

### **National Able Network**

SCSEP Paylocity Training 2023





#### After this training...

If you are a SCSEP participant, you will be able to...

- Log in
- Enter time and attendance
- Approve your timecard

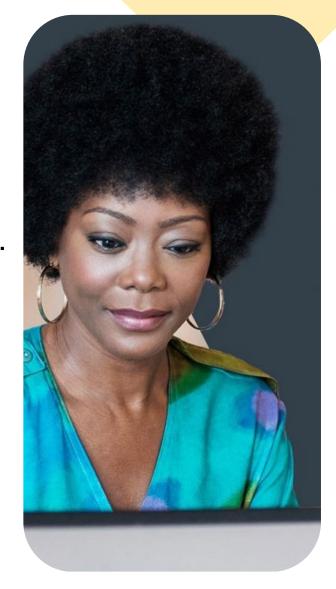




#### After this training...

If you are a **Host Agency Supervisor**, you will be able to...

- Log In
- Check participant time and attendance
- Enter in-kind hours
- Approve participant timecards





### **Frequently Asked Questions**

\* How will you get my information? Will I need to submit paperwork?

**No** - National Able Network has handled the transition of documents. Your payroll information has been securely uploaded to Paylocity. **NO ADDITIONAL PAPERWORK IS REQUIRED.** 

Is there going to be a disruption in pay?

No - Payroll will continue the same and timesheet submission dates will not change.
YOU WILL ONLY HAVE A DISRUPTION IN PAY IF TIME IS NOT ENTERED AND NOT APPROVED BY YOUR SUPERVISOR. The 2024 payroll schedule has been sent out via email.

- ❖ I don't have a bank account. Can I still use my rapid card?
   Yes National Able is still utilizing rapid cards. Your account will not change.
- What happens if I am in Job Search, and I do not have a host agency supervisor? Please contact your career coach if you have additional Paylocity questions.
- Is there a Company ID number I should know and remember?

Yes – It is 197113 (participants) and H9711 (supervisors). This number should be available for autofill once you create your Paylocity account.

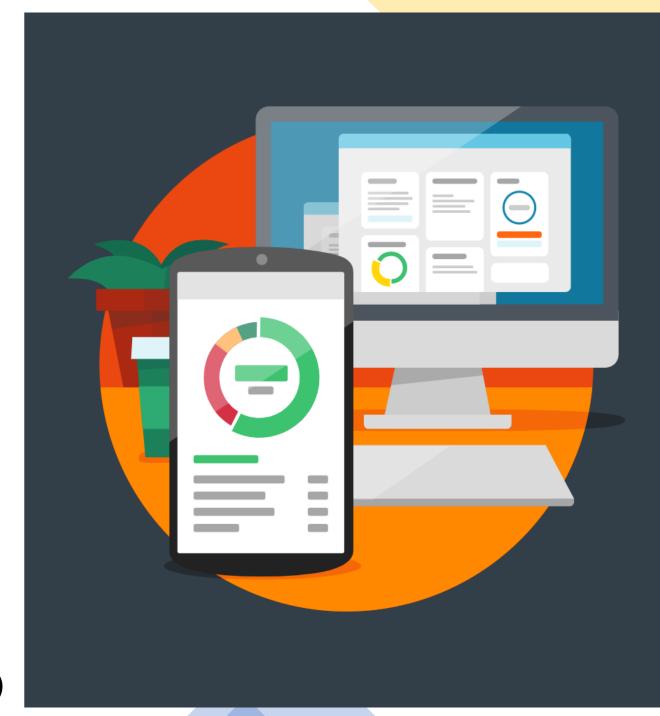
PLEASE NOTE: Paper time sheets will no longer be accepted.

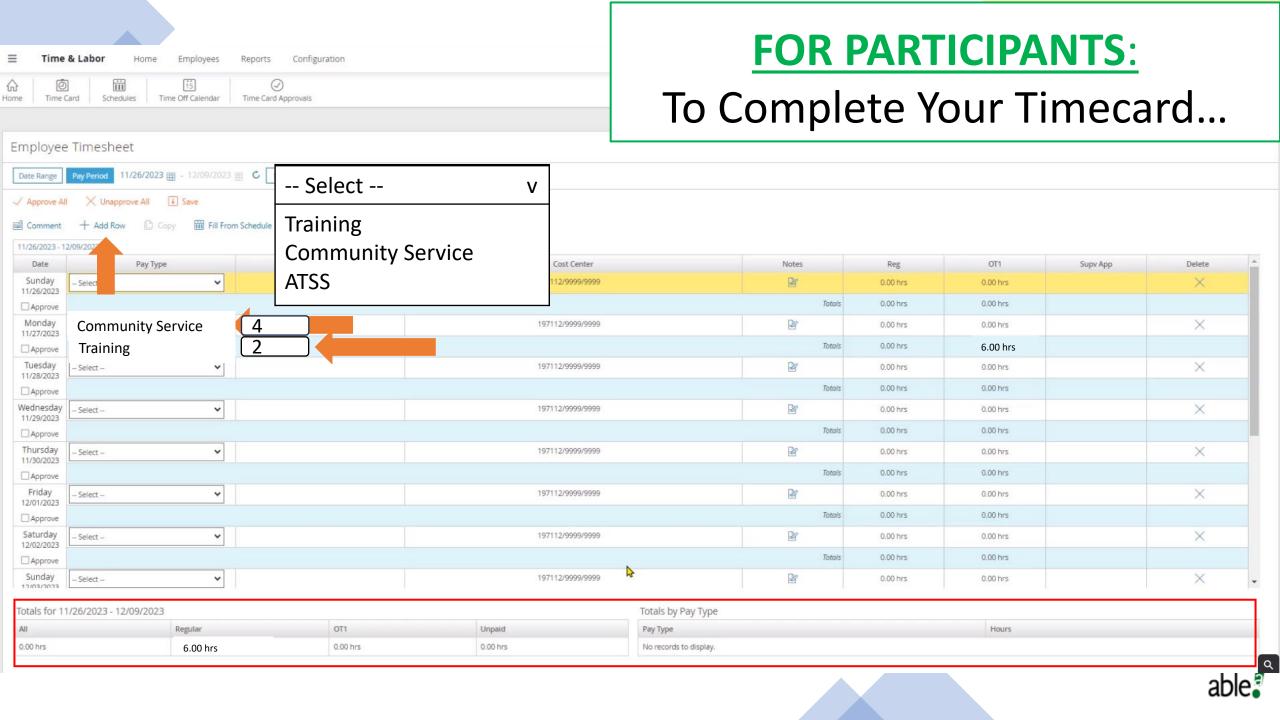


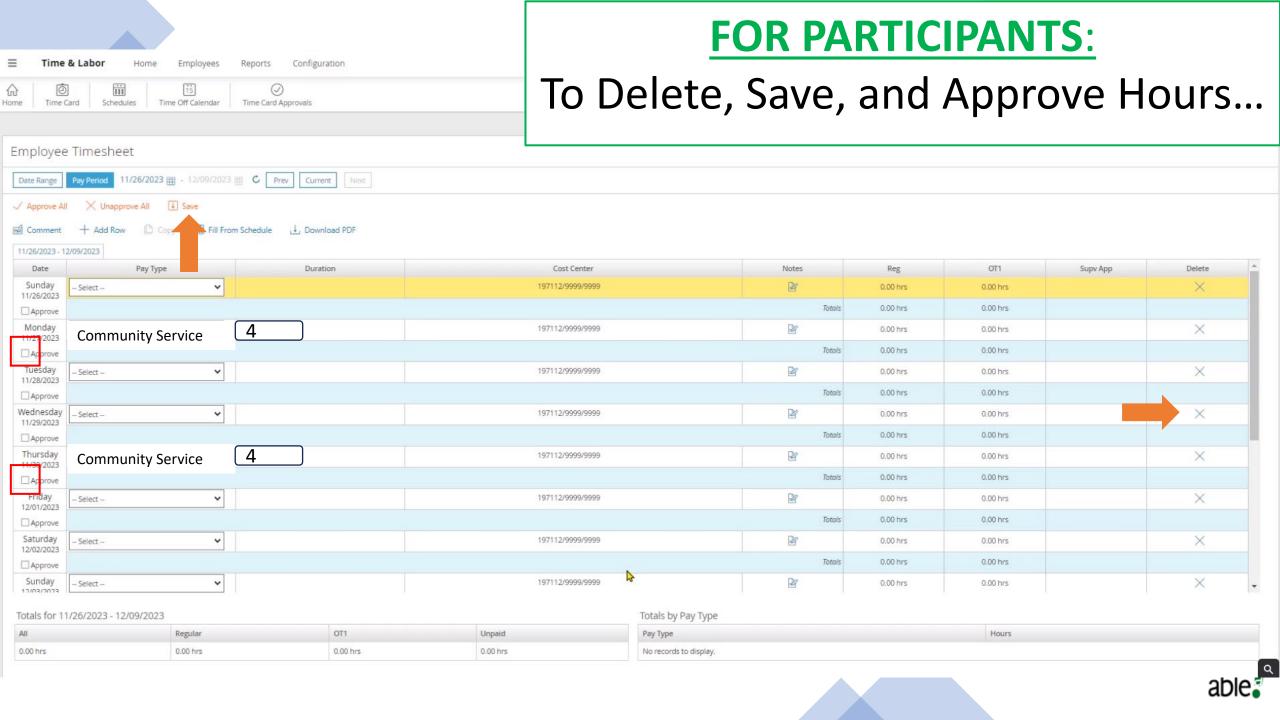


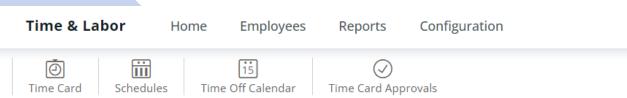


197113 (Participants) or H9711 (Supervisors)

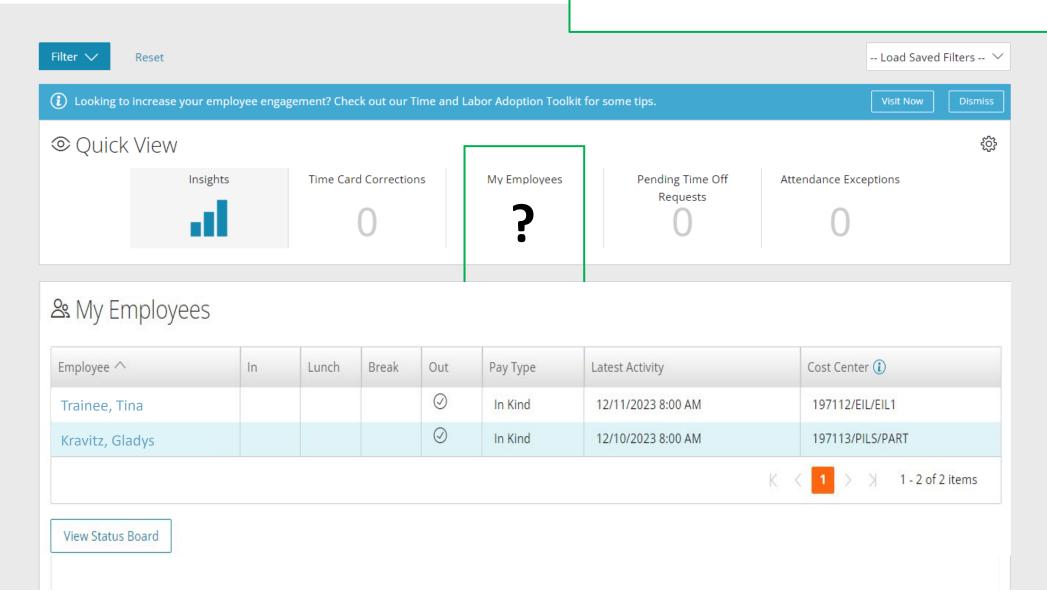


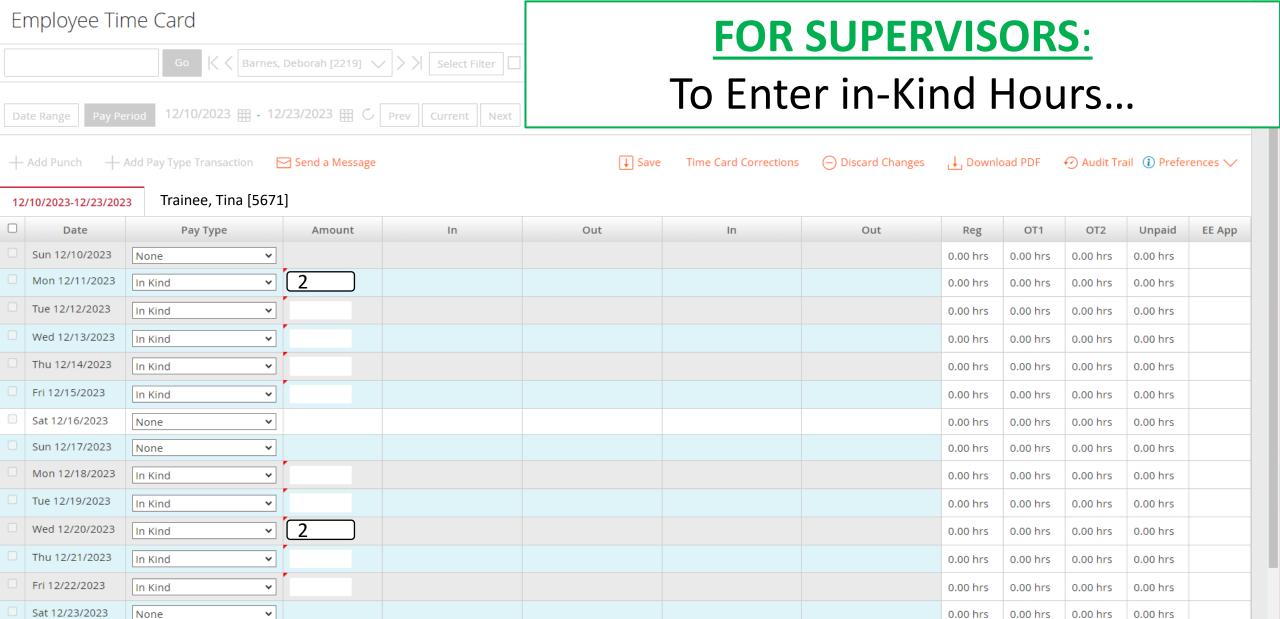






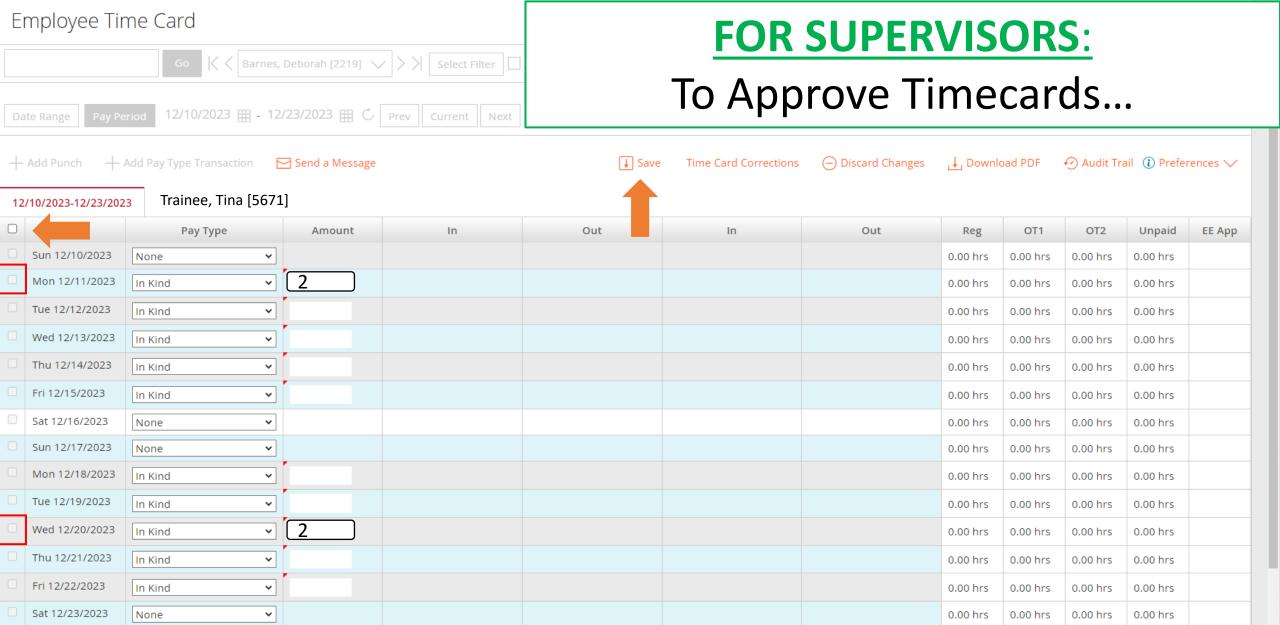
## FOR SUPERVISORS: What You Will See...





PLEASE NOTE: In-Kind hours MUST be added to your participants' timecards before being approved.



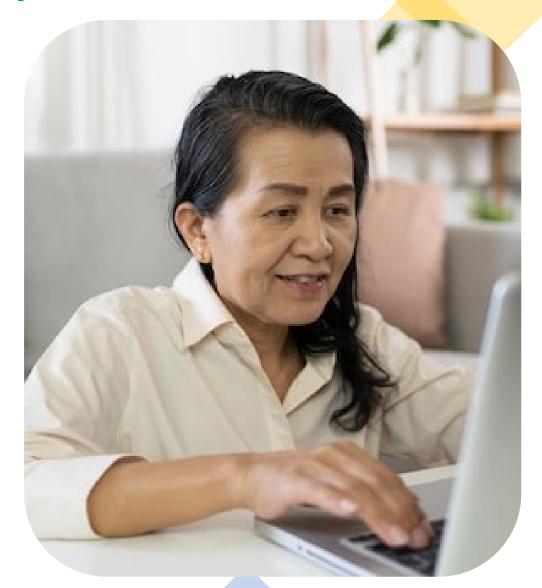


PLEASE NOTE: In-Kind hours MUST be added to your participants' timecards before being approved.



#### **Next Steps...**

- **Register in Paylocity.**
- **❖** Log in.
- Enter time and attendance in Paylocity.
- Reach out to career coach if needed.



## National Able Network Career Coaches

Pia Kanoy (Illinois)
<a href="mailto:pkanoy@nationalable.org">pkanoy@nationalable.org</a>

Antonella Bruno (Illinois) abruno@nationalable.org

Melanie Wells (Indiana) mwells@nationalable.org

Kristi Erritt (Iowa) kerritt@nationalable.org

Thomas Melander (Minnesota) <a href="mailto:tmelander@nationalable.org">tmelander@nationalable.org</a>

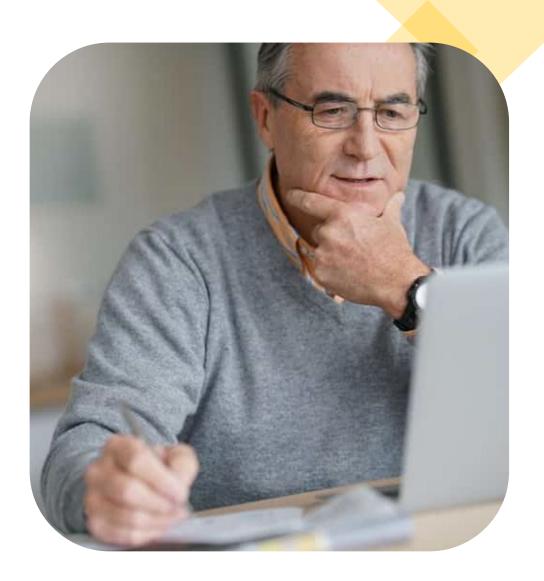
John Walid (Nebraska) <a href="mailto:jwalid@nationalable.org">jwalid@nationalable.org</a>

Kristen Knobbe (Nebraska) kknobbe@nationalable.org





## **Questions?**





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## THANK YOU!















