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New Hire Paylocity Guide

Set up your account and keep your hours accurate.

Follow these three steps to register and keep your hours accurate.

1 Your registration email from Paylocity

It contains your Company ID (348688), your username, and your temporary password.

2 Click the link in that email

Enter those details, then create a new password and set up your security questions.

3 Review your timesheet every week

Check for missing punches or incorrect clock-in and clock-out times, and report any errors to your supervisor as soon as possible so they can be corrected before payroll is processed.

WHAT'S IN YOUR REGISTRATION EMAIL

Company ID	348688
Username	Your employee username
Temporary password	Use it once, then set your own

Questions? Contact your supervisor or the HR team.