

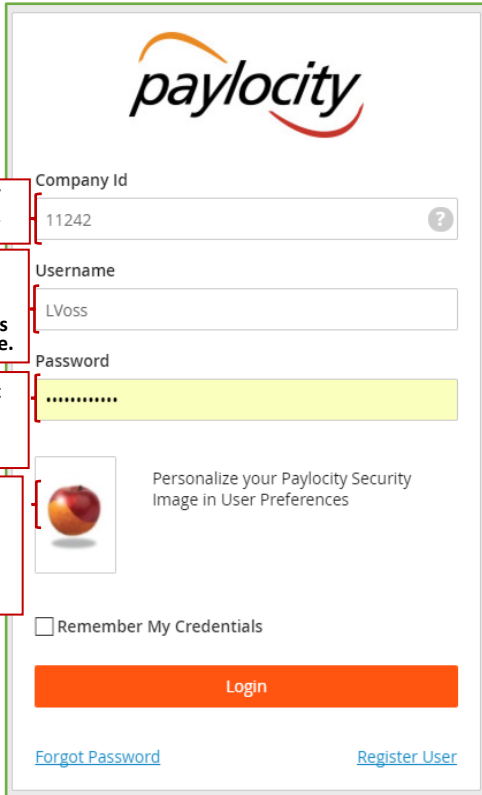


CITADEL
SERVICING CORPORATION



Quick Access Guide: Non-Exempt

<http://login.paylocity.com>



Company ID: 11242

Username, which is first letter of your first name plus your last name.
LVoss

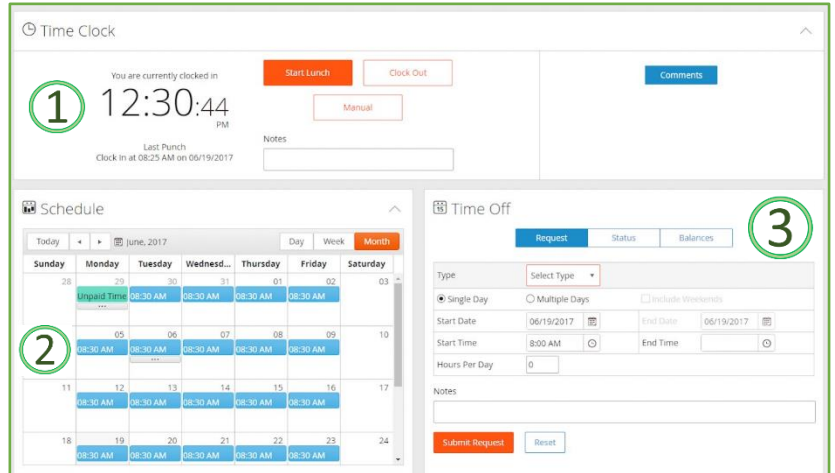
Password that you created during onboarding.

Your chosen security image will appear if username is entered correctly.

Remember My Credentials

Login

[Forgot Password](#) [Register User](#)



Time Clock

You are currently clocked in **12:30:44 PM**

Start Lunch Click Out Manual

Notes

Schedule

Today June 19, 2017

Time Off

Request Status Balances

Type Select Type

Single Day Multiple Days Include Weekends

Start Date 06/19/2017 End Date 06/19/2017

Start Time 8:00 AM End Time

Hours Per Day 0

Notes

Submit Request Reset

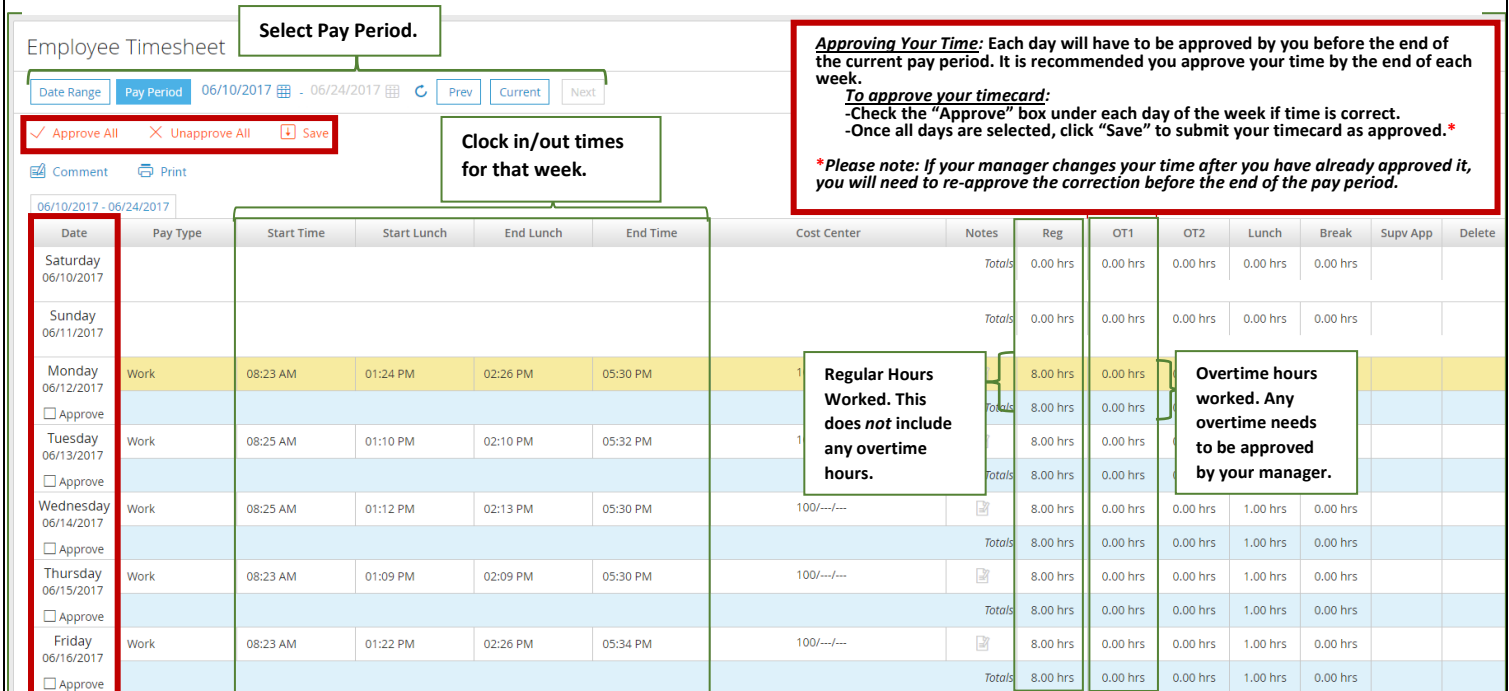
Once logged in, you will see the following options:

- Time Clock:** This is where you can clock in and out for the day or start and end your lunch period. If you miss a clock in or out, select *manual* to manually enter your time.
- Schedule:** The calendar will reflect sick or vacation time.
- Time Off:** Use this form to submit a request for time off, view the status of previously submitted requests or current paid time off balances.

You are required to begin your lunch before the end of your fifth hour of work or we will incur a Meal Penalty Premium.

Timesheet

To access your timesheet, click the [My Timesheet](#) button in the upper left hand corner of the Paylocity screen. This will direct you to your timesheet as shown below. This will provide you with a detailed overlook on your hours for a selected pay period.



Employee Timesheet

Select Pay Period.

Date Range Pay Period 06/10/2017 - 06/24/2017 Prev Current Next

✓ Approve All ✗ Unapprove All Save

Comment Print

Clock in/out times for that week.

Approving Your Time: Each day will have to be approved by you before the end of the current pay period. It is recommended you approve your time by the end of each week.

To approve your timecard:

- Check the "Approve" box under each day of the week if time is correct.
- Once all days are selected, click "Save" to submit your timecard as approved.*

*Please note: If your manager changes your time after you have already approved it, you will need to re-approve the correction before the end of the pay period.

Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Cost Center	Notes	Reg	OT1	OT2	Lunch	Break	Supv App	Delete
Saturday 06/10/2017							Totals	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Sunday 06/11/2017							Totals	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Monday 06/12/2017	Work	08:23 AM	01:24 PM	02:26 PM	05:30 PM	100/-/-/-		8.00 hrs	0.00 hrs					
Tuesday 06/13/2017	Work	08:25 AM	01:10 PM	02:10 PM	05:32 PM	100/-/-/-		8.00 hrs	0.00 hrs					
Wednesday 06/14/2017	Work	08:25 AM	01:12 PM	02:13 PM	05:30 PM	100/-/-/-		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Thursday 06/15/2017	Work	08:23 AM	01:09 PM	02:09 PM	05:30 PM	100/-/-/-		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Friday 06/16/2017	Work	08:23 AM	01:22 PM	02:26 PM	05:34 PM	100/-/-/-		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		

Regular Hours Worked. This does not include any overtime hours.


Overtime hours worked. Any overtime needs to be approved by your manager.

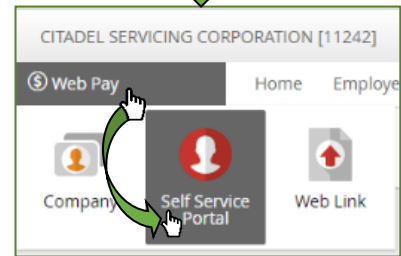
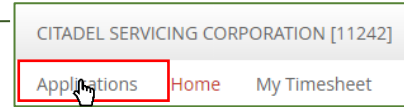


Self Service Portal

The *Self Service Portal* has many functions including the ability to view your paychecks, change direct deposit information, modify tax exemption or update emergency contacts, plus other helpful resources.

To access the Self Service Portal:

1. Select the  icon in the upper left hand corner, which will take you to a new page.
2. Hover over the “Web Pay” link.
3. Select “Self Service Portal” from the drop down selection.



News

Melanie PEREZ received “Help” from RICHARD RIOS
June 15, 2017

Company

[MVP Program](#)
[CSC Employee Handbook](#)

Application

[Employee Training Documents](#)

Hi, Madison!

Pay

Please note, the Check Dollar amount on the 2/13/15 check is the combined total that you were paid for check dates 1/15/15, 1/31/15 and 2/13/15.

View Checks

Date	Check #	Net Amount	Dir Dep
06/15/2017	7321	hidden	✓
05/31/2017	7152	hidden	✓
05/15/2017	6985	hidden	✓

Less

[Direct Deposit Accounts](#)
[Tax Forms](#)
[Check Calculator](#)
[View Checks](#)
[Tax Exemptions](#)
[DE-4-CA Withholding](#)

Time Entry

Employment

[Employee Status](#)
[Dept / Position](#)

Forms and others resources.

View a paycheck by clicking the date.

Please see your manager or contact Human Resources with any questions.