

Updated 2/1/2022

Welcome to Paylocity

What's Inside:

- Registration info
- Mobile App
- Time & Labor



*Diocese of
Wheeling-Charleston*



Welcome to Paylocity, your employer’s trusted human capital management provider! What’s that, you ask? We bring the power of modern technology to all things HR and payroll. For you, that includes quick and convenient mobile solutions that make your life easier!

Like your company, our employees are our most valued resource. We create our services with them in mind and now they’re available to you. This guide will help you explore how easy it is to use our powerful tools to manage, explore, and connect. Let’s look at what’s inside!

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Scanning QR Codes

You can quickly access our video content via hyperlink or scan the QR codes with your mobile device.

Never scanned a QR code ? It’s easy! Just take a picture on your Android or Apple device!

Apple

Open the camera app from the home screen, control center, or lock screen.

Select the rear-facing camera. Hold your device so the QR code appears in the viewfinder.

Your device will recognize the QR code and display a link to the video.

Finally, tap the pop-up notification to view some awesome content!

Android

Press and hold the Home button. Then tap Lens.

Note: A prompt appears if it’s the first time you’ve used this feature. If it does, choose Allow.

Select the rear-facing camera. Hold your device so the QR code appears in the viewfinder. Then tap the magnifying glass icon to scan the QR code

Lastly tap the pop-up notification to view some fantastic content!

Diocese of Wheeling-Charleston

Company ID Reference List

First, look up your Company ID from the list below.
You'll need it for registering and logging in!

Entity Name	Paylocity ID
A.B.L.E. Families Inc Kermit	147404
All Saints Church Bridgeport	147322
Annunciation of Our Lord Fort Ashby	147407
Blessed Sacrament Church So. Charleston	147334
Catholic Charities West Virginia Inc - Nutrition Wheeling	147667
Catholic Charities West Virginia Inc- Child Care Wheeling	147666
Catholic Charities West Virginia Inc- Main ID Wheeling	147665
Catholic Church of Preston County Kingwood	147340
Catholic Church of the Ascension Hurricane	147324
Central Catholic High School Wheeling	147329
Charleston Catholic High School Charleston	147325
Church of the Assumption Keyser	147328
Corpus Christi Church Wheeling	147409
Diocese of Wheeling Charleston Wheeling WV	147321
Fairmont Catholic Grade School Fairmont	147327
Holy Family Child Care & Development Center Inc Wheeling	147411
Holy Redeemer Catholic Church Spencer	147417
Holy Rosary Catholic Church Buckhannon	147326
Holy Spirit Catholic Church Monongah	147323
Holy Trinity Catholic Church Nitro	147389
Immaculate Conception Catholic Church Montgomery	147330
Immaculate Conception Church New Cumberland	147365
Immaculate Conception Church Clarksburg	147370
Immaculate Conception Church Fairmont	147406
Madonna High School - Madonna High School Weirton	147331
Notre Dame High School Clarksburg	147415

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Diocese of Wheeling-Charleston

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Entity Name	Paylocity ID
Our Lady of Fatima Church Huntington	147403
Our Lady of Grace Romney	147416
Our Lady of Peace School - Parish Wheeling	147381
Our Lady of Perpetual Help Parish Stonewood	147341
Parkersburg Catholic Elementary Parkersburg	147333
Parkersburg Catholic High School Parkersburg	147332
Priests Health And Retirements Association Wheeling	147408
Sacred Heart Catholic Church Princeton	147366
Sacred Heart Catholic Church Williamson	147367
Sacred Heart Catholic Church Bluefield	147405
Sacred Heart Church Huntington	147335
Sacred Heart Church- Chester Chester	147336
Sacred Heart Co-Cathedral Charleston	147345
Sacred Heart of Mary Church Weirton	147337
Sacred Heart Parish- Salem Mission Salem	147343
Saint Agnes Catholic Church Shepherdstown	147342
Saint Vincent DePaul Church Berkeley Springs	147378
Saints Peter and Paul Catholic - Parish Oak Hill	147382
St Agnes Church Charleston	147398
St Alphonsus Church Wheeling	147339
St Ann's Catholic Church Shinnston	147347
St Anthony Catholic Church Fairmont	147412
St Anthony Church Follansbee	147373
St Anthony Church Treasurer Charleston	147384

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Diocese of Wheeling-Charleston

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Entity Name	Paylocity ID
St Augustine's Catholic Church Grafton	147338
St Bernadette Catholic Church Hedgesville	147346
St Brendan Parish Elkins	147414
St Catherine's Catholic Church White Sulphur Springs (Ronceverte)	147344
St Charles Borromeo Catholic Church White Sulphur Springs	147350
St Elizabeth Church Philippi	147349
St Francis Central Catholic School Morgantown	147358
St Francis De Sales Catholic Church Morgantown	147353
St Francis De Sales School Beckley	147360
St Francis De Sales School - Church Beckley	147678
St Francis De Sales School - Hot Lunch Program Beckley	147677
St Francis of Assisi Catholic Church Logan	147351
St Francis of Assisi Church - Parish/School St. Albans	147392
St Francis Xavier Church Moundsville	147361
St Francis Xavier Church Parkersburg	147362
St James Catholic Church Charles Town	147394
St James Church Clarksburg	147369
St John Catholic Church St. Mary's	147359
St John Church Wheeling	147385
St John The Evangelist Church Wellsburg	147354
St John University Parish Morgantown	147391
St John's -St Vincent's Home Inc. Wheeling	147348
St Joseph Catholic Church Martinsburg	147368
St Joseph Central High School Huntington	147357
St Joseph Grade School Huntington	147356
St Joseph Parish (Grade School) Weirton	147372
St Joseph School Martinsburg	147401
St Josephs Cathedral Wheeling	147355
St Josephs Catholic Church Huntington	147363

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Diocese of Wheeling-Charleston

Company ID Reference List

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You'll need it for registering and logging in!

Entity Name	Paylocity ID
St Jude Catholic Church Glen Dale	147371
St Leo Catholic Church Inwood	147352
St Luke Catholic Church Morgantown (Cheat Lake)	147399
St Margaret Mary Church Parkersburg	147388
St Mary Central School Clarksburg	147402
St Mary's Roman Catholic Church Morgantown (Star City)	147386
St Matthew Catholic Church Ravenswood	147395
St Michael Church and School - Parish Wheeling	147379
St Michaels Catholic Church Vienna	147397
St Patrick Catholic Church Mannington	147376
St Patrick Catholic Church Hinton	147377
St Patrick School - St Patrick Parish Weston	147383
St Paul's Church - Parish Weirton	147393
St Peter Catholic Church Welch	147396
St Peter The Fisherman Catholic Fairmont	147410
St Peters Catholic Church Mannington (Farmington)	147375
St Stephen Catholic Church Ona	147380
St Thomas Aquinas Catholic Church Thomas	147374
St Thomas Church Gassaway	147400
St Vincent DePaul Church - Parish/School Wheeling	147387
St Vincent DePaul Church New Martinsville	147390



Paylocity Mobile App

With the Paylocity mobile app, we bring our solutions directly to you, wherever you are! Whether you want to view paychecks, request time off, or stay in touch with co-workers, our app gives you the freedom to stay connected anytime, anywhere. To start, let's download the app.

Download the Paylocity Mobile App

It's easy to get the app. Just download it from your favorite app store with the links below or scan the QR code with your mobile device.



Mobile registration

Registration is a snap in the app!



Open the Paylocity app and tap **Register New User**.



Enter the Company ID assigned to you by Paylocity.

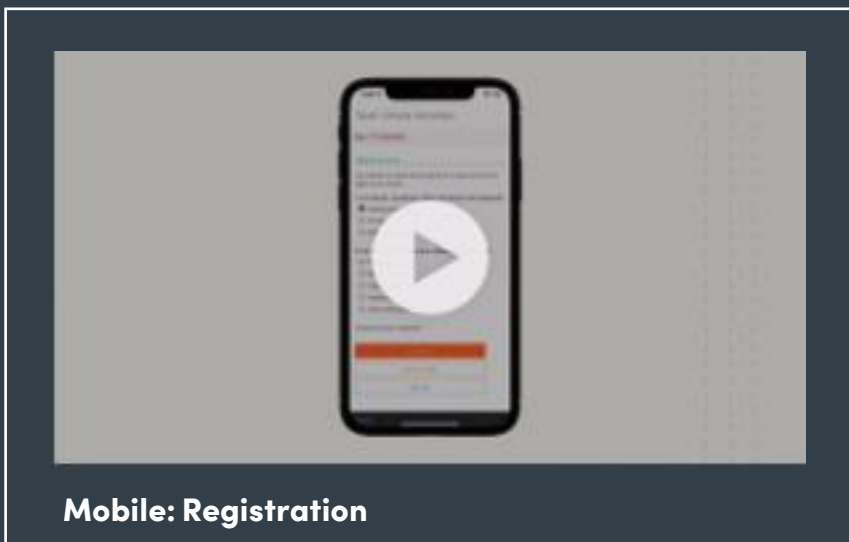


Then follow the prompts and enter the info required to complete your registration.

Contact your HR or Payroll Administrator for additional registration assistance.



You can also register online at <https://access.paylocity.com/Register>



Mobile: Registration





Learn More

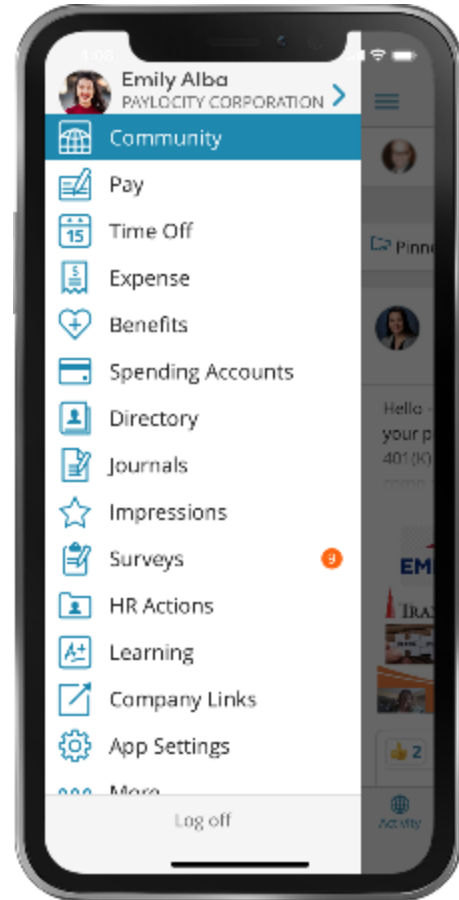
Click on the image to the left or scan the QR code below to see how easy it is to register via Paylocity's mobile app!



Explore the App

Let's take a brief tour of what you can find in the app.

-  To move between products, tap the hamburger button to open the menu.
-  Tap your name to view and edit your profile, personal info, and emergency contacts.
-  Tap **App Settings** to set your language preference, or toggle your Biometric Login, and Stay Logged In settings.
-  Tap **More** to access Paylocity Education and Knowledge (PEAK), our helpful knowledge base.





Self Service Portal

Get easy access to your info anytime! With your Self Service Portal, you have secure 24/7 access in one convenient place. From your desktop, navigate to <https://access.paylocity.com/> and use the same credentials used for the Paylocity mobile app. Info is grouped in cards that make it easy to find.



In the Pay card, click **Go Paperless** to get your pay stubs and W-2s sooner!



Manage your Personal Information in **Employee > Employee Payroll File**



View recent pay stubs and details in the Pay card.



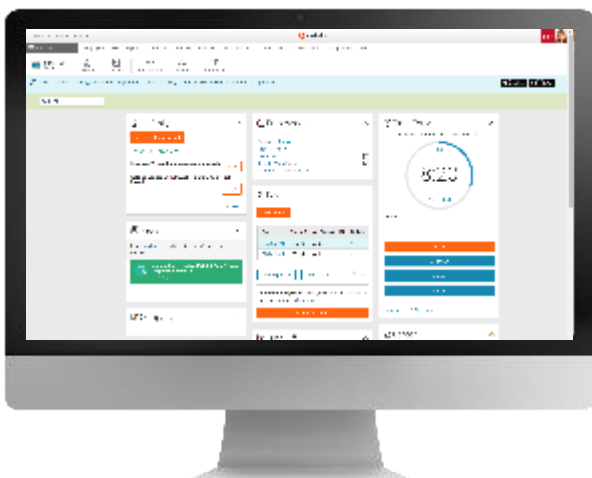
Check your balances and request time off from the Time Off card.



Work on tasks to complete such as assigned surveys or courses.



Access your company's policy documents like your employee handbook and other important resources.



View Personal Info

Take control of your personal info, dependents, and emergency contacts with a few quick taps!



Tap your name at the top of the main menu.



Tap **Edit** at the top of the screen to make changes.



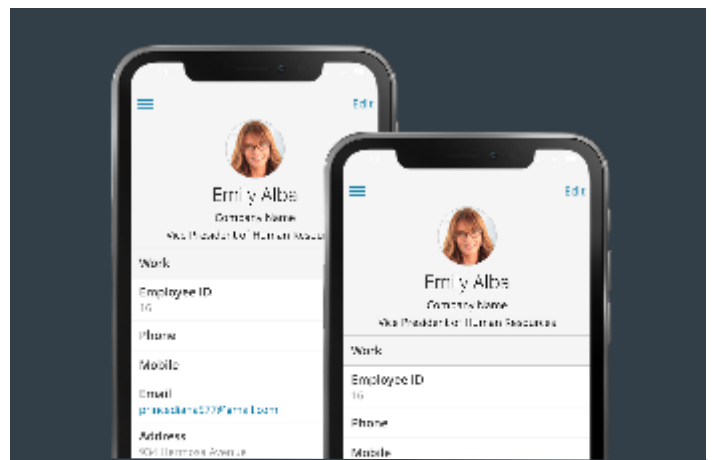
Swipe up to view and edit your Emergency Contacts.



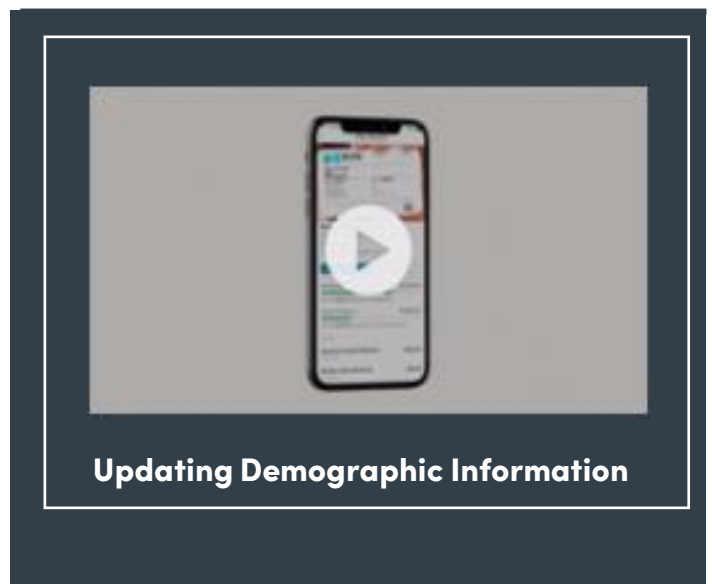
Tap **Save** when done.

Learn More

Click on the image to the right or scan the QR code to see how easy it is to update your personal info with Paylocity's mobile.



Reach out to HR or Payroll to update your work info.



Access Pay Info

You work hard for your money, so naturally, you want to see the wages that come in and what goes out for benefits, taxes, and more! The Paylocity app makes it easy and transparent and eliminates the guesswork.



Open the Paylocity app and tap **Pay** to view your most recent pay stub.



Tap on the interactive chart to view earnings, deductions, benefits, or tax amounts.



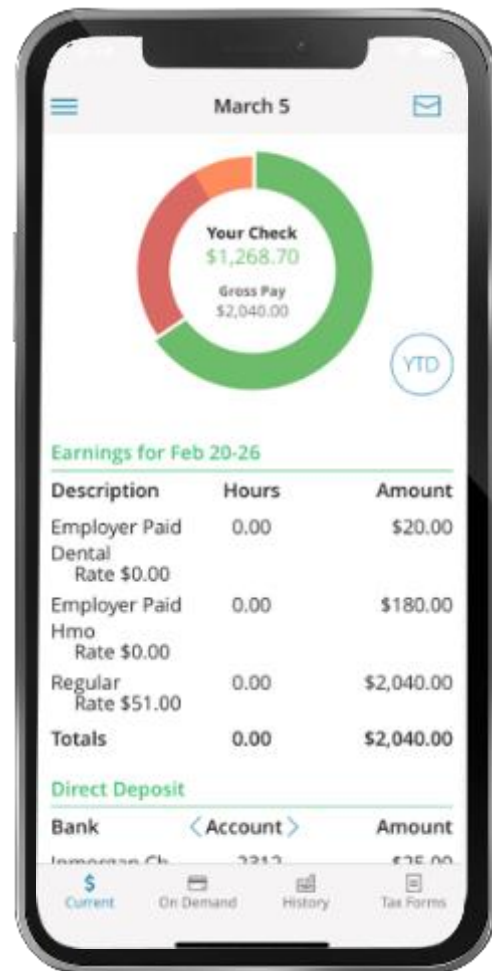
Tap **History** to view your previous pay stubs.



Tap **Tax Forms** to review your W-2s or other year-end forms.



Tap the envelope to securely email pay stub information electronically.





Manage Direct Deposit

Avoid lines at the bank and never worry about a lost or delayed paycheck. It's quick and easy to sign up for direct deposit! You can even direct money to multiple accounts.



To get started, locate the Pay tile in your [Self Service Portal](#), click **More.**, then click **Direct Deposit Accounts.**



SSP: Adding or Editing Direct Deposit

Learn More

Click on the image to the left or scan the QR code below to see how easy it is to add or edit your direct deposit info!



Set Notifications

Looking to stay informed on new updates and important information shared in Community? Notifications will keep you on the top of your game!

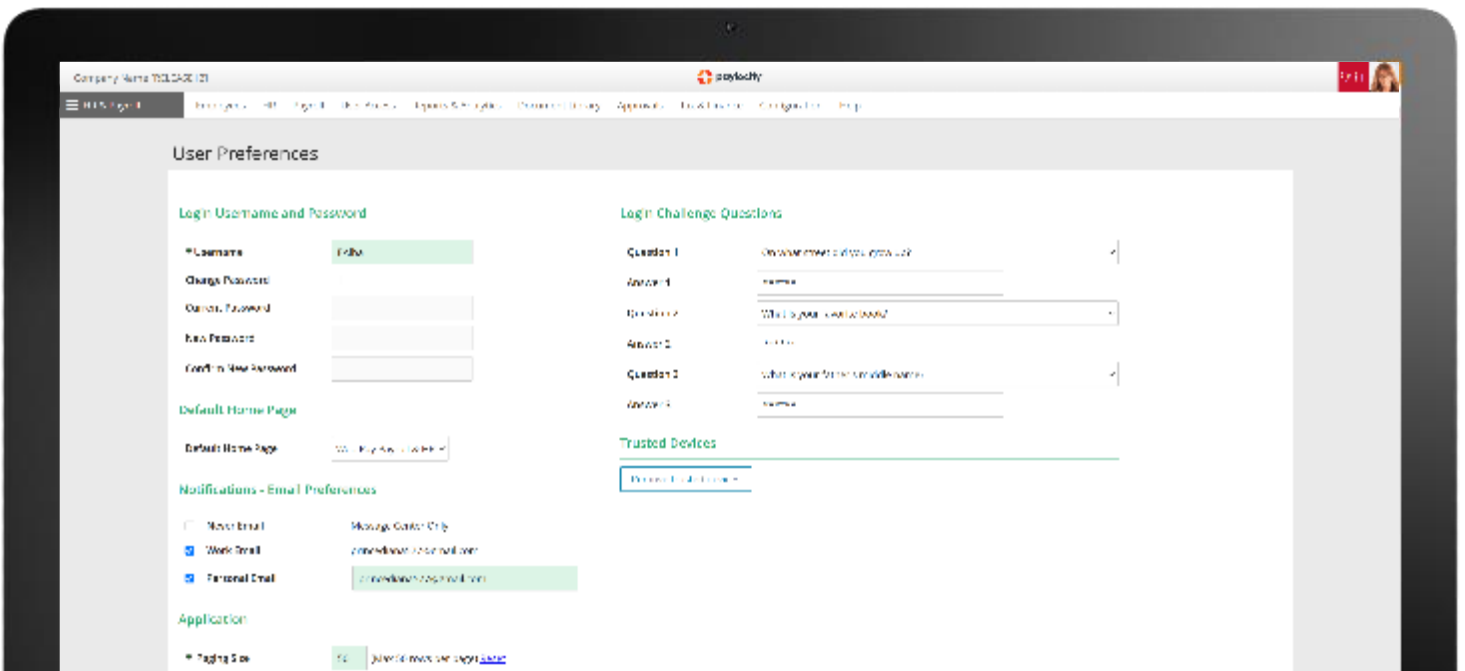
On your desktop, go to the **HR & Payroll** main menu and select **Preferences** from the **User Access** dropdown.

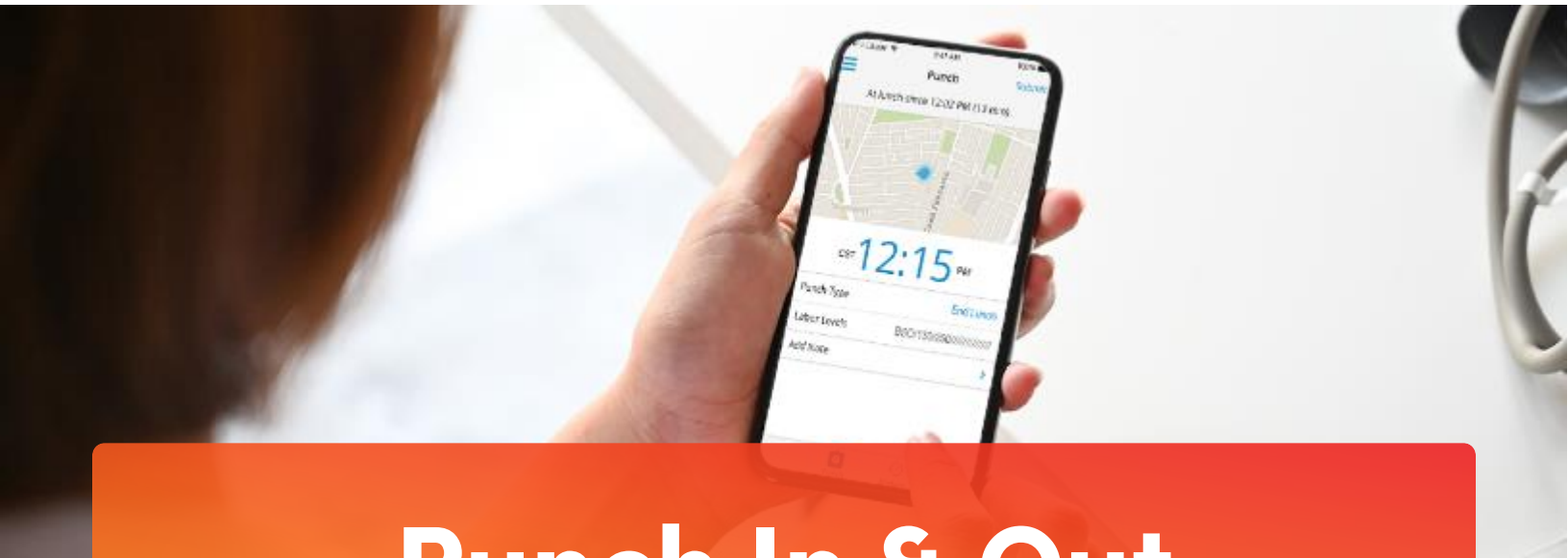


If you check **Never Email**, you will only receive notifications through your Message Center.



If you prefer notifications by email, select **Work Email** and/or **Personal Email**.





Punch In & Out

Employees required to punch can conveniently use desktop or mobile!



Open the Paylocity mobile app, tap **Punch**, select your **Punch Type**. Then tap **Submit**.



From your employee dashboard or Self Service Portal, click **Clock In** and you're ready to go.

🕒 Time Clock

You are currently clocked in

6:01:13
PM

Last Punch
Clock In at 09:00 AM on 06/18/2020

Start Lunch

Clock Out

Transfer

Manual

Notes

⚠️ **Note:** Approved devices and location rules may vary depending on your parish's policies and procedures.



Time & Labor: Punching In and Out

Learn More

Click on the image to the left or scan the QR code below to see how easy it is to punch in and out!



Manual Punch

Forget to clock in from lunch or start of the day? You'll need to make a minor adjustment to how you punch. Here at Paylocity, we call this a manual punch.



On Mobile Tap **Punch Type**, or On Desktop tap **Manual**.



Then select the right **Punch Type**.

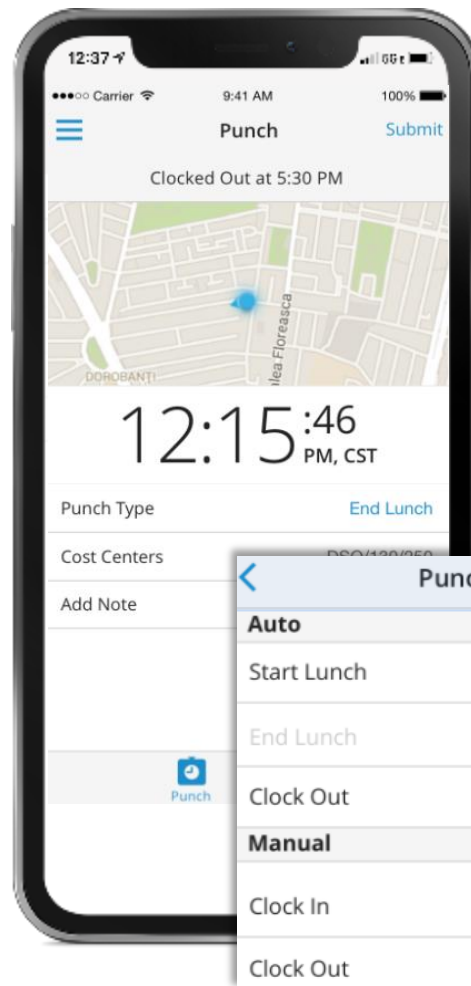


Want to add a comment? Click **Notes**.



When finished, tap **Submit** or **Punch**.

🕒 Time Clock



2:05:06
PM

Clock In

Clock Out

Manual

Notes

< Punch Type

Clock In

Clock Out

(!) **Note:** If you work at multiple location or have multiple jobs with different rates, please contact your manager or Payroll contact to review your employee setup.



Success!

Clock In saved successfully



Request Time Off

Request time off from the [employee dashboard](#) or time off calendar on your mobile device!



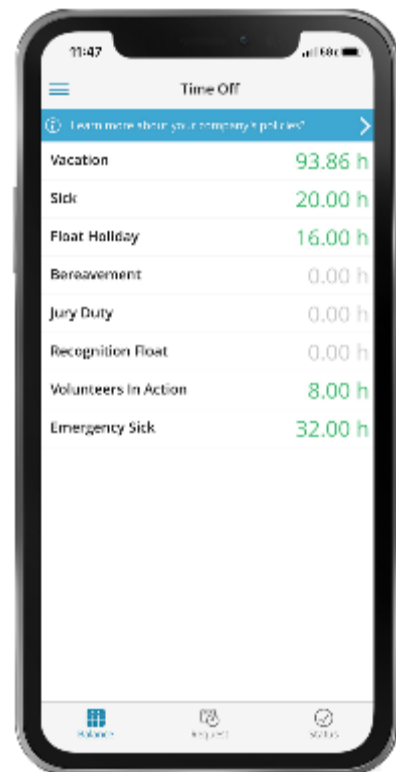
Log in and expand the Time Off card. Enter your request details and click **Submit Request**.




Click **Employee Time Off Calendar** to view potential conflicts with your request. It shows company holidays and requests from other team members. Click on any day within the calendar to submit a new time off request.



In the Paylocity mobile app, tap **Time Off** to view your balances. Then tap **Request**, fill in the details, then tap **Confirm** and **Submit**.



Time Off	
Learn more about your company's policies	
Vacation	93.86 h
Sick	20.00 h
Float Holiday	16.00 h
Bereavement	0.00 h
Jury Duty	0.00 h
Recognition Float	0.00 h
Volunteers In Action	8.00 h
Emergency Sick	32.00 h

 **Side note:** Your requests display as pending until they're approved.



Learning

Browse Training

Not sure what you're looking for? You've got options. Find what's right for you.



To view available courses, tap **Catalog**.



Search for a topic or tap on one from the list.



Tap **Start** to take the course.

Take Training

They say knowledge is power and with Learning, it's just a click away!



Open the menu and tap **Learning**.



You can choose a course from the list of assigned courses.



Tap any item under Training Content to open the course.



Independent Learning

Learn More

Click on the video or scan the QR code below for more about how to use Learning!





Login Help

Forgot your password, username, or Company ID? It happens! Get back online in no time directly from your desktop or mobile device.



In the app or your desktop, select **Help** in the upper right of the screen. Then select **Forgot Password, Forgot Username, or Forgot Company ID**.



Follow the prompts, then select **Continue** to trigger a one-time passcode to be sent via text or email.



Enter the **One-Time Passcode** and select **Continue** to choose a new **Password/ Username**.



Select **Finish** and you're back in business.

