Paylocity Inbound SSO

SAML 2.0

Paylocity offers our clients the ability to create a custom Single Sign-On (SSO) connection to the Web Pay application. This feature allows the users to bypass the traditional log in process. SSO access to the Paylocity Web Pay Self Service offer the following advantages to our users:

- Improved User Experience through automatic login
- Improved Security
- Easier Account Management

Paylocity currently uses the SAML 2.0 standard to authenticate to our applications. Below is the information you need to gather and provide to Paylocity.

Paylocity uses an employee's Work Email Address to match up the Employee with the SSO connection to authenticate using SAML 2.0. It is required that an employee have a valid work email address, Web Pay system access and log into the system at least once for SSO to properly authenticate and be available for a user. If the employee attempts to login prior to logging directly to the Web Pay Application, they will receive a login error message.

Requirements to Authenticate to Paylocity:
- The Signature method must be SHA256 (SHA2)
- The SAML Response should be signed*
- The SAML Assertion should be signed*
- HTTP Method: POST
- The Audience Restriction is setup for: **https://auth.paylocity.com**
- Endpoint to Connect: https://auth.paylocity.com/SecureAuth5/SamlConsumerService.aspx

* Please note: We can support SAML 2.0 with only signing either the Response or the Assertion, but for maximum security, the preferred method is so sign both. Changing this configuration will add to the setup time.

Information to Provide to Paylocity
- Metadata File for Authentication (preferably in an XML file sent securely)
- Signed copy of the SSO Authorization Form

Information Provided by Paylocity
- Partner SSO ID
- Partner Entity
- Confirmation of Paylocity Company Id's enabled for SSO

Breakdown of user attributes:

Three main attributes necessary for Paylocity authentication to work:

- PaylocityUser: the user's email address or USER ID
- PartnerID: an ID that will be provided to you by Paylocity
- PaylocityEntity: an ID that will be provided to you by Paylocity

Example SAML Attributes

```
<AttributeStatement>
  <Attribute Name="PaylocityUser">
    <AttributeValue>user@company.com</AttributeValue>
  </Attribute>
  <Attribute Name="PartnerID">
    <AttributeValue>P800099</AttributeValue>
  </Attribute>
  <Attribute Name="PaylocityEntity">
    <AttributeValue>CO123</AttributeValue>
  </Attribute>
</AttributeStatement>
```