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How To: Update My Personal Information in Paylocity

• Log into Paylocity and navigate to Hamburger Menu in the upper left-hand corner

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	John Westermann 🗸							
		습 Hi, John!	^	💲 Pay	^	④ Time Entry	^	
		View Employee Record			0	Launch Time & Attendance		
		Tasks To Complete	-	=		Launch Time & Attendance		
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				normal. Thanks f	for your patience.	Benefits	^	
		Company Company	^		More			
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		Configure Self Service Portal						

• Click on the Hamburger menu to open it and click on Self Service Portal





• Navigate to the tile with your name on it and click on View Employee Record

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	☆ Hi, David! View Employee Record Tasks To Complete	^	\$ Pay	^	Time Entry Launch Time & Attendance Launch Time & Attendance	^
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	ADDUR		Time Off History	More	Retirement Plans	
			Employment Employee Status Dept / Position	^	Apply for Open Position	^

• Once your profile opens click on the **Personal** tab and then click **Edit Contact** or **Add Emergency Contact** depending on what you are looking to update.

<	\checkmark >			••• Close
DR David Rose Active Employed since 03/01/2022				▲ Private Data Hide Show
🛍 Employment 🛛 🖻 Pay	L Personal me Off	♡ Benefits 🛛 @ Career		
Contact 🔒 Work Auth 🔒 Sensitive	COVID			
Edit Contact Full Legal Name (First Middle Last) David Rose				
Preferred First Name —	Salutation	Suffix —	Prior Last Name	
Home Address USA	Home Phone —	Personal Mobile —	Personal Email —	
Emergency Contacts				
Add Emergency Contact				



• Update whatever information you need to update and click **Save** at the bottom.

< Edit Contact	
David Rose Active Employed since 03/01/2022	
Name	Addres
Last Name (required)	Country
Rose	United 5
First Name (required)	Address
David	
Middle Name	Address .
Preferred First Name	County
Selutation	City
Suffix	State
Select	Select
Prior Last Name	Zip
Personal Phone & Email Address	Additio
Home Phone	Addition
Mobile Phone	
Emsil Address	Addition
	Select
	Additiona
	Select
Save Cancel	

Things to Know

1) Any name change will require documentation of the change uploaded via a ticket to the HR Help Desk before the change will be updated. Examples of acceptable documents would be a Social Security Card or Marriage License.