

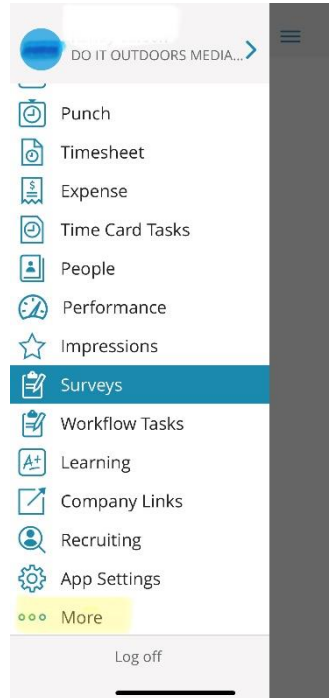


Paylocity Employee Self Service

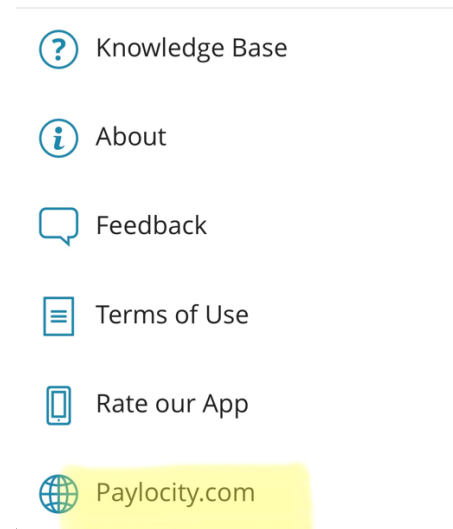
Changing Direct Deposit Information

➤ Sign into Paylocity app

1. Scroll to bottom of menu to < **...more** >

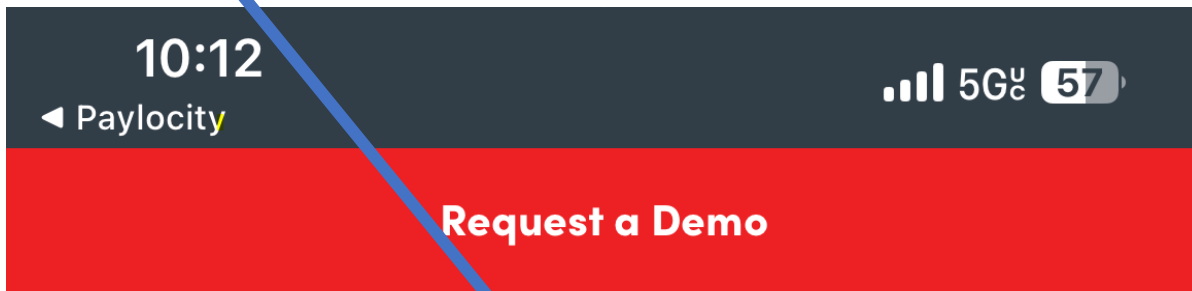


2. Click on **Paylocity.com**



This takes you to the Paylocity website via your mobile device. If using a computer, simply type **Paylocity.com** into browser and page/images are the same as follows.

➤ Click < login >

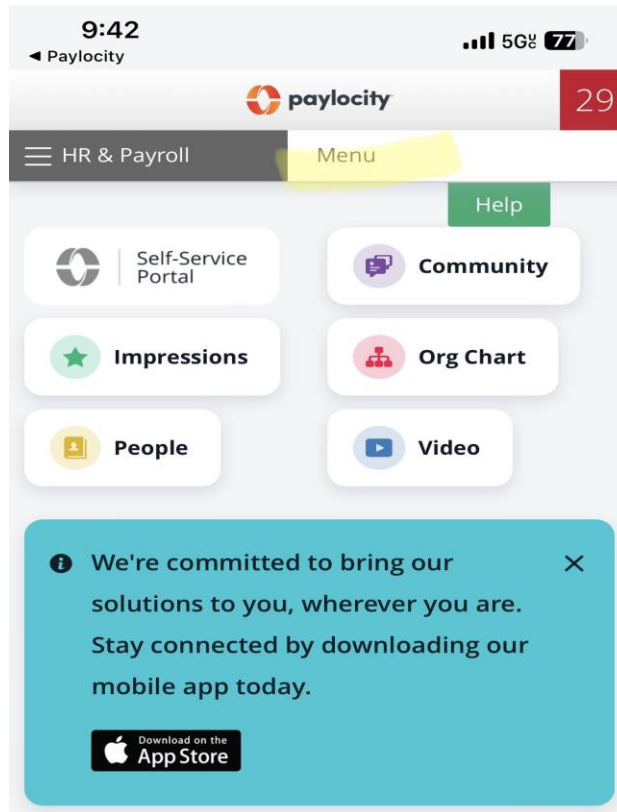


i. Login with Company ID, Username & Password

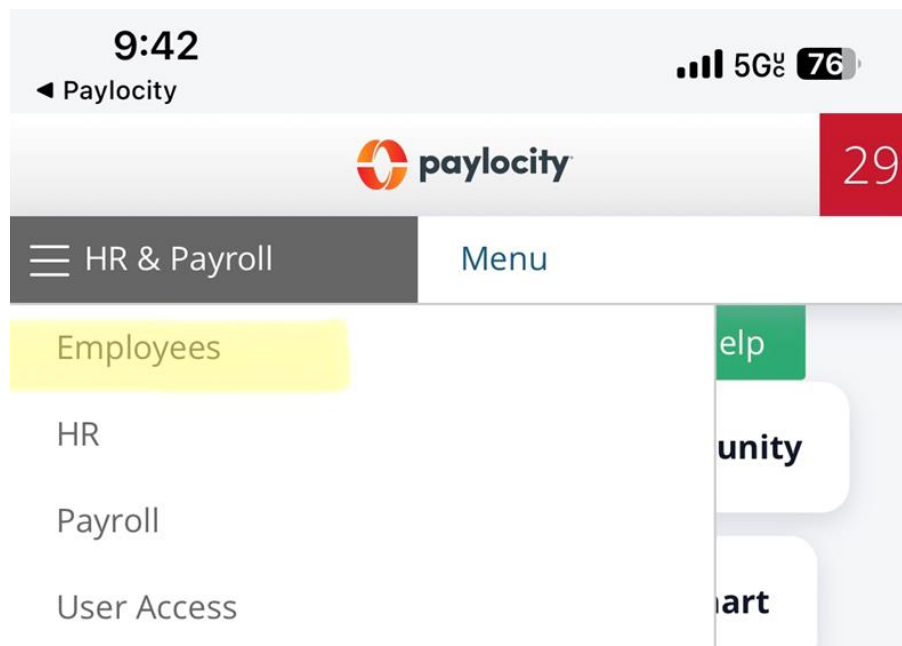
A screenshot of the mobile app login screen. The status bar shows 10:20, 5G network, and 57% battery. The Paylocity logo is at the top. Below it is a 'Help' link. The form has three input fields: 'Company ID' with the value '145891', 'Username', and 'Password'. There is a 'Sign in' button, a link for 'Forgot your password or company ID?', and a 'Sign in with Single Sign-On' button. At the bottom, there is a 'Register user' link.

➤ This will be Paylocity employee home screen

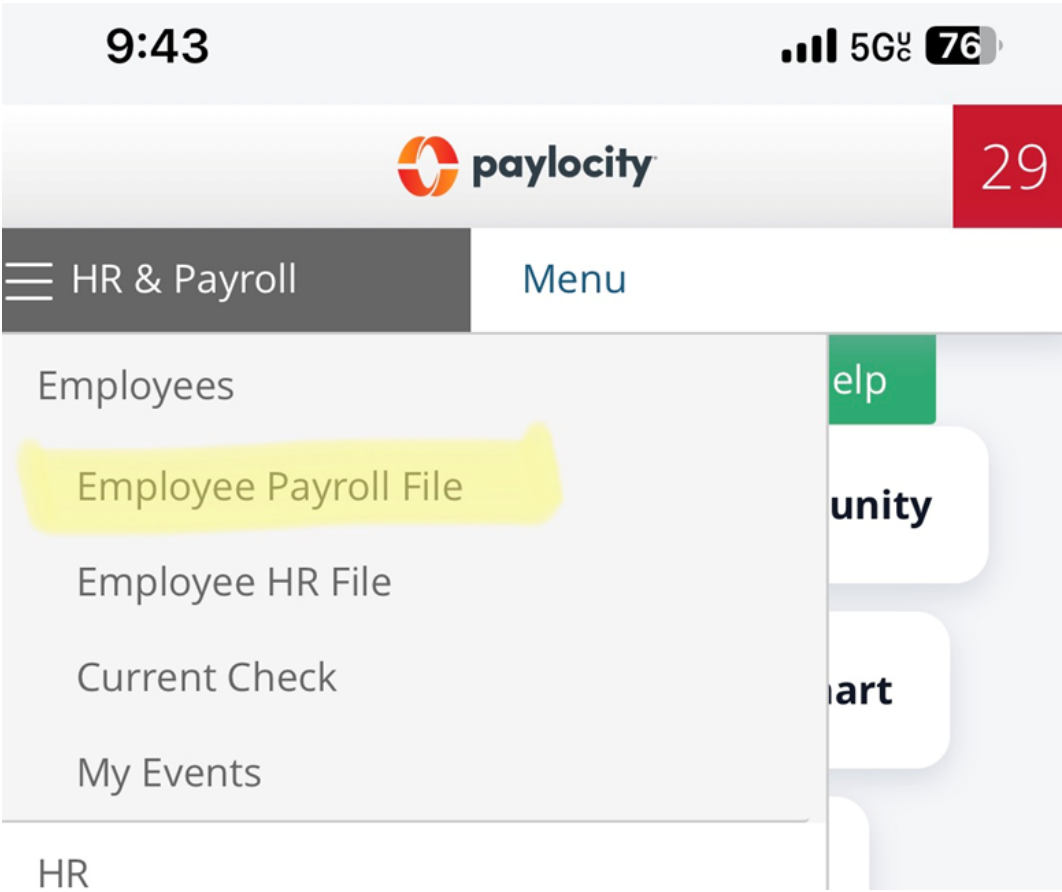
1. Tap < **Menu** >



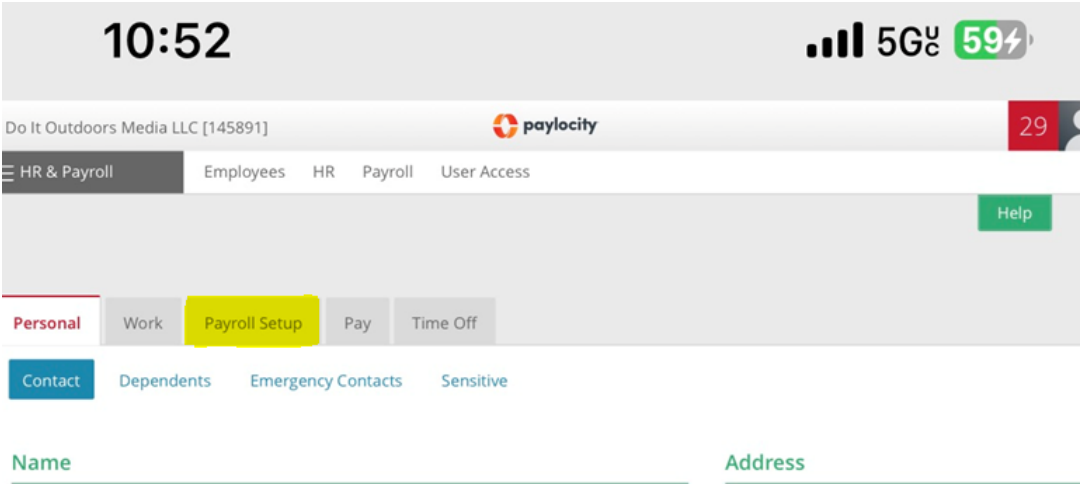
2. Select < **Employees** > from drop down menu



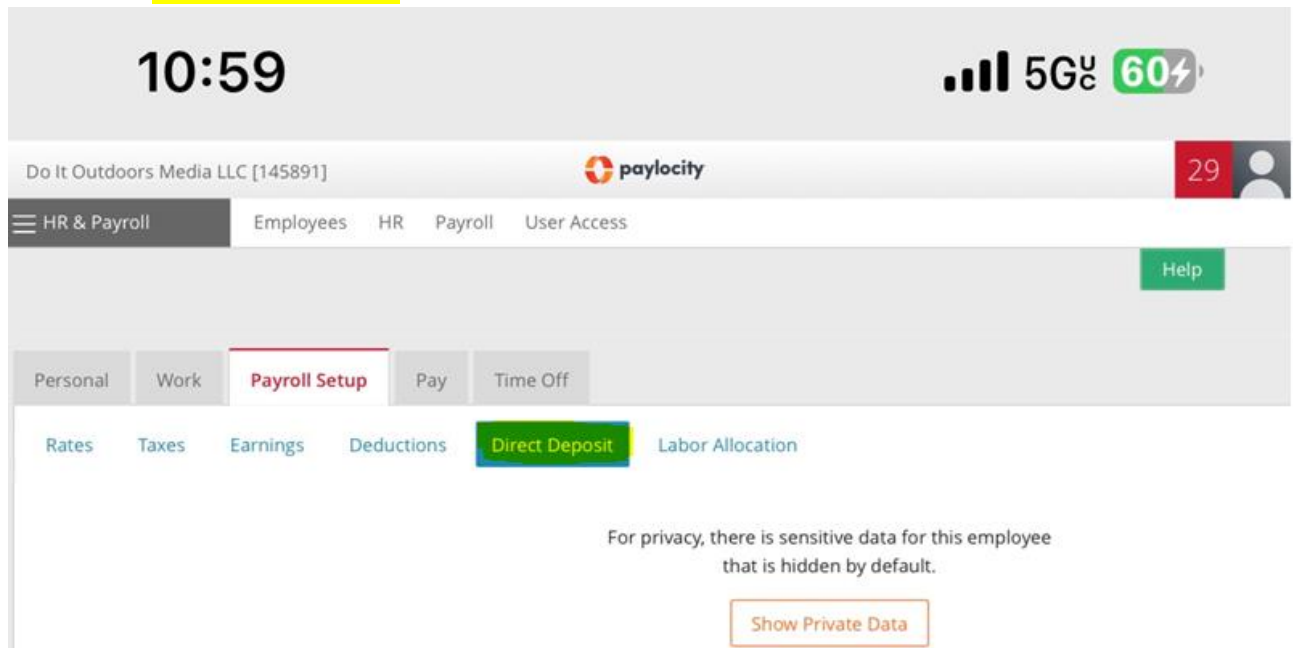
3. Select < **Employee Payroll File** > from drop down menu



4. Select < **Payroll Setup** > tab



5. Select < **Direct Deposit** > tab



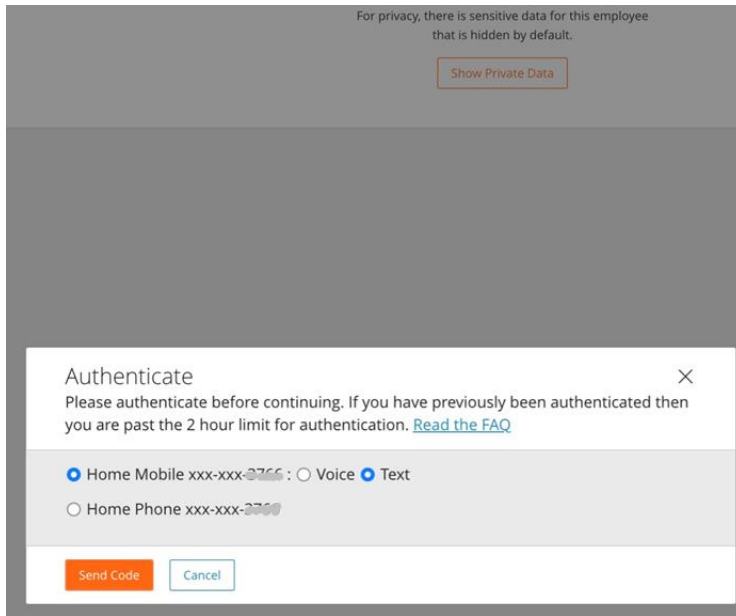
****NOTE – data is hidden & protected**

6. Tap < **Show Private Data** >

For privacy, there is sensitive data for this employee
that is hidden by default.

Show Private Data

You will have to authenticate via Text or Voice call.



Once you authenticate, you will be on the Direct Deposit tab and be able to edit your Main Account or add Additional Accounts.

Personal Work **Payroll Setup** Pay Time Off

Rates Taxes Earnings Deductions **Direct Deposit** Labor Allocation

Main Account - Your net check will go here

Routing	Account	Type	Bank Name	Pre-Note Date
[Redacted]	[Redacted]	Checking	[Redacted]	07/28/2021

Additional Deposit Account(s)

↑ ↓	Routing	Account	Type	Bank Name	Amount	Pre-Note Date
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Add or Edit Account

Add New Direct Deposit Account [Learn more](#)

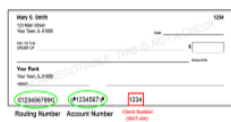
Bank Account

Account Type

Account Number

Name on Account

Name should match the name on file with your banking institution



Routing Number

Bank Name

Account Description

Additional Deposit

Amount Type

Amount

****NOTE****

Verification of Direct Deposit information must be provided to HR for approval of changes (eg: voided check, statement from bank, screen shot from bank app)