paylocity®

LOG IN AT ACCESS.PAYLOCITY.COM
Company ID: N8348
Username: [USERNAME]
Password: [current password]
Contact an HR Associate if you have issues logging into Paylocity.

- ACCESSING W-2
- UPDATING W-4
- ACCESSING PAYSTUBS
- ⚠ UPDATING CONTACT INFORMATION

UPDATING YOUR W-4

In your Paylocity Self Service Portal

1. Select the down arrow next to "PAY" to access the dropdown menu.
2. Select "MORE" from the menu.
3. Select "VIEW/EDIT TAX SETUP."
4. Click on the "PAYROLL SETUP" tab.
5. Click on the "TAXES" tab.
6. Select "VIEW" to view your current selections OR select "FITW-Federal Income Tax" to make changes to your deductions.

You will see several boxes on the right-hand side of the screen that you can easily edit based on your status.

ACCESSING YOUR W-2

In your Paylocity Self Service Portal

1. Select the down arrow next to "PAY" to access the dropdown menu.
2. Select "MORE" from the menu.
3. Select "TAX FORMS"
4. Select any preivious year's W-2.

You will be able to see your W-2 Form and have the option to "Download" it in the top right corner.

On the Paylocity Mobile App
1. Tap on the 3 horizontal lines to open your menu.
2. Tap on "PAY"
3. Tap on "TAX FORMS" at the top of your screen.
4. Select your W-2.

You will be able to see your W-2 with the option to "View as .pdf" in the top right corner.

EXTRA WITHHOLDINGS

"Extra Withholding" is generally set to "Default Amount." However, you can click on the down arrow next to the green box for "Default Amount" and select the type of withholding that you prefer.

You have the option to select a flat amount, or you can select an additional amount- on top of what your FIT liability might be. You can make changes as you have life changes throughout the year or after filing taxes and determining the amount of federal taxes that you owe.

NOTE: The amount that you may owe in federal taxes may change depending on any changes to your schedule and pay rate.

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APPLICATION
TUTORIALS

ACCESSING YOUR PAYSTUBS

In your Paylocity Self Service Portal

1. Click on the "PAY" tab.
2. You will see a table with your four most recent paychecks.
3. Click on any of the dates.

A new screen/tab will open and you will see your previous paychecks on the left side of the screen with a summary of the selected paycheck on the right.

To download and print:
In the right top corner, select the orange "Download Paystub" button to view and print your paystub.

To see past paystubs:
Click on the Filter button on the left side of your screen to look at any previous years' paystubs.

On the Paylocity Mobile App
1. Tap on the 3 horizontal lines to open your menu.
2. Tap on "PAY".
3. You will see 3 tabs at the top of your screen. You can either view your "CURRENT" paystub or look at previous paystubs under "HISTORY"

To view as a .pdf:
To view a .pdf version of a paystub, click on the paycheck then click on the envelope icon on the bottom right corner. You will be taken to a screen where you can email yourself a .pdf of that paystub and even create a password for the file.

UPDATING YOUR CONTACT INFORMATION

! The contact information in Paylocity is what Cedar Springs and all the insurance carriers use to contact employees. Please update changes to address, email, phone number or emergency contact any time there is a significant change during the year.

In your Paylocity Self Service Portal

1. Select the down arrow next to "PAY" to access the dropdown menu.
2. Select the down arrown next to the menu titled "Hi, {your first name}!
3. Select "VIEW EMPLOYEE RECORD".
4. Click on the "PERSONAL" Tab.
5. Select the orange "EDIT CONTACT" button.

You will now be able to update your email address, phone number and/or physical address.

On the Paylocity Mobile App
1. Tap on the 3 horizontal lines to open your menu.
2. Tap on YOUR NAME at the top of the menu.
3. Tap on the orange pencil icon in the bottome right corner.

You will now be able to update your email address, phone number and/or physical address.

Scroll down to the bottom of your profile to edit and/or add Emergency Contacts.

Click here to go to log into Paylocity 👆

HUMAN RESOURCES
CEDAR SPRINGS PRESBYTERIAN
Live Deeply

LOIS NEWTON
Human Resources Associate
loisnewton@cspc.net

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April 2023