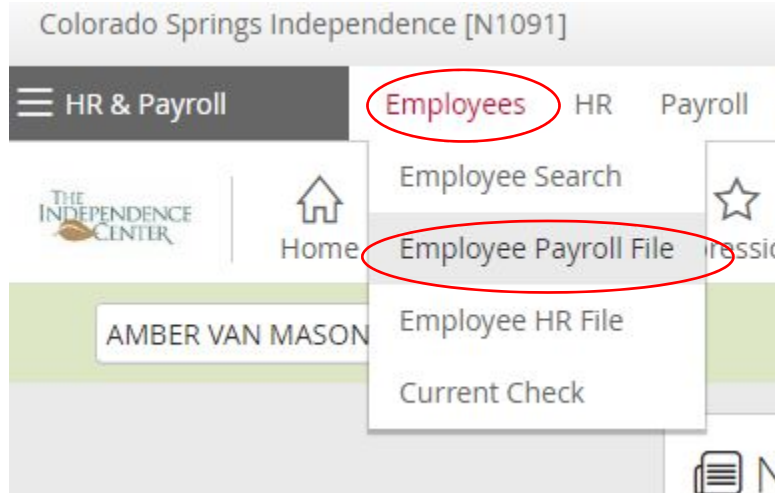


Updating your contact information in Paylocity

Log into Paylocity

Hover mouse over Employees

Click on Employee Payroll File



This will take you to your Demographics page



Verify all of the contact information on this page including:

Address

City

State

Zip

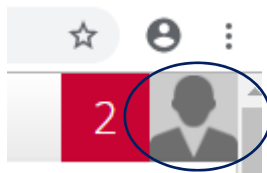
Email

Phone number

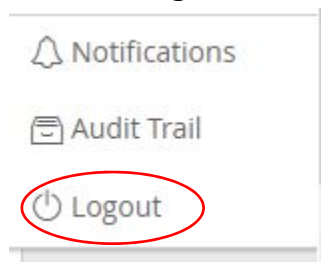
Make any changes needed
Scroll down to the bottom of the screen
Click on the orange Save button



To log out
Go to the upper right corner
Hover on the silhouette



Click on Logout



Thank you for updating your contact information