



Self Service Portal

Get easy access to your info anytime! With your Self Service Portal, you have secure 24/7 access in one convenient place. From your desktop, navigate to <https://access.paylocity.com/> and use the same credentials used for the Paylocity mobile app. Info is grouped in cards that make it easy to find.



In the Pay card, click **Go Paperless** to get your pay stubs and W-2s sooner!



Manage your dependents from the Benefits card. Click **More**, then **Dependents**.



View recent pay stubs and details in the Pay card.



Check your balances and request time off from the Time Off card.



Work on tasks to complete such as assigned surveys or courses.



Access your company's policy documents like your employee handbook and other important resources.

