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solutions

Human Resources

Employee Paylocity User Guide



Paylocity is an all-in-one system that is accessible from the mobile app or web browser.

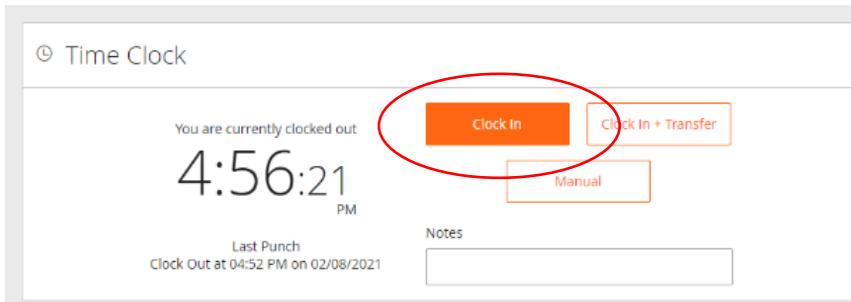
Within Paylocity, you can:

- Clock in & out
- View your paycheck
- Request time off
- Edit your personal information
- View your timecard
- Connect & collaborate with Community
- Engage with & recognize your peers with Impressions



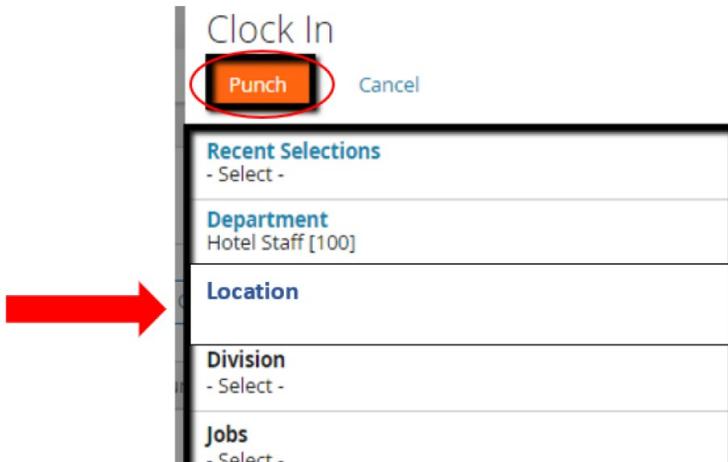
How to Punch in/out with Time & Labor

1. Log into Paylocity and select Time & Labor from the main menu.
2. Select **Clock In** if you are clocking in for the first time that day.



The screenshot shows the 'Time Clock' interface. At the top, it says 'Time Clock'. Below that, it indicates 'You are currently clocked out' with a large digital clock showing '4:56:21 PM'. To the right of the clock are three buttons: 'Clock In' (highlighted with a red circle), 'Clock In + Transfer', and 'Manual'. Below the clock, it shows 'Last Punch' and 'Clock Out at 04:52 PM on 02/08/2021'. There is also a 'Notes' field with a text input box.

3. Select the **Location** you are clocking in at for the day, then select **Punch**.



The screenshot shows the 'Clock In' modal. At the top, it says 'Clock In'. Below that are two buttons: 'Punch' (highlighted with a red circle) and 'Cancel'. Below the buttons is a list of fields: 'Recent Selections' (with a dropdown arrow), 'Department' (with the value 'Hotel Staff [100]'), 'Location' (with a dropdown arrow), 'Division' (with a dropdown arrow), and 'Jobs' (with a dropdown arrow). A red arrow points to the 'Location' field.

How to View/Change Direct Deposit Information

1. Log in to Paylocity and navigate to the **Self Service Portal** from the main menu.



2. Locate the **\$ Pay** heading. Select **More...** from the bottom right.
3. Select **Direct Deposit Accounts** from the menu. This will show any existing Direct Deposit accounts.
4. To add a new Bank Account for Direct Deposit, scroll down on this screen and verify that **Add New Direct Deposit Account** is selected in the drop-down box. Here you will enter the Account Type, Account Number, and Routing Number for the bank account you want to use and select **Save**.

Add New Direct Depositi ▾

Bank Account

Additional Deposit Account

Account Type: ▾

Routing Number:

Account Number:

Bank Name:

Amount Type: ▾

Amount:



5. If you have an existing Direct Deposit Account that you would like to change, select this account from the drop-down box. Here you can make any changes to your current Direct Deposit Account.

How to View your Checks

1. Log in to Paylocity and navigate to the **Self Service Portal** from the main menu.
2. Locate the **\$ Pay Heading**. Select **View Checks**. Here you can select **Go Paperless** to opt-in for direct deposit vouchers, W2s, 1099s, and 1095Cs.

\$ Pay ^

View Checks

Date	Check #	Net Amount <input checked="" type="checkbox"/>	Dir Dep
02/01/2022	693	hidden	✓
01/18/2022	669	hidden	✓

3. Checks will be listed on the left side of the screen. You may select individual paychecks to view or check the boxes to download and save multiple checks at once.

< Pay

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Checks | Tax Forms

YTD 2022 ∇

Select All

<input checked="" type="checkbox"/> February 1, 2022 V693 - Regular	\$944.37
<input type="checkbox"/> January 18, 2022 V669 - Regular	\$891.32
<input type="checkbox"/> January 4, 2022 V640 - Regular	\$920.06

Your Check
\$944.37

Taxes
\$129.67

Deductions
\$357.12

Earnings Breakdown for 1/9/2022 - 1/22/2022

Description	Hours	Rate	Amount	YTD
401k Match	0.00	\$0.00	\$42.18	\$126.39
Holiday				\$288.00
Miscellaneous NT	0.00	\$0.00	\$25.00	\$25.00
Overtime	0.68	\$27.00	\$18.36	\$18.36
PTO				\$360.00
Regular	77.10	\$18.00	\$1,387.80	\$3,546.54

Your Check
\$944.37

Gross Pay
\$1,431.16

How to Submit Time Off Requests

1. Log in to Paylocity and navigate to the **Self Service Portal** from the main menu.
2. Navigate to the **Time Off** heading. Select **Submit Time Off Request**.
3. Select the correct type from the **Request Type** dropdown.

Request	Status	Balances
Type	PTO	
<input checked="" type="radio"/> Single Day	Select Type	<input type="checkbox"/> Include Weekends
Start Date	PTO	End Date 02/09/2021
Start Time	FMLA	End Time
Hours Per Day	Jury Duty	
Notes	Funeral Leave	

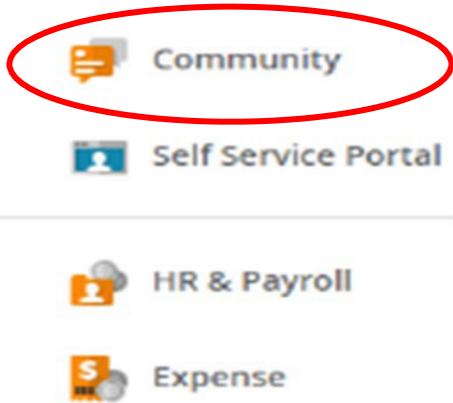
4. Select the **Single Day** or **Multiple Days** radio button. Select the **Start Date**, **End Date**, & **Start Time**. Enter the *number of hours* in the **Hours Per Day** field. Verify that all information is correct and select **Submit Request**.

Request	Status	Balances
Type	PTO	
<input type="radio"/> Single Day	<input checked="" type="radio"/> Multiple Days	<input type="checkbox"/> Include Weekends
Start Date	02/09/2021	End Date 02/09/2021
Start Time	8:00 AM	End Time
Hours Per Day	8	

Connect & Share on Paylocity Community

Community is a place where you can connect with your coworkers, share knowledge, gather feedback, and track important news.

Navigate to **Community** from the Main Menu



Here you can post updates to groups, view company announcements, send appreciation to others through Impression Badges, share information, create polls, and more!



Contact HR with any questions

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