








Self Service Portal



The Garner Group [CLNT03]    Help

Applications Home Employees HR Payroll Talent Notifications

 Home  Directory  Impressions  Teams

Employment

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

News

Please check your W-2.

Picnic
The company picnic will be at Brookfield Zoo. [more...](#)

[5k Fun Run](#)

[Summer sports](#)

Time Entry

Clocked In since 08:00 AM on 02/12/2015

33

2:02

CST PM

Notes

[Launch Time & Attendance](#)

Compensation

[View Current Check](#)

| Date | Check # | Net Amount | Dir Dep |
|----------------------------|---------|------------|---------|
| 02/20/2015 | 103201 | hidden | ✓ |
| 02/13/2015 | 103185 | hidden | ✓ |

[Check History](#) [Less](#)

[Direct Deposit Accounts](#)
[Change Federal or State Tax Exemptions](#)
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Application

[User Preferences](#)
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Personal


Welcome back! You were last here on August 25, 2015.

[Personal Information](#) [Less](#)

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

Benefits

Please complete your annual enrollment information before the deadline.


YTD Compensation

[Manage my Benefits](#) [Less](#)

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

Time Off

| Type | Balance | Used | Availa |
|---------------------------------|--------------|------------|---------|
| PERS - Personal | 0.00 Hours | 0.00 Hours | 0.00 H |
| SICK - Sick | 40.00 Hours | 0.00 Hours | 40.00 H |
| VAC - Vacation | 218.46 Hours | 0.00 Hours | 218.46 |

[Time Off History](#) [Less](#)

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

Career

[Apply for Open Position](#)
[Advanced HR Reviews](#)
[Skills](#)
[Education](#)
[Reviews](#)

Use the self service portal to manage Web Pay information.

Click the boxes or the employee links to access associated Web Pay screens.

- ✓ Click the icon to expand or collapse the section.
- ✓ Click Less to hide information in the section.
- ✓ Click More to display all information.

- ✓ Note that each company will customize the display of information.
- ✓ Users may not have access to all the information displayed here.

Self Service Portal



View recent pay history. Click the icon to hide or display check amounts.

Employment

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

View employment information.

Compensation

[View Current Check](#)

| Date | Check # | Net Amount | Dir Dep |
|----------------------------|---------|------------|---------|
| 02/20/2015 | 103201 | hidden | ✓ |
| 02/13/2015 | 103185 | hidden | ✓ |

[Check History](#) [Less](#)

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

Manage direct deposit accounts.
Change and federal and state tax exemptions.
Calculate and test check changes such as increasing 401k or HSA contributions.

Application

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

Access employee training resources.

Personal

[Personal Information](#) [Less](#)

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

Edit personal information and customize your employee profile.

Benefits

Please complete your annual enrollment information before the deadline.

News

Please check your W-2.

Picnic
The company picnic will be at Brookfield Zoo. [more...](#)

[5k Fun Run](#)

[Summer sports](#)

View the latest company news items.

Self Service Portal



[5k Fun Run](#)
[Summer sports](#)

Access Web Time and clock in and out.

Time Entry

Clocked In since 08:00 AM on 02/12/2015

33

2:02

CST PM

Notes

Clock In

Clock Out

Transfer

Manual

[Launch Time & Attendance](#)

[Earnings](#)
[Deductions](#)
[Direct Deposit](#)
[Labor Allocation](#)
[Check Calculator](#)

View reminders about upcoming events.

Time Off

| Type | Balance | Used | Availa |
|---------------------------------|--------------|------------|----------|
| PERS - Personal | 0.00 Hours | 0.00 Hours | 0.00 H |
| SICK - Sick | 40.00 Hours | 0.00 Hours | 40.00 H |
| VAC - Vacation | 218.46 Hours | 0.00 Hours | 218.46 H |

Time Off History

Less

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

View available time off options and submit time off requests.

Benefits

Please complete your annual enrollment information before the deadline.

YTD Compensation

Manage my Benefits

Less

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

**✓ View year-to-date compensation.
✓ Manage benefits.**

Career

[Apply for Open Position](#)
[Advanced HR Reviews](#)
[Skills](#)
[Education](#)
[Reviews](#)

✓ Apply for open positions.

Paylocity | 3850 N. Wilke Road Arlington Heights, Illinois 60004
www.paylocity.com

August-2015

Directory

- Use the Directory to find employees and their contact information.
- ✓ Click the available Social Networks icon to access the linked profile.
 - ✓ View the employee's profile.
 - ✓ View the employee's team.
 - ✓ Submit an impression badge for the employee.
 - ✓ Users may also access their own self service portal.
 - ✓ Use the search filters to expand or limit the display of employees.

The screenshot displays the Paylocity web pay Directory interface. At the top, there is a navigation bar with icons for Home, Directory, Impressions, and Teams. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a filter section for 'Last Name' with a dropdown menu set to 'All' and a list of letters from A to Z. The main content area is a table with four columns: Employee, Contact Info, Social Networks, and Actions. The table lists five employees: Marie Adams, Emily Alba, Sheppard Allerdyce, Robert April, and Julian Atwood. Each employee row includes a profile picture, name, phone number, email address, social network icons, and buttons for Profile, Team, and Impression.

| Employee | Contact Info | Social Networks | Actions |
|--------------------|--|-----------------|---------------------------|
| Marie Adams | phone: (847) 555-5555 email: madams@garnergroupp.com | | Profile Team Impression |
| Emily Alba | phone: (847) 555-5555 email: ealba@garnergroupp.com | | Profile Team Impression |
| Sheppard Allerdyce | phone: (847) 555-5555 email: sallerdyce@garnergroupp.com | | Profile Team Impression |
| Robert April | phone: (847) 555-5555 | | Profile Team Impression |
| Julian Atwood | phone: (847) 555-5555 email: jatwood@garnergroupp.com | | Profile Team Impression |


Employee Profile



Use the employee profile to share information about yourself.

Coworkers may submit an impression badge for you and view your team.

Directory > Employee Profile




Marie Adams

Customer Support Representative | (847) 555-5555 | devspare@data.paylocity.com
3850 N Wilke Rd, ARLINGTON HEIGHTS, IL, 60004

[Add Impression](#)
[View Team](#)

[View Profile](#) [View Impressions](#)



Supervisor
ATWOOD, JULIAN

Division
400 - Central

Branch
401 - Operations





Department
600 - Client Support

About Me
I have worked for the company for 10 years.

Schools / Education
Baylor University

Skills / Expertise
Microsoft Access, Microsoft Excel

Interests

Chicago Bulls Cricket Rock climbing Singing

Coworkers who view your profile may email you directly.

Coworkers may click the applicable social media icon to access your linked profile.

Coworkers may click View Impressions to view the recognition impression badges you have received.

Coworkers are able to view your interests, education, skills, and other information you choose to share.

Paylocity | 3850 N. Wilke Road Arlington Heights, Illinois 60004
www.paylocity.com

August-2015

Upload your personal image.

Upload your resume.

Add information about your skills and expertise.

Select various categories in the Interests section and check the boxes adjacent to personal interests.

Marie Adams
Save Profile Changes

Employee Profile | Personal Information | User Preferences

Resume
No Resume Uploaded
Upload Resume

About Me
Provide a brief description of yourself
Characters remaining 2000

Schools / Education
Search Schools / Education **Add**

Skills / Expertise
Search Skills / Expertise **Add**

Interests

Activities/Fitness | Hobbies | Travel | Music | Movies/TV | Sports Teams

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

Save all profile changes.

Enter education information.

Enter information about yourself.

Link one or more social media profiles to your employee profile.

Impressions



Impressions recognize outstanding work.

You may submit impressions in the Directory.

Impressions may require supervisor approval before appearing in this screen.

paylocity web pay

Home Directory Impressions Teams

Search

1 2 3 4 5 1 - 3 of 13 items

Filter: Last Name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Marie Adams — Sales Specialist

Laurie Black recognized Marie Adams for Outstanding on 03/07/2014

Outstanding
You do outstanding work--going above and beyond!

Laurie Black — Manager

Marie Adams recognized Laurie Black for Mentor on 03/07/2014

Mentor
You share your knowledge, skills, and experience as a mentor!

Tobias Harrison

Marie Adams recognized Tobias Harrison for Top Gun on 02/26/2014

Top Gun
You generate top sales by bringing in the big money--winning new clients or deals!

Profile Portal Team

Profile Team Impression

Profile Team Impression

Click Impression to submit an impression badge to recognize the employee.

Impressions

The screenshot shows the 'Impressions' window in the Paylocity web pay system. At the top, there are tabs for 'Employees', 'HR', 'Payroll', 'Reviews', and 'Notifications'. The main title 'Impressions' is at the top left. Below it, there are two tabs: 'Employee' and 'Impressions Badges'. The 'Employee' tab is active, showing a profile for Robert April, a Sales Representative. To the right of the profile is a grid of 16 impression badges. Callouts provide instructions: 'Select the Impression Badge.' points to the 'Impressions Badges' tab; 'Share with everyone or with employee only.' points to the 'Share with' dropdown; 'Provide Comments and customize the text.' points to the comment text area; and 'Click Save to submit the impression badge.' points to the 'Save' button.

Employees HR Payroll Reviews Notifications

Impressions

Select the Impression Badge.

Employee Impressions Badges

Robert April
Sales Representative

Share with

Share with everyone ▼

Provide Comments

Communication

You are great at communicating, well said!

Communication Customer Satisfaction Efficiency Get It Done

Great Job Help Innovation Leadership

Mentor Motivation Outstanding Presentation

Problem Solver Team Player Thanks Top Gun

Save **Close**

Share with everyone or with employee only.

Provide Comments and customize the text.

Click Save to submit the impression badge.

Teams

Select Teams to view the company's team structure and move up and down the team structure.

The screenshot shows the 'Teams' section of the web pay interface. At the top, there is a navigation bar with icons for Home, Directory, Impressions, and Teams. A search bar is located on the right. Below the navigation bar, a callout points to a small icon next to the 'Teams' header, stating: 'Click this icon to move up the team structure.' The main content area displays a hierarchy starting with Emily Alba, Vice President of Human Resources, who has 5 direct reports. Below her are six team members: Rebecca Bloom (RB), Darius Bell (DB), Magdalena Castillo, Blake O'Hara (BO), Abel McTiernan (who has 2 direct reports), and Elijah Oppenheimer (EO). A callout points to the plus (+) sign next to Abel McTiernan, stating: 'Click the plus (+) sign to display direct reports.' On the right side, there is a 'My Team' icon with a callout stating: 'Click My Team to view your own team.'