

OFFICE OF HUMAN RESOURCES

What's New in the Human Resources' Office?***Paylocity Payroll and Employee Registration***

Employees will no longer receive hardcopy paystubs, instead you will have the flexibility of registering as a new user via the Paylocity full website at <https://login.paylocity.com> or via a mobile device using the Paylocity Mobile application. Instructions to access your payroll portal with Paylocity are listed below.

New User Registration:

- Access Paylocity's website at <https://login.paylocity.com>
- On bottom of login screen, click "**Register User**"
- Enter "Image Text" shown, click **Next**
- **Enter Company Code: 13458**
- Create and Enter Username (not case sensitive)
- Create and Enter Password (case-sensitive and 7 – 20 characters)
- Next, you will select 3 challenge questions and answers as an added layer of security.
- Lastly, you will select a personal security image and phrase that will display during the login process.
- To complete the Paylocity User Registration simply confirm your entries and click "Finish".
- Login credentials created via Paylocity website can be used when logging into the Paylocity Mobile application and vice versa.

Employee's sick and personal leave will be added and tracked through the self-service portal beginning August 31st. Employees may edit or add to their employee profile or personal information in the staff directory. Human Resources will be notified of all entry changes for approval and permanent adjustment.

All links and instructions to access Paylocity can be found on our website under the Staff/HR Page.