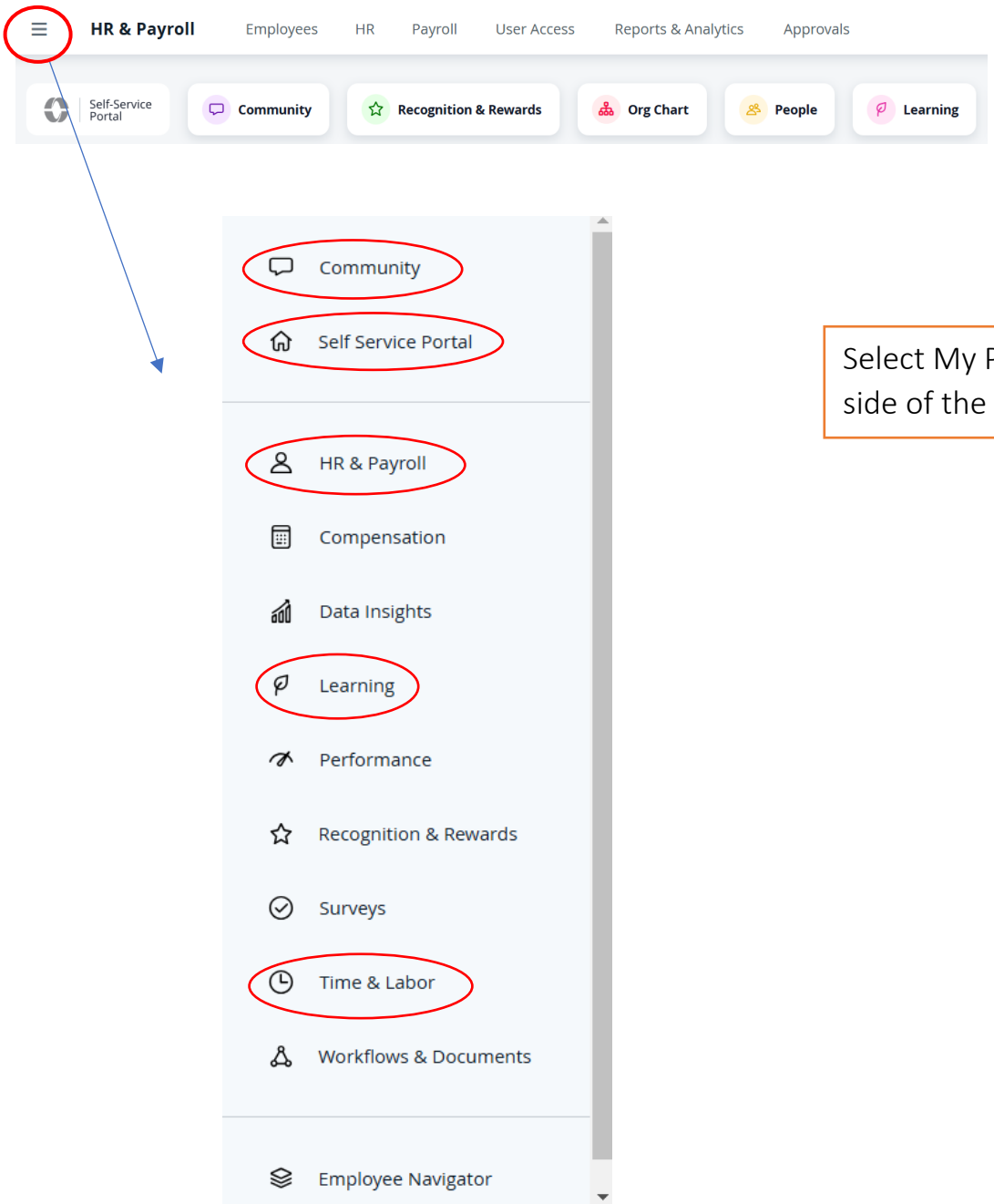


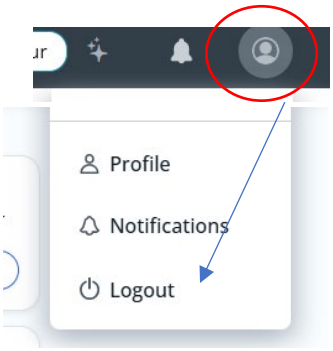
Forgotten Password link below 'Login' Button

Menu:

Main Menu Items-

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





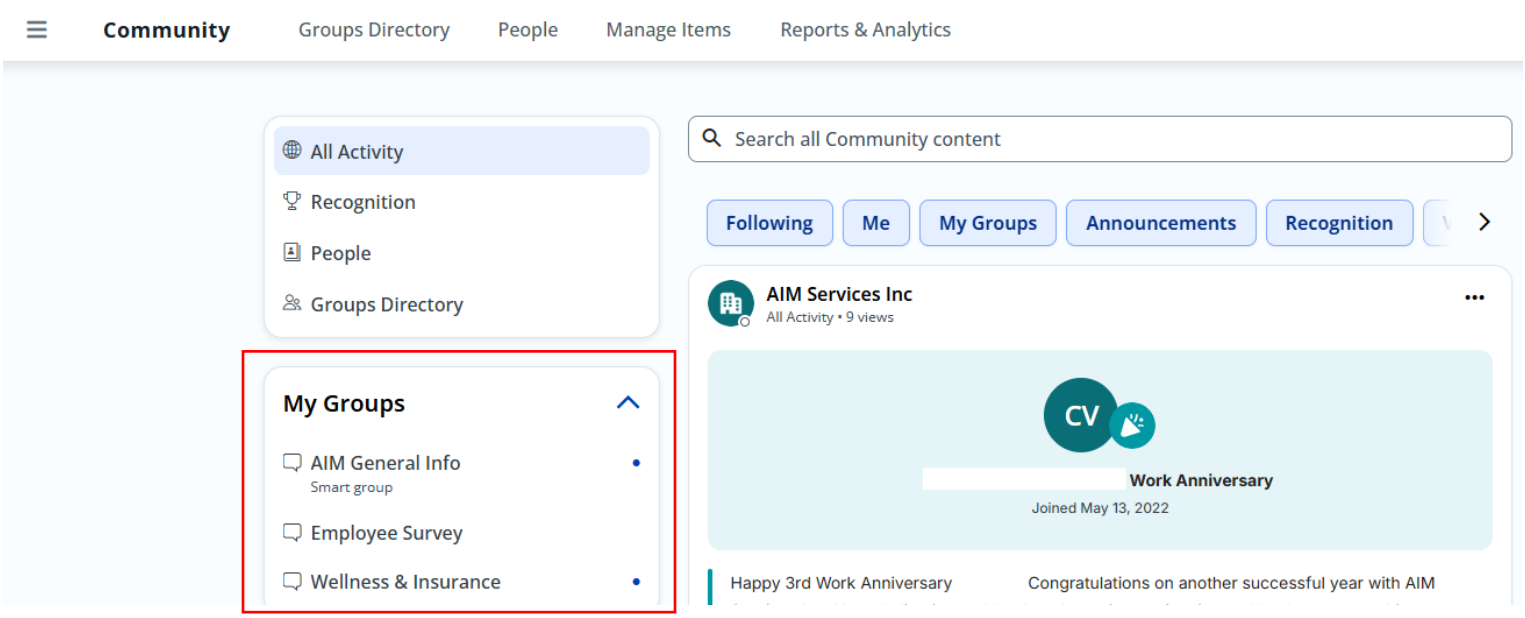
Select My Profile at top righthand side of the screen to select 'Logout'

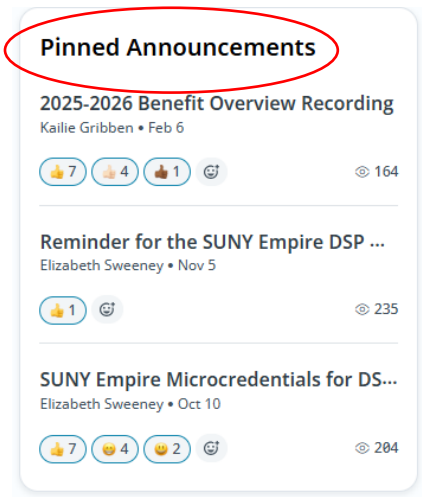
Community:

Staff will see pinned announcements, 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





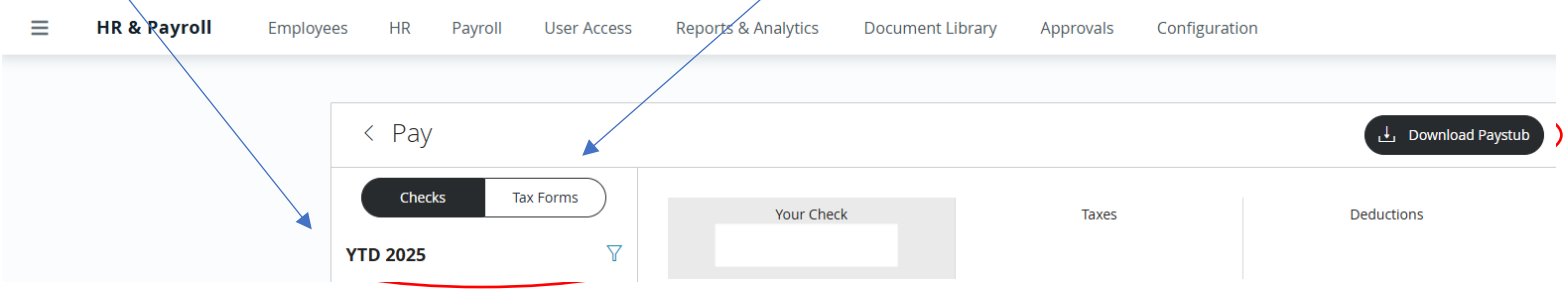
Pay:

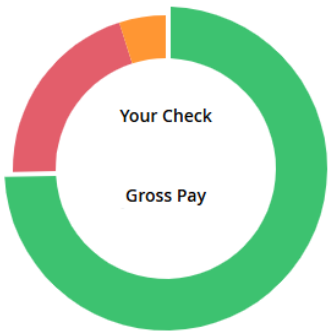
History-
most current/previous paystubs

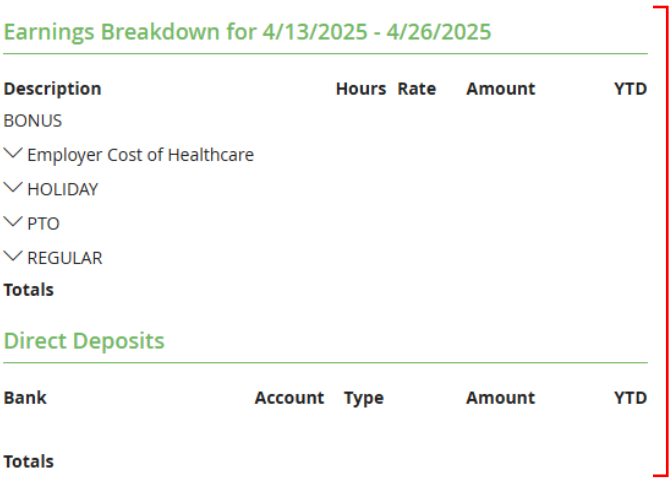
- Pay date history for current year
- Pay amount per pay date
- Pay date history for previous years

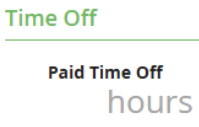
Tax Forms-

- w2 current/previous years
- Downloadable or Printable









Current-
most recent paystub downloadable or printable

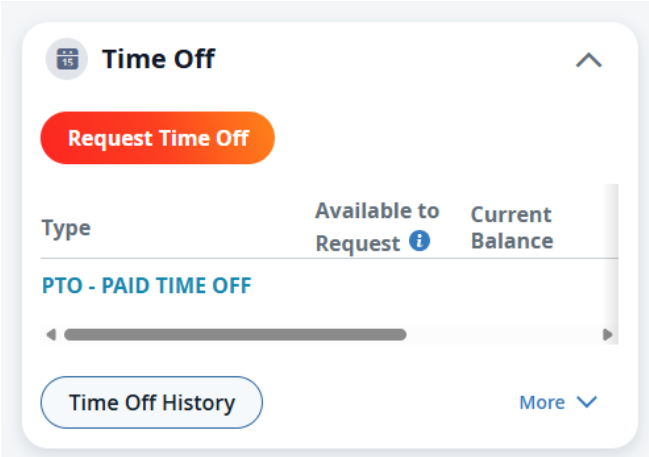
- Current check amount
- Healthcare rate (if applicable)
- Earnings/Hours for pay dates
- Direct Deposit Information
- Tax withholdings per pay period
- Year to Date earnings

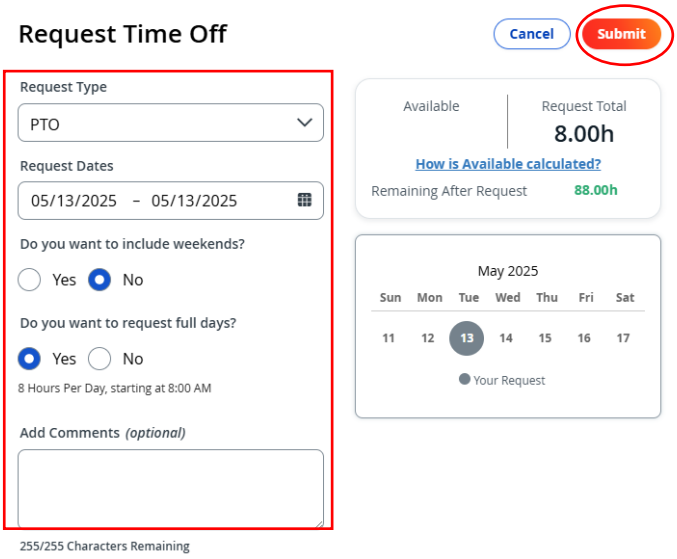
Time Off:

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

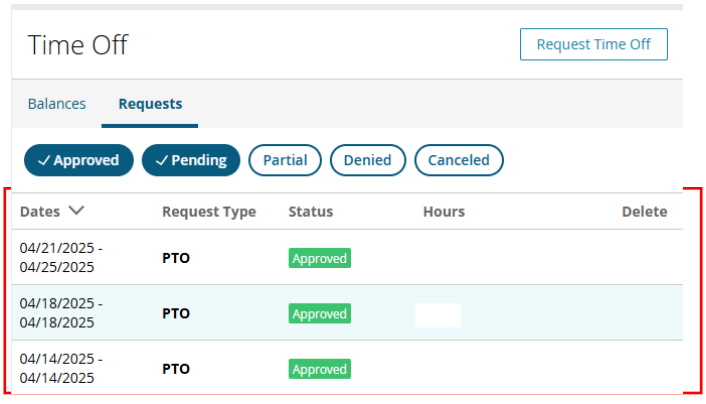




Request-

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

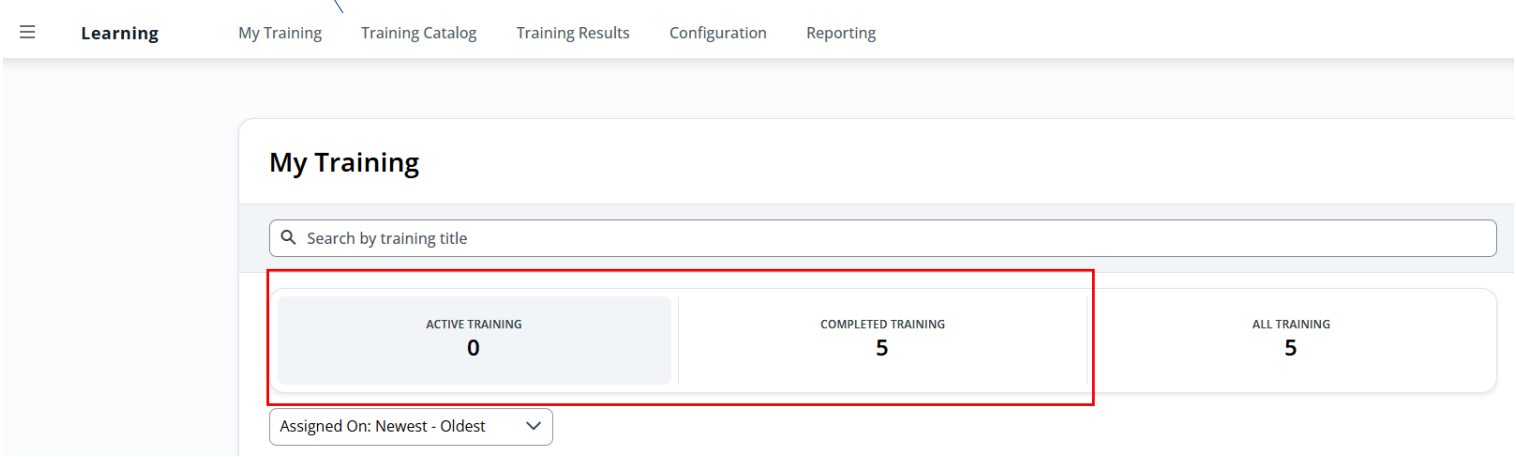


Learning:

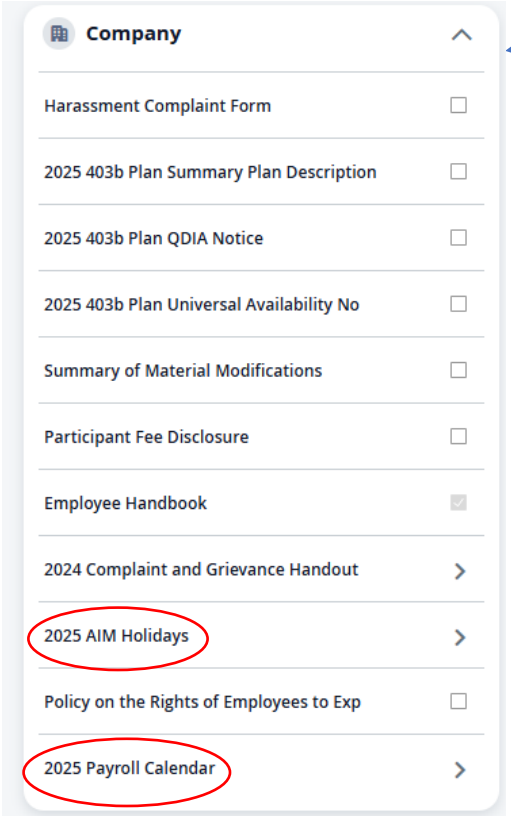
My Trainings-

Staff will see all assigned trainings

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



Employee Information:



Company Links-

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

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

Self-Hired Staff Paylocity App Navigation

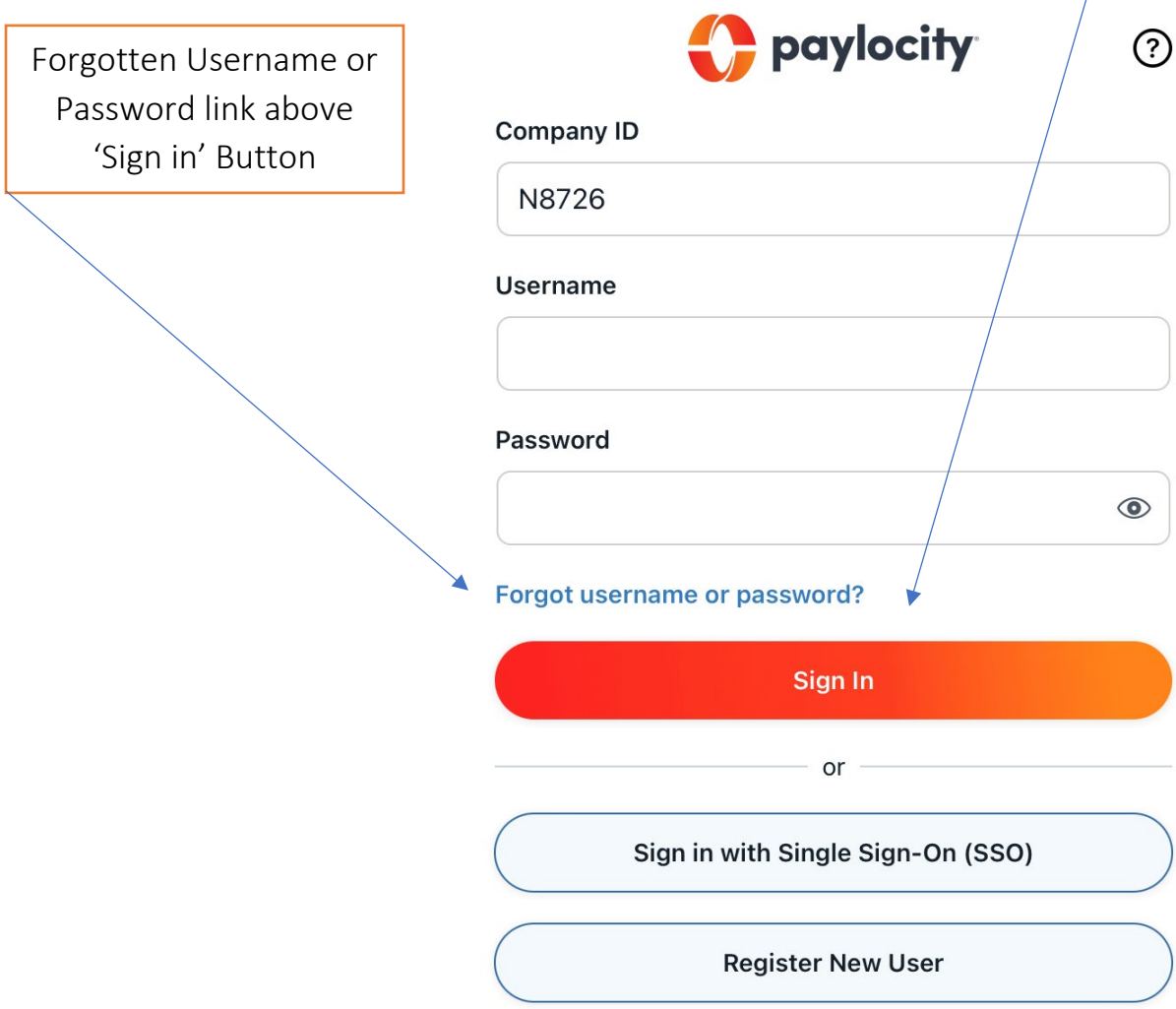
Community Paystubs Tax Documents Paid Time Off Annual Trainings Company Links

Login Information:

Paylocity App-

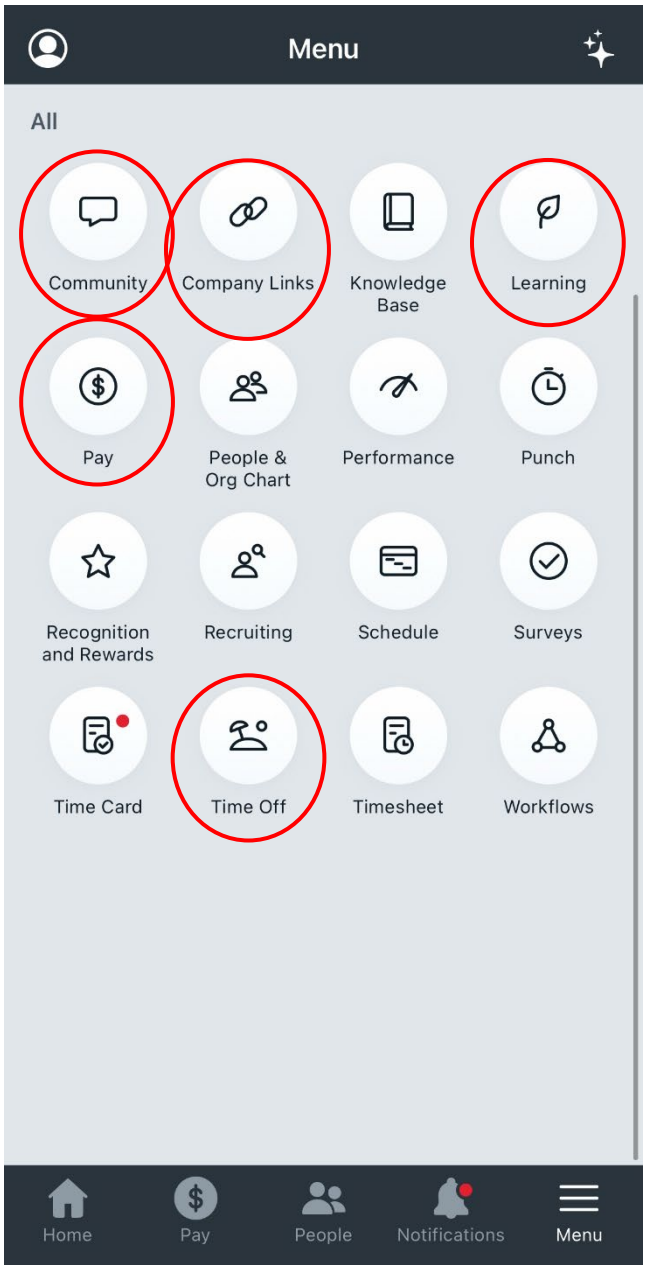
- Staff will use Company ID: N8726
- Staff will enter Username (provided by HR)
- Staff will enter Password (created by user)
- Select Sign In (orange button)

Forgotten Username or Password link above 'Sign in' Button

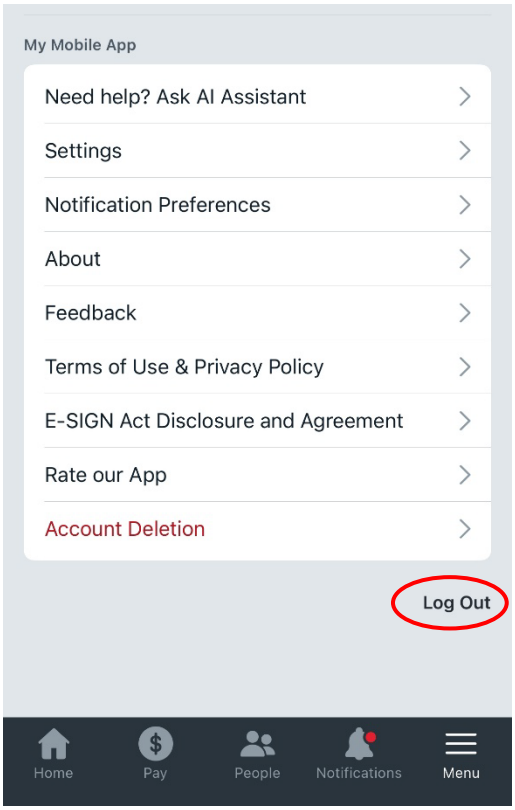


Main Menu Items-

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:

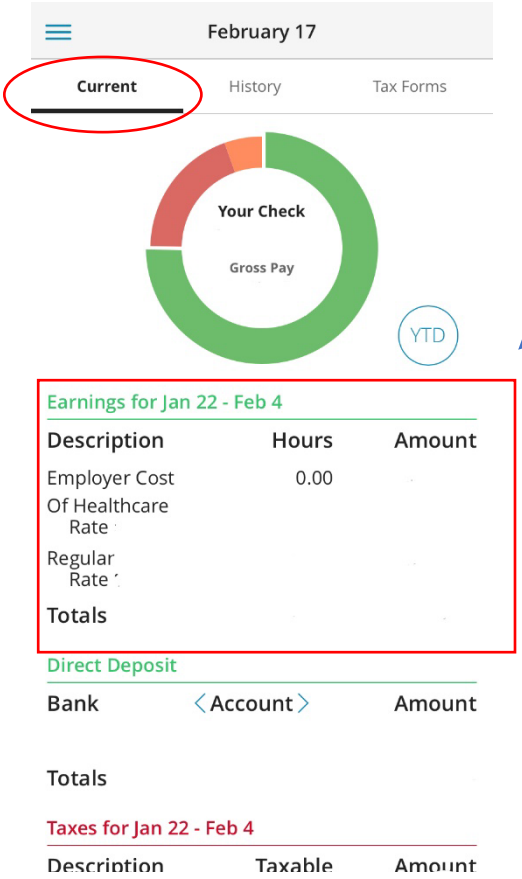
Staff will see messages, comments, likes, and celebrations on the community tab under 'Activity'

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

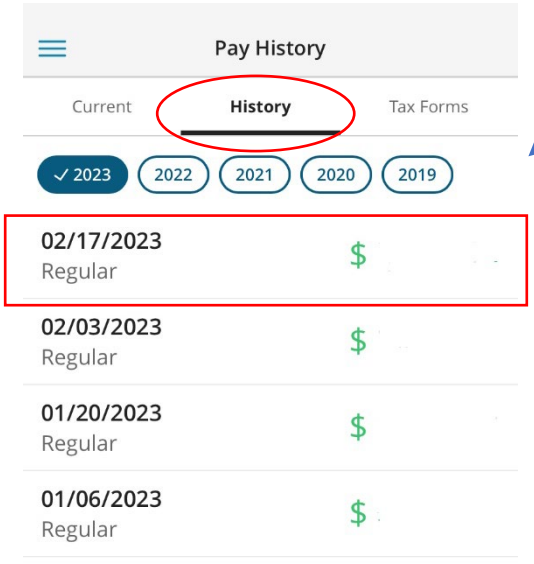


Pay:



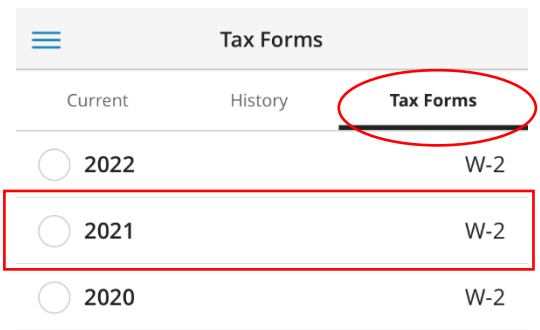
Current-
most recent paystub

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



History-
most current/previous paystubs

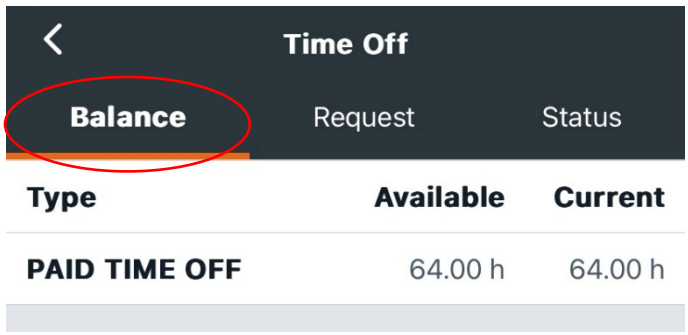
- Pay date history for current year
- Pay amount per pay date
- Pay date history for previous years



Tax Forms-

- w2 current/previous years
- Downloadable or Printable

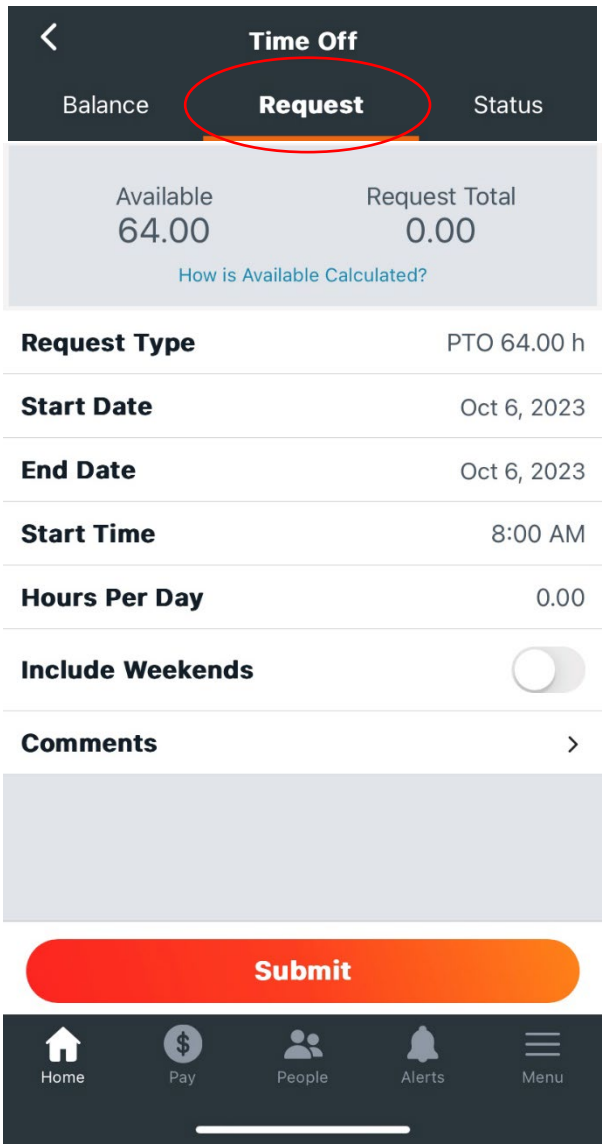
Time Off:



Balance-
Total number of PTO hours available to staff

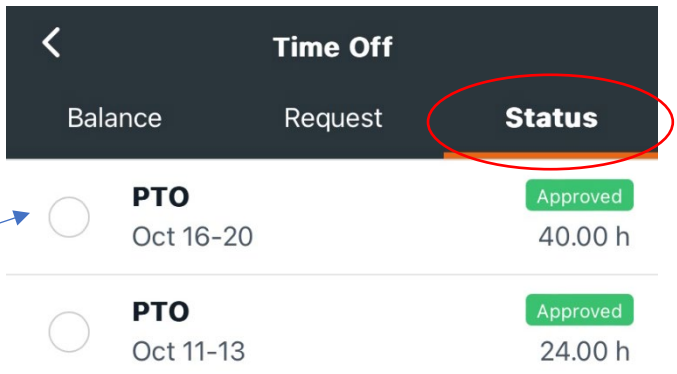
Please Note:

- 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



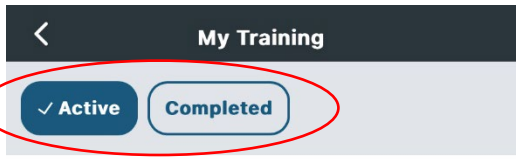
Request-

- 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



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

Learning:



My Trainings-

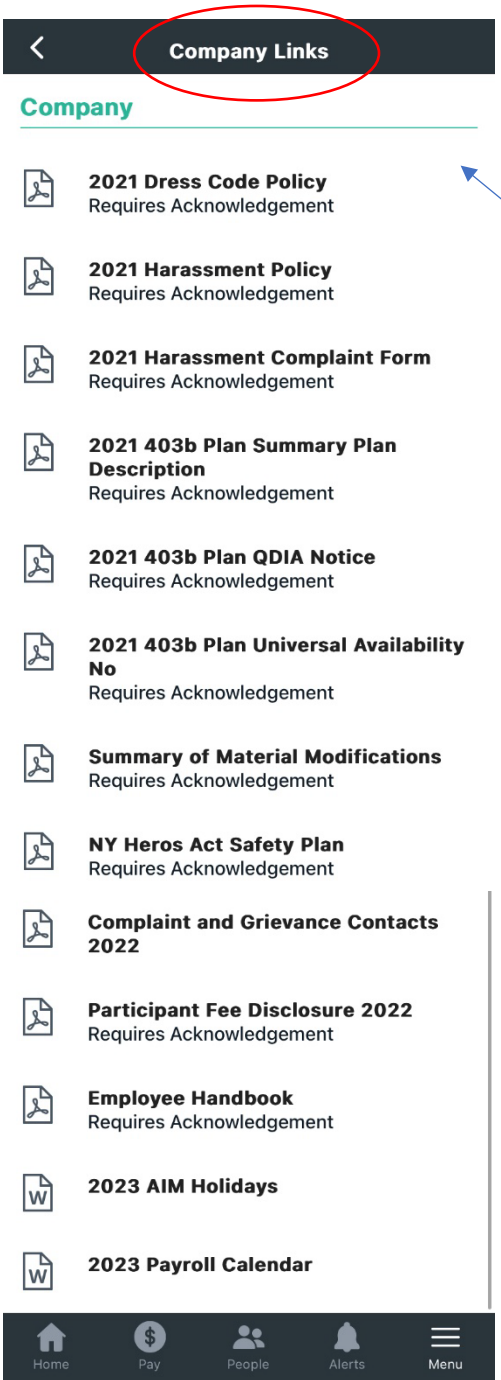
Staff will see all assigned trainings

- Annual Trainings
- Training Status
  - 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