



Dear Employee,

We are pleased to inform you of our on-line payroll access for employees. Below are details on how to register and log into your pay checks through the payroll system **Paylocity**. In addition to viewing your weekly paystubs, you also have access to update personal information.

To access your paystubs on-line, follow the steps below.

- When you first visit this link, click **Register User** in the bottom right hand corner of the page to begin your setup.
- After completing each step, click **Next** on the bottom of the page.
- When entering Employee Information, the Company ID you will enter is **N9392**.
- Be sure to enter your **Home Zip Code** on the Employee Information.
- Passwords are case sensitive.

<https://access.paylocity.com/Register>

There is also a **free mobile app** you can download in order to view your payroll information on-the-go.

If you need assistance with setting up your username and password, the attachment has directions that will help you navigate through each step.

Additionally, you can use the attachment to assist you with understanding your paycheck.

If you have any questions or are have any difficulty creating your account, please contact **your recruiter or Operations at 636-928-0330**. Any password reset's can be completed by our Operations Department.

Jessica Schuler
jschuler@804technology.com

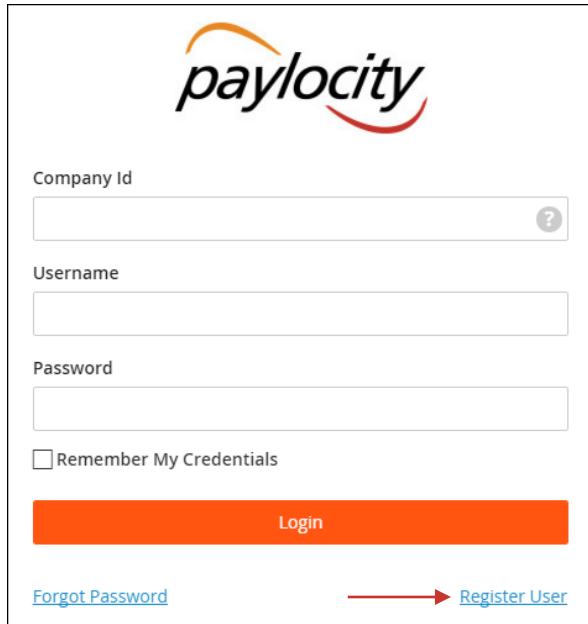
Stephanie Tufts
stufts@804technology.com

Kate Faherty
kfaherty@804technology.com

636-928-0330 (phone)
636-928-0348 (fax)

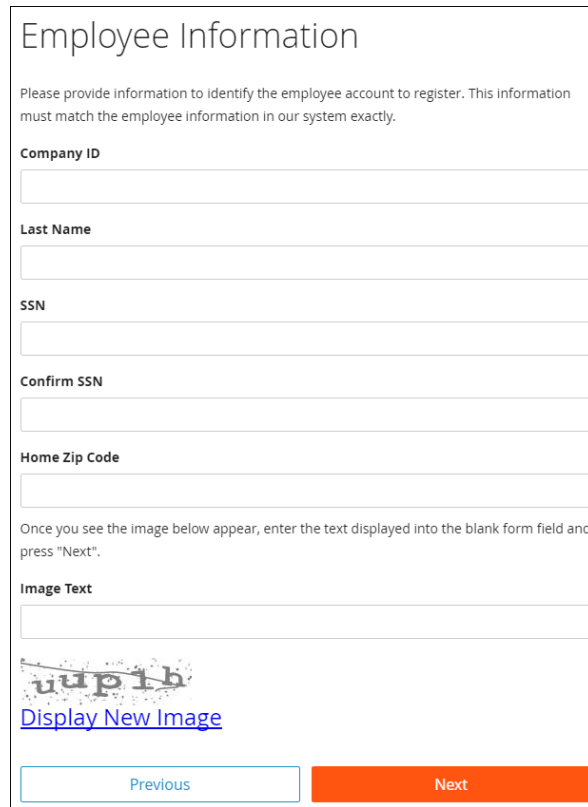
Web Pay Registration

- 1 Access Web Pay at <https://login.paylocity.com>.
- 2 Click **Register User** to create a new User Name and confidential Password.



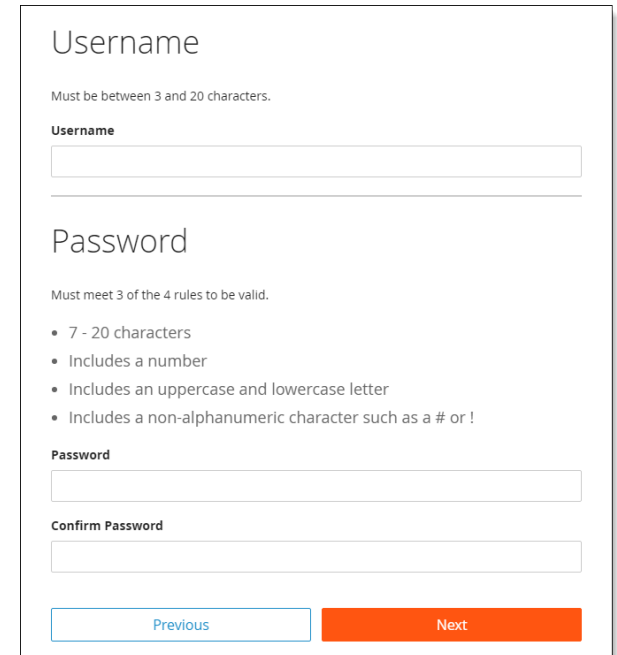
- 3 In the Register User Screen, type in the Image Text shown. Click **Next**.
- 4 Enter the Paylocity assigned **Company Id** and your **Last Name**.
- 5 Enter your nine digit Social Security number (**SSN**); enter your SSN a second time in the **Confirm SSN** field.


- 6 Enter your Home Zip Code and click **Next**.
- 7 Enter the **Image Text**.



- 8 Enter the **Username** and **Password** you would like to use when accessing this account, taking into account specific requirements as noted.

- 9 Enter your **Password** a second time in the **Confirm Password** field and click **Next**.



 **Smart Tip**
Selected **Username** and **Password** must meet the rules noted in order to be valid.

Web Pay Registration

- 10** Select login challenge questions from the **Question 1**, **Question 2**, and **Question 3** drop downs and enter answers.

- 11** Click **Next**.

Challenge Questions

Welcome to your Challenge Questions setup. Please select 3 unique questions and provide answers for them. The challenge questions must be answered while performing tasks such as password resets.

Question 1

-- Select --

Answer 1

Question 2

-- Select --

Answer 2

Question 3

-- Select --

Answer 3

Previous

Next



Smart Tip

There is an 80 character limit for **Answer** fields.

- 12** Select an image from the **Select Security Image** drop down.

- 13** Enter a personal **Security Phrase** (128 character limit) and click **Next**.

Security Image

Please select a security image to see on login.

Select Security Image

SecurityImage

Please provide a security phrase

Previous

Next



Smart Tip

The image and phrase selected will appear on the login screen once the **Company Id** and **Username** are entered.

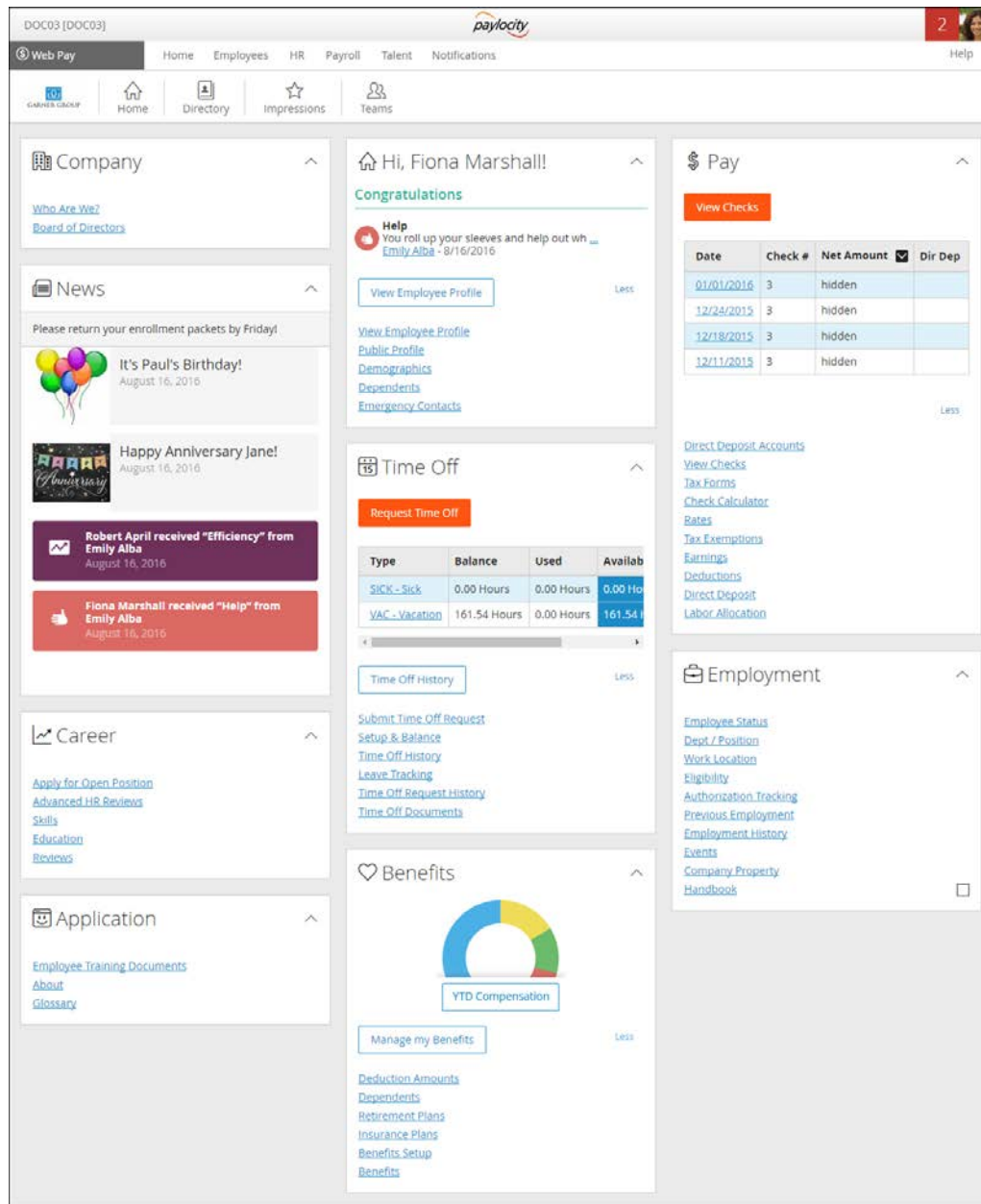
- 14** Verify all registration information is correct.

- 15** Click **Finish** to create the new user account and enter Web Pay.

REMINDERS:

- Online videos are available to show you how to register a user.
- Once the user account is created, users may log in through the main screen by entering the Company Id, User Name, and Password selected during registration.
- In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Self Service Portal



DOC03 [DOC03] paylocity 2

Web Pay Home Employees HR Payroll Talent Notifications Help

Company

Who Are We?
Board of Directors

News

Please return your enrollment packets by Friday!

It's Paul's Birthday!
August 16, 2016

Happy Anniversary Jane!
August 16, 2016

Robert April received "Efficiency" from Emily Alba
August 16, 2016

Fiona Marshall received "Help" from Emily Alba
August 16, 2016

Hi, Fiona Marshall!

Congratulations

Help
You roll up your sleeves and help out with Emily Alba - 8/16/2016

View Employee Profile Less

View Employee Profile
Public Profile
Demographics
Dependents
Emergency Contacts

Pay

View Checks

Date	Check #	Net Amount	Dir Dep
01/01/2016	3	hidden	
12/24/2015	3	hidden	
12/18/2015	3	hidden	
12/11/2015	3	hidden	

Direct Deposit Accounts
View Checks
Tax Forms
Check Calculator
Rates
Tax Exemptions
Earnings
Deductions
Direct Deposit
Labor Allocation

Time Off

Request Time Off

Type	Balance	Used	Availab
SICK - Sick	0.00 Hours	0.00 Hours	0.00 Ho
VAC - Vacation	161.54 Hours	0.00 Hours	161.54

Time Off History Less

Submit Time Off Request
Setup & Balance
Time Off History
Leave Tracking
Time Off Request History
Time Off Documents

Benefits

YTD Compensation

Manage my Benefits Less

Deduction Amounts
Dependents
Retirement Plans
Insurance Plans
Benefits Setup
Benefits

Employment

Employee Status
Dept / Position
Work Location
Eligibility
Authorization Tracking
Previous Employment
Employment History
Events
Company Property
Handbook

Smart Tip

Use the Self Service Portal to manage Web Pay information.

Smart Tips

- Click the heading icon to expand or collapse the section.
- Click **Less** to hide information in the section.
- Click **More** to display all information.

Smart Tip

Click the boxes or hyperlinks to access associated Web Pay screens.

Smart Tip

Note that each company will customize the display of information. Users may not have access to all the information displayed.

Self Service Portal

Smart Tip

From the "\$ Pay" tab, view recent pay history. Click the **Net Amount** icon to hide or display check amounts.

Company ^

[Who Are We?](#)
[Board of Directors](#)

News ^

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August 16, 2016

Smart Tip

In "News", view the latest company-specific news items and the most recently awarded Impressions.

Hi, Fiona Marshall! ^

Congratulations



Help

You roll up your sleeves and help out wh ...
[Emily Alba](#) - 8/16/2016

[View Employee Profile](#)

[Less](#)

[View Employee Profile](#)
[Public Profile](#)
[Demographics](#)
[Dependents](#)
[Emergency Contacts](#)


Smart Tip

Within the "Welcome" tab, you can:

- View your Impressions
- Complete Events assigned to you
- Edit personal information
- Customize your employee profile
- Access Training Documents

\$ Pay

[View Checks](#)

Date	Check #	Net Amount 	Dir Dep
01/01/2016	3	hidden	
12/24/2015	3	hidden	
12/18/2015	3	hidden	
12/11/2015	3	hidden	

[Less](#)

[Direct Deposit Accounts](#)
[View Checks](#)
[Tax Forms](#)
[Check Calculator](#)
[Rates](#)
[Tax Exemptions](#)
[Earnings](#)
[Deductions](#)
[Direct Deposit](#)
[Labor Allocation](#)

Self Service Portal



Smart Tip

The "Time Off" tab allows you to view available time off options and submit time off requests.



Smart Tip

View and apply for open positions from the "Career" tab.



Smart Tip

View year-to-date compensation information and manage your benefits from the "Benefits" tab.



Smart Tip

View employment information and your own job/work history from the "Employment" tab.

Career

- [Apply for Open Position](#)
- [Advanced HR Reviews](#)
- [Skills](#)
- [Education](#)
- [Reviews](#)

Time Off

[Request Time Off](#)

Type	Balance	Used	Availab
SICK - Sick	0.00 Hours	0.00 Hours	0.00 Ho
VAC - Vacation	161.54 Hours	0.00 Hours	161.54 H

[Time Off History](#)

[Submit Time Off Request](#)

[Setup & Balance](#)

[Time Off History](#)

[Leave Tracking](#)


[Time Off Request History](#)

[Time Off Documents](#)

Application

- [Employee Training Documents](#)
- [About](#)
- [Glossary](#)

Benefits



[Manage my Benefits](#)

[Deduction Amounts](#)

[Dependents](#)

[Retirement Plans](#)

[Insurance Plans](#)

[Benefits Setup](#)

[Benefits](#)

Employment

- [Employee Status](#)
- [Dept / Position](#)
- [Work Location](#)
- [Eligibility](#)
- [Authorization Tracking](#)
- [Previous Employment](#)
- [Employment History](#)
- [Events](#)
- [Company Property](#)
- [Handbook](#)

Self Service Portal – Direct Deposits

Set up and edit your direct deposit accounts.



Smart Tips

- Select **Direct Deposit** from the Pay section of the self service portal to access this screen.
- Use this single screen to set up one or more direct deposit accounts.
- Users who do not establish a main account may receive a live check.



Smart Tip

From the drop down, select **Add New Direct Deposit Account** to add a new account, or select the **Account Type** to edit the account information.

Add or Edit Account

Add New Direct Deposit Account ▼

Add New Direct Deposit Account
Savings - Bank Of America, N.A. [898435]
Checking - Citibank NA [92956624]

☐ Additional Deposit Account

Account Type

Checking

Account Number



Smart Tip

Select Checking, Savings, or Pay Card as the **Account Type**.

Routing Number

Bank Name



Smart Tip

Enter the **Routing Number** and **Account Number** without spaces, dashes, or symbols. Make sure to verify the **Name on the Account**.

Name on Account

Marie E. Adams

Name should match the name on file with your banking institution

Account Description

-- Select --

Pre-Note Date

11/10/2015



☒ Skip Pre-Note

Block Special?

☐



Smart Tips

- Bank **Routing Numbers** are typically nine digit numbers. The system will not allow saving of an incorrect **Routing Number**.
- Note that bank deposit slips may display the bank's internal routing and transmit numbers which to not accept direct deposits.

Save

Delete

Self Service Portal – Direct Deposits

Manage Direct Deposit Accounts

Smart Tip

To change the order in which money is deposited into additional deposit accounts, select the radio button adjacent to the applicable account and click the blue up or down arrow to move the account.

Main Account - Your net check will go here

Routing	Account	Type	Bank Name	Pre-Note Date	Block Special
021000089	92956624	Checking	Citibank NA	01/15/2011	

Additional Deposit Account(s)

↑ ↓	Routing	Account	Type	Bank Name	Amount	Pre-Note Date	Block Special
<input checked="" type="radio"/>	081904808	898435	Savings	Bank Of America, N.A.	5%	01/15/2011	

Add or Edit Account

Add New Direct Deposit Account ▼

Smart Tip

To edit or delete an existing account, select the account from the drop down.

Smart Tip

To add an additional account, check the **Additional Deposit Account** box ; select the **Amount Type** and enter the **Amount**.

Bank Account

Account Type

Checking ▼

Account Number

Name on Account

Marie E. Adams

Name should match the name on file with your banking institution

Save

Delete

Routing Number

Bank Name

Account Description

-- Select -- ▼

Pre-Note Date

11/10/2015



☒ Skip Pre-Note

Block Special?

☐

☐ Additional Deposit Account

Amount Type

-- Select -- ▼

Amount

Smart Tips

- If the **Amount Type** is Flat, enter the dollar amount to be deposited in the **Amount** field.
- If the **Amount Type** is Percent, enter the percentage as a whole number.
- If the **Amount Type** is Net Minus, enter the dollar amount to be paid on a live check with the balance directly deposited into the main account.

Self Service Portal – Pay

From the \$ Pay tab, click the View Checks button to access the Checks screen.

< Pay

Smart Tip
 Click **Download Paystub** to download a PDF of the selected check(s).

[**Download Paystub**](#)

Checks
Tax Forms

	Your Check	Taxes	Deductions
	\$1,080.54	\$515.46	\$204.00

☒ **December 24, 2015** \$1,080.54
V104270 - Regular

☐ **December 18, 2015** \$1,080.54
V104256 - Regular

☐ **December 11, 2015** \$1,080.54
V104242 - Regular

☐ **December 4, 2015** \$1,080.50
V104228 - Regular

☐ **November 27, 2015** \$1,080.53
V104214 - Regular

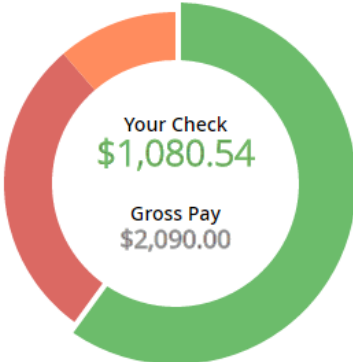
☐ **November 20, 2015** \$1,080.54
V104200 - Regular

☐ **November 13, 2015** \$1,080.54
V104186 - Regular

☐ **November 6, 2015** \$1,080.54
V104172 - Regular

☐ **October 30, 2015** \$1,080.54
V104158 - Regular

☐ **October 23, 2015** \$1,080.53
V104144 - Regular



Your Check
\$1,080.54

Gross Pay
\$2,090.00

Earnings Breakdown for 12/13/2015 - 12/19/2015

Description	Hours	YTD	Rate	Amount	YTD
401K MATCH	0.00	0.00	\$0.00	\$90.00	\$4,814.50
BONUS		0.00			\$5,000.00
Employer Paid Dental	0.00	0.00	\$0.00	\$20.00	\$1,060.00
Employer Paid HMO	0.00	0.00	\$0.00	\$180.00	\$9,540.00
REGULAR	0.00	0.00		\$1,800.00	\$96,290.00
Totals	0.00	0.00		\$2,090.00	\$116,704.50

Direct Deposits

Bank	Account	Type	Amount	YTD
Jpmorgan Chase Bank, NA	...2312	Checking	\$25.00	\$1,325.00
Jpmorgan Chase Bank, NA	2653	Savings	\$54.03	\$3,028.31
Jpmorgan Chase Bank, NA	3678	Checking	\$1,001.51	\$56,212.45
Totals			\$1,080.54	\$60,565.76

Time Off

Personal	Sick
-	-
-	40.00 hours

Vacation

8.00 hours

221.69 hours


Smart Tip
 Utilize the available date filters by clicking the filter icon (🔍).


Smart Tip
 Select multiple checks to view the cumulative pay information for all checks selected.


Smart Tip
 Download Paycity's mobile app to [access your information and tax forms](#) on any mobile device.

Self Service Portal – Pay

From the Checks screen, you can click on Tax Forms to see your available tax forms.

 **Smart Tip**
Click **Download W-2** to download a PDF of the selected W-2 form.

 Download W-2

 Pay

ChecksTax Forms

W-22012

W-22011

W2 Online Preview

To securely access a full copy, download your W2 above.

a. Employee social security number 578-98-7458		c. Employer's name, address, and zip code DOC02 3850 N Wilke Rd Arlington Heights, IL 60004	
b. Employer identification number (EIN) 00-5554442		f. Employee's address and zip code 117 Bayview Circle Hermosa Beach, CA 90254	
d. Control number DOC02 16			
e. Employee's Name Emily I Alba			
1. Wages, tips, other compensation 40268.00		2. Federal income tax withheld 6740.06	
3. Social security wages 42698.00		4. Social security tax withheld 1793.33	
5. Medicare wages and tips 42698.00		6. Medicare tax withheld 619.12	
7. Social security tips -		8. Allocated tips -	
9. Advance EIC payment -		10. Dependent care benefits -	
11. Nonqualified plans -			
12a. D	2430.00	12b. DD	11032.00
13. Statutory Employee <input type="checkbox"/>	Retirement Plan <input checked="" type="checkbox"/>	Third-Party Sick Pay <input type="checkbox"/>	
15. ST Employer's state ID number IL 00000000000000		16. State wages, tips, etc. 40268.00	17. State income tax 2013.40
18. Local wages, tips, etc. -		19. Local income tax -	20. Locality name -