



SCSEP Paylocity Training 2023

Participant Handout



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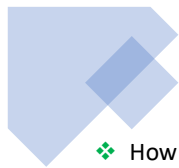
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SCSEP Paylocity Participant Training

National Able Network is transitioning from Paycor to the Paylocity payroll system. This handout summarizes the steps present in the Paylocity Training session and details how participants can log in to their Paylocity account, enter time and attendance, and approve their timecards. Paylocity also has an app that everyone can use!

Frequently Asked Questions

Here are questions that are often asked regarding transitioning to a new payroll system.



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. 2024 payroll schedule will be out before January 1, 2024.
- ❖ 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**. This number should be available for autofill once you create your Paylocity account.

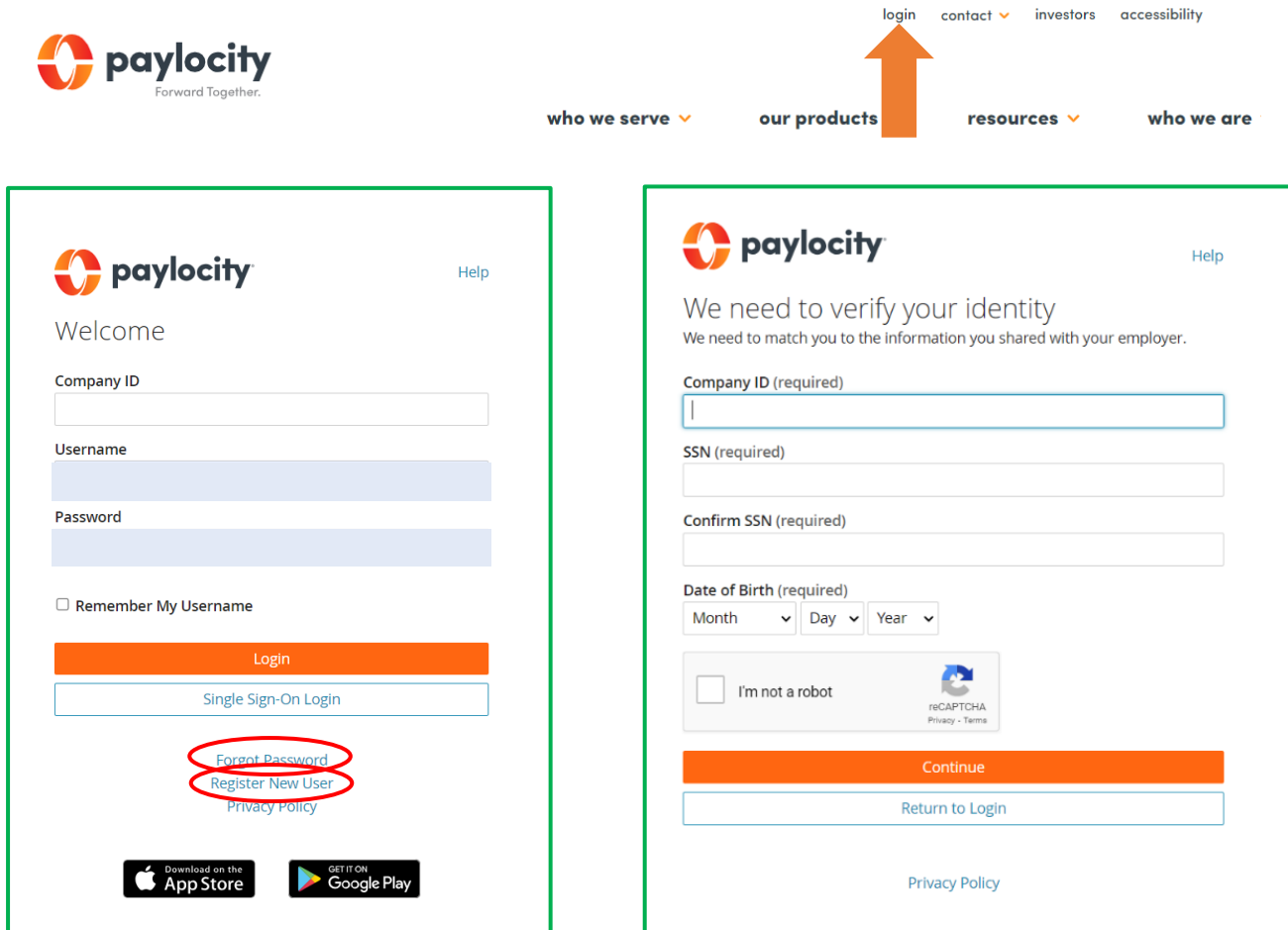


As a reminder, National Able Network is a **VOLUNTARY** workforce development program that prepares job seekers for employment. A component of SCSEP participant training is that customers learn how to complete and approve their timecards, as they would with any employer. Accordingly, it is **MANDATORY** that you complete **YOUR** timecards electronically.

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

Creating Your Account

The first thing you want to do is create and log in to your account. To go to the Paylocity site, type in Paylocity in your internet browser or enter **paylocity.com**.



First-time user registration instructions.

1. Access the [Paylocity login page](#).
2. Select **Register New User**.
3. Select **I don't have a Registration Passcode**.
4. Enter Paylocity **Company ID 197113**
5. Enter **Social Security Number (SSN)**.
6. Re-enter the SSN in the **Confirm SSN**.
7. Enter **Date of Birth** by selecting the Month, Day and Year.
8. Enable the **I'm not a robot** reCAPTCHA box.
9. Select **Continue**.

After completing the above, you will see a prompt to create 3 Challenge Questions. Choose questions that you will easily remember and write your answers down somewhere just in case you forget them.

Challenge Questions

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

If you log out of Paylocity and log back in, you will be prompted to answer one of the security questions you used when creating your Paylocity account.

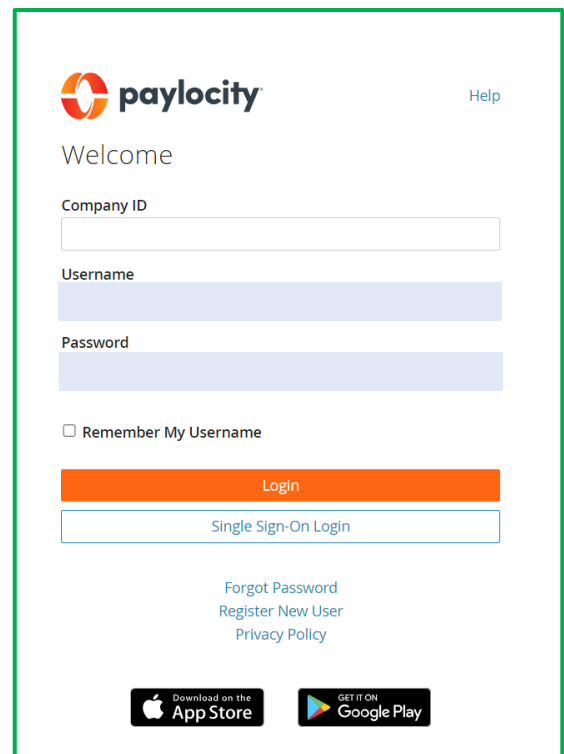
If you forget your password, select Forgot Password and follow the prompts to create a new one.

If you have not registered with Paylocity, or have difficulties registering, you'll get an email in about a week with instructions on how to do so. If you haven't received these instructions after a week, please reach out to your career coach.

Logging into Your Account

To log into your account:

1. Go to Paylocity.com.
2. Enter the Company ID number, 197113.
3. Enter your username.
4. Enter your password.
5. Select Login.



The screenshot shows the Paylocity login interface. At the top left is the Paylocity logo, and at the top right is a 'Help' link. Below the logo is the word 'Welcome'. The form contains three input fields: 'Company ID' (with a white background), 'Username' (with a light blue background), and 'Password' (with a light blue background). Below these fields is a checkbox labeled 'Remember My Username'. There are two buttons: an orange 'Login' button and a white 'Single Sign-On Login' button. At the bottom of the form are three links: 'Forgot Password', 'Register New User', and 'Privacy Policy'. At the very bottom are two app store download buttons: 'Download on the App Store' and 'GET IT ON Google Play'.

Completing Your Timecard

FOR PARTICIPANTS:
To Complete Your Timecard...

The screenshot shows the 'Employee Timesheet' interface. The date range is set to 11/26/2023 - 12/09/2023. The interface includes a navigation bar, a toolbar with options like 'Approve All', 'Unapprove All', and 'Save', and a main table for entering time. A dropdown menu is open for Monday, 11/27/2023, with 'Training' selected. The 'Duration' column for 'Training' contains '4' and for 'Community Service' it contains '2'. The bottom of the screen shows a 'Totals' section with a red border, indicating the total hours for the period.

To complete your timecard:

1. Log in to Paylocity. Paylocity.com.
2. Select the first day you have worked.
3. Select either Training, Community Service, or ATSS.
4. In the Duration column, enter the number of hours.
5. If adding additional hours for that same day, Select Add Row. If not, skip steps 6-7.
6. Select either Training, Community Service, or ATSS.
7. Enter the number of hours.

Once you've entered in your hours for the pay period, your total hours will appear at the bottom of your screen.

Deleting Hours on Your Timecard

FOR PARTICIPANTS:
To Delete, Save, and Approve Hours...

The screenshot shows the 'Employee Timesheet' interface. At the top, there are navigation tabs: 'Time & Labor', 'Home', 'Employees', 'Reports', and 'Configuration'. Below these are icons for 'Home', 'Time Card', 'Schedules', 'Time Off Calendar', and 'Time Card Approvals'. The main area is titled 'Employee Timesheet' and includes a date range selector (11/26/2023 - 12/09/2023) and buttons for 'Approve All', 'Unapprove All', and 'Save'. There are also options for 'Comment', 'Add Row', 'Copy', 'Fill From Schedule', and 'Download PDF'. The table below has columns: Date, Pay Type, Duration, Cost Center, Notes, Reg, OTH, Super App, and Delete. Each row represents a day from Sunday 11/26/2023 to Sunday 12/03/2023. The 'Delete' column contains an 'X' icon for each row. An orange arrow points to the 'X' icon in the row for Wednesday 11/29/2023. At the bottom, there are 'Totals by Pay Type' and 'Totals by Pay Type' sections.

To delete hours on your timecard:

1. Select the “X” in the Delete column.
2. Do this for all hours that will be deleted.

Saving Your Timecard

FOR PARTICIPANTS:
To Delete, Save, and Approve Hours...

The screenshot shows the 'Employee Timesheet' interface. At the top, there are navigation tabs: 'Time & Labor', 'Home', 'Employees', 'Reports', and 'Configuration'. Below these are icons for 'Home', 'Time Card', 'Schedules', 'Time Off Calendar', and 'Time Card Approvals'. The main area is titled 'Employee Timesheet' and includes a date range selector (11/26/2023 - 12/09/2023) and buttons for 'Approve All', 'Unapprove All', and 'Save'. There are also options for 'Comment', 'Add Row', 'Copy', 'Fill From Schedule', and 'Download PDF'. The table below has columns: Date, Pay Type, Duration, Cost Center, Notes, Reg, OTH, Super App, and Delete. Each row represents a day from Sunday 11/26/2023 to Sunday 12/03/2023. The 'Duration' column contains the number '4' for Monday 11/27/2023 and Thursday 11/30/2023. An orange arrow points to the 'Save' button. At the bottom, there are 'Totals by Pay Type' and 'Totals by Pay Type' sections.

To save your timecard:

1. Confirm all entered hours are correct.
2. Select Save.

Approving Your Timecard

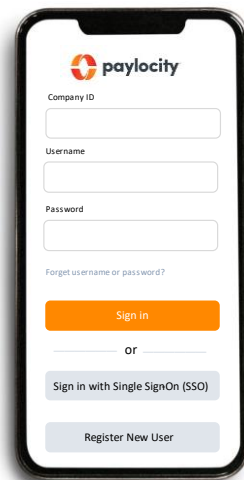
FOR PARTICIPANTS:
To Delete, Save, and Approve Hours...

To approve your timecard:

1. Confirm all entered hours are correct.
2. Select Approve.
3. Select Save.
4. Do this for each service and day hours were entered.

The Paylocity App

Paylocity has an app!



Easy to Download!

- Mac Apple Store for iPhone: Paylocity
- Goggle Play Store for Android: Paylocity



Go to either the Mac Apple Store for iPhones or Google Play for Android devices, download the app, follow the prompts, and you're on your way!

Use whatever way is easier for you: the phone app, a desktop, or laptop computer. You should be able to use any smart device to access the internet, and therefore, Paylocity.



Next Steps...

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



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National Able Network have staff that can assist you. If you encounter any difficulties, please reach out to the appropriate person in your region.



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