

Web Pay Self Service and Social Collaboration



Use Web Pay self service and social collaboration to manage information and network with coworkers. Users who select Self Service Portal as their Home Page in User Preferences may log directly in to the self service portal.

- Select Edit Profile to share information about yourself including your resume, education, and interests. Link your Web Pay profile to your LinkedIn, Facebook, Google+, and Twitter profiles.
- Select Log Out to log out of the application.
- Click the envelope to view messages. Click Help to view help text for each screen.
- Use the search and filter options to find specific employees who share your skills or interests or who have received specific impression badges.
- Select Home to access your self service portal. Users may also select Self Service Portal from the Applications menu.
- Select Directory to view all employees. Learn more about fellow employees by viewing their profiles, impressions, and teams. Submit an impression badge to recognize a fellow employee. Users may also select Directory from the Home menu.
- Select Impressions to view impression badges received by employees. Users may also select Impressions from the Home menu.
- Select Teams to view the company's team structure. Users may also select Teams from the Home menu.

Users may not have access to all the features described. Each company may configure their own display and access. In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.

Directory

Use the Directory to find employees and their contact information. Click the available Social Networks icon to access the linked profile. View an employee's profile and team and submit an impression badge for the employee. Users may also access their own self service portal.

The screenshot displays the Web Pay interface for 'The Garner Group [CLNT04]'. The user is logged in as Marie Adams. The navigation bar includes 'Applications', 'Home', 'Employees', 'HR', 'Payroll', 'Reviews', and 'Notifications'. The main menu features icons for 'Home', 'Directory', 'Impressions', and 'Teams'. A search bar is located on the right. Below the navigation, a filter for 'Last Name' is set to 'All', with a list of letters from A to Z. The main content area shows a list of employees with columns for 'Employee', 'Contact Info', 'Social Networks', and 'Actions'. Two employees are visible: Marie Adams (Sales Specialist) and Emily Alba (Quality Assurance Specialist). Marie Adams' profile shows her email as devspare@data.paylocity.com and no social networks. Emily Alba's profile shows her email as devspare@data.paylocity.com and a Facebook social network link. Action buttons for 'Profile', 'Team', and 'Portal' are available for Marie Adams, and 'Profile', 'Team', and 'Impression' are available for Emily Alba.


Self Service Portal

Use the self service portal to manage Web Pay information. Click the applicable links, tasks, or portal windows to view or edit information.

- News links display timely company news items. Reminders may provide information about upcoming events that require action.
- Quick links such as Demographics, W2, and Insurance Plans provide access to the associated Web Pay screen. Use Check Calculator to test check changes such as increasing or decreasing 401k contributions.
- Personal Information, Employee Profile, and User Preferences allow employees to edit personal information.
- Click the Compensation Date link to view check details. Use the blue arrow to display or hide check amounts.
- Click the Employee Performance Review link to complete the employee performance review.
- Use portal windows such as Direct Deposit Accounts, Change Federal or State Tax Exemptions, Deduction Amounts, or Dependents to view or edit applicable information. Click Submit Time Off Request to request time off. Click Apply for Open Position to apply for open positions.
- Click YTD Compensation to view a summary of year-to-date compensation including employer paid taxes.
- Select Employee Training Documents to access resources such as quick guides, full guides, tip sheets, and videos.

News

Electronics Recycling



The Green Team will be sponsoring a recycling drive to recycle old computers, mobile phones, and other electronic devices. [... More](#)

[5k Fun Run](#)

Personal

- [Personal Information](#)
- [Employee Profile](#)
- [Demographics](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Orppie](#)

Employment

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

Compensation

Date	Check #	Net Amount	Dir Dep
09/20/2013	101008	hidden	✓
09/13/2013	101001	hidden	✓

- [Direct Deposit Accounts](#)
- [Change Federal or State Tax Exemptions](#)
- [Current Check](#)
- [Check History](#)
- [W2](#)
- [Check Calculator](#)
- [Rates](#)
- [Taxes](#)
- [Earnings](#)
- [Deductions](#)
- [Direct Deposit](#)
- [Labor Allocation](#)


Time Off

Type	Last Payroll		Since Last Payroll		Future
	Balance	Used	Available	Approved	
PERS - Personal	1.461528 Days	0.000000 Days	1.461528 Days	0.000000 Days	
SICK - Sick	2.653843 Days	0.000000 Days	2.653843 Days	0.000000 Days	
VAC - Vacation	18.461528 Days	0.000000 Days	18.461528 Days	0.000000 Days	

- [Submit Time Off Request](#)
- [Setup & Balance](#)
- [Time Off History](#)
- [Leave Tracking](#)
- [Time Off Request History](#)

Benefits

YTD Compensation



Click to View

- [Deduction Amounts](#)
- [Dependents](#)
- [Retirement Plans](#)
- [Insurance Plans](#)
- [Benefits Setup](#)

Career Development

- [Employee reviews begin next week.](#)
- [Apply for Open Position](#)
- [Employee Performance Review](#)
- [Skills](#)
- [Education](#)
- [Reviews](#)

Application

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

Edit Employee Profile

Select Edit Profile in the header or Employee Profile in the self service portal to share information about yourself.


- Add your picture to your employee profile.
- Upload your resume.
- Click the applicable icon to link your LinkedIn, Facebook, Google+, or Twitter profile to your employee profile.
- Enter personal information in the About Me field.
- Enter information in the Search Schools/Education field to select an education option or enter education information in the field and click Add to add the education information to your profile.
- Enter information in the Search Skills/Expertise field to select a skill or expertise or enter skills or expertise information in the field and click Add to add the information to your profile.
- Check the box adjacent to the Interests that apply. Click the applicable section icon to add interests from the selected section.
- Click Save Profile Changes to save the updated information.

Personal Information

Update your name, address, and phone numbers.

User Preferences

Edit your user name, password, and security options. You may also select your Home Page.



Click to Change


Marie Adams

[Save Profile Changes](#)

[Preview](#)
[View](#)

[Employee Profile](#) [Personal Information](#) [User Preferences](#)

[Resume](#)

 No Resume Uploaded

[Upload Resume](#)



About Me

Characters remaining 1957

I have worked for the company for 10 years.

Schools / Education

[Add](#)

Baylor University Class Of  

Skills / Expertise

[Add](#)

Microsoft Excel X Spanish X

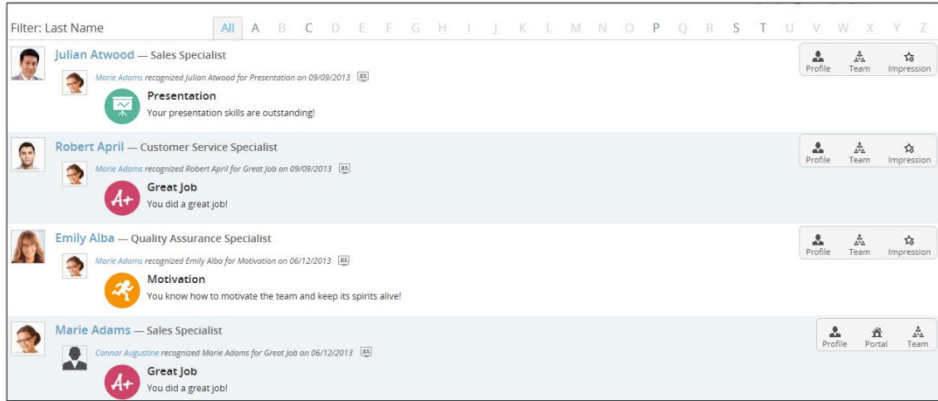
Interests

[Activities/Fitness](#) [Hobbies](#) [Travel](#) [Music](#) [Movies/TV](#) [Sports Teams](#)

<input type="checkbox"/> Backpacking	<input type="checkbox"/> Badminton	<input type="checkbox"/> Baseball
<input type="checkbox"/> Basketball	<input type="checkbox"/> Billiards	<input type="checkbox"/> Boating
<input type="checkbox"/> Bowling	<input type="checkbox"/> Boxing	<input type="checkbox"/> Bungee Jumping
<input type="checkbox"/> Camping	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Cricket
<input type="checkbox"/> Cycling	<input type="checkbox"/> Dance	<input type="checkbox"/> Extreme Sports
<input type="checkbox"/> Fantasy Sports	<input type="checkbox"/> Fencing	<input checked="" type="checkbox"/> Fishing
<input type="checkbox"/> Football	<input type="checkbox"/> Golf	<input type="checkbox"/> Gymnastics
<input type="checkbox"/> Hiking	<input checked="" type="checkbox"/> Hockey	<input type="checkbox"/> Horse Riding
<input type="checkbox"/> Horseback Riding	<input type="checkbox"/> Ice Skating	<input type="checkbox"/> Kayak
<input checked="" type="checkbox"/> Kickboxing	<input type="checkbox"/> Kiteboarding	<input type="checkbox"/> Lacrosse
<input type="checkbox"/> Martial Arts	<input type="checkbox"/> Motor Sports/NASCAR	<input type="checkbox"/> Motorcycle Racing
<input type="checkbox"/> Nature Walk	<input type="checkbox"/> Paintball	<input type="checkbox"/> Polo
<input type="checkbox"/> Racquetball	<input type="checkbox"/> River Rafting	<input type="checkbox"/> Rock climbing
<input type="checkbox"/> Rodeo	<input type="checkbox"/> Rollerblading	<input type="checkbox"/> Rowing
<input type="checkbox"/> Rugby	<input type="checkbox"/> Running	<input type="checkbox"/> Sailing
<input type="checkbox"/> Scuba Diving	<input type="checkbox"/> Skateboarding	<input type="checkbox"/> Skiing
<input type="checkbox"/> Skydiving	<input type="checkbox"/> Snowboarding	<input type="checkbox"/> Soccer
<input type="checkbox"/> Softball	<input type="checkbox"/> Surfing	<input type="checkbox"/> Swimming
<input type="checkbox"/> Table Tennis	<input type="checkbox"/> Tai Chi	<input type="checkbox"/> Tennis
<input type="checkbox"/> Traveling	<input type="checkbox"/> Triathlon	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Wakeboarding	<input type="checkbox"/> Walking	<input type="checkbox"/> Waterskiing
<input type="checkbox"/> Weightlifting	<input type="checkbox"/> Windsurfing	<input type="checkbox"/> Winter Sports
<input type="checkbox"/> Wrestling	<input type="checkbox"/> Yoga/Pilates	

Impressions

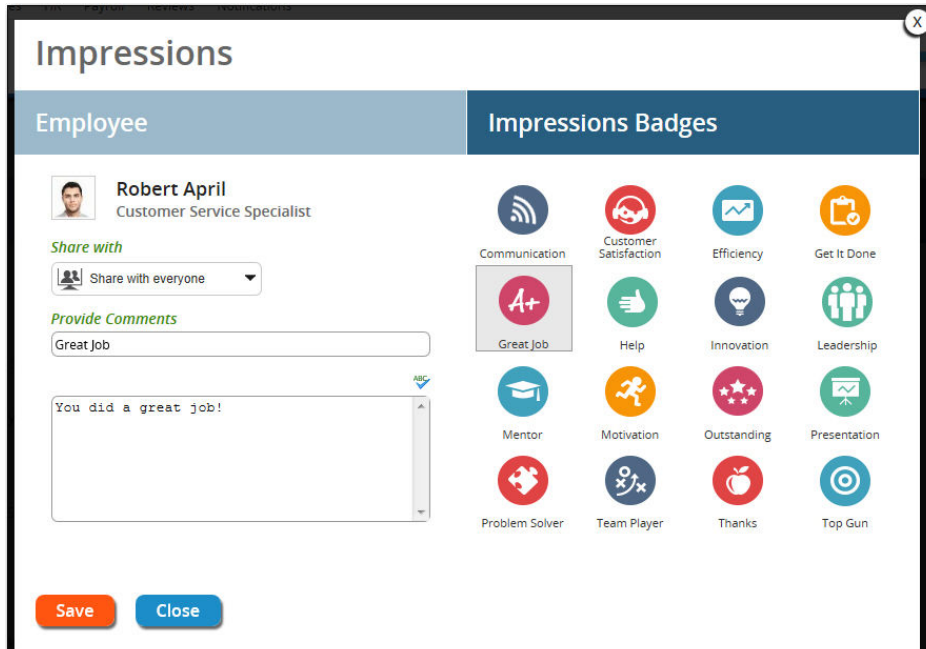
Select Impressions to view the impression badges received by all employees. Depending on company configuration, impressions may require supervisor approval before appearing in this screen.



View the employee's profile and team and submit an impression badge to recognize the employee. Users may access their own self service portal.

Select Impression in the Directory or Impressions to submit an impression badge to recognize an employee.

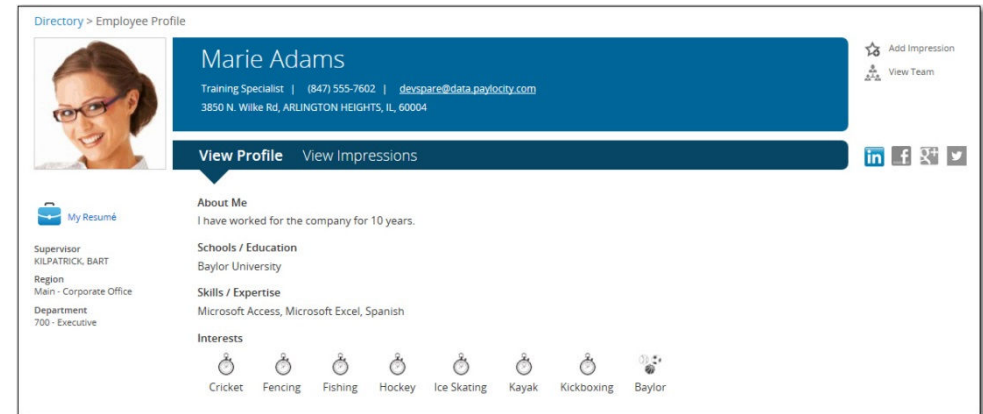
- Select the Impression Badge and edit the applicable information.
- Select Share with everyone or Share with employee only.
- Click Save to submit the impression badge.



Profile

Select Profile in the Directory or Impressions to view the personal information, education information, skills and expertise, and interests the employee has shared.

- Click the email link to email the employee.
- Click View Impressions to view the recognition impression badges the employee has received.
- Click Add Impression to submit an impression badge for the employee.
- Click View Team to view the employee's team.
- Click the social network icon to access the linked profile.
- Click My Resume to view the employee's resume.



Teams

Select Teams to view the company's team structure and move up and down the team structure. Click My Team to view your own team.

Select Team in the Directory or Impressions to view the selected employee's team.

