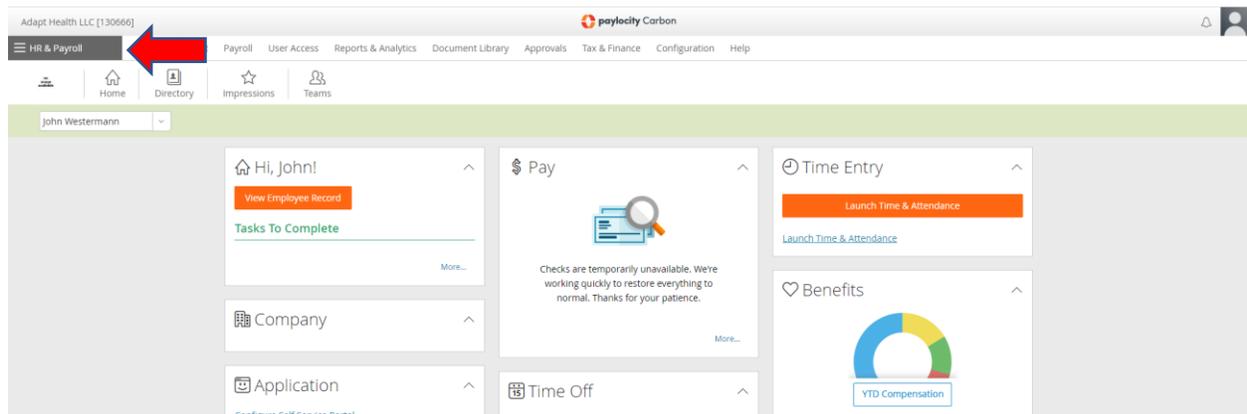
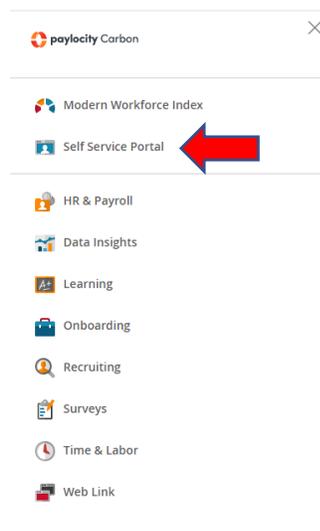


How To: Update My Personal Information in Paylocity

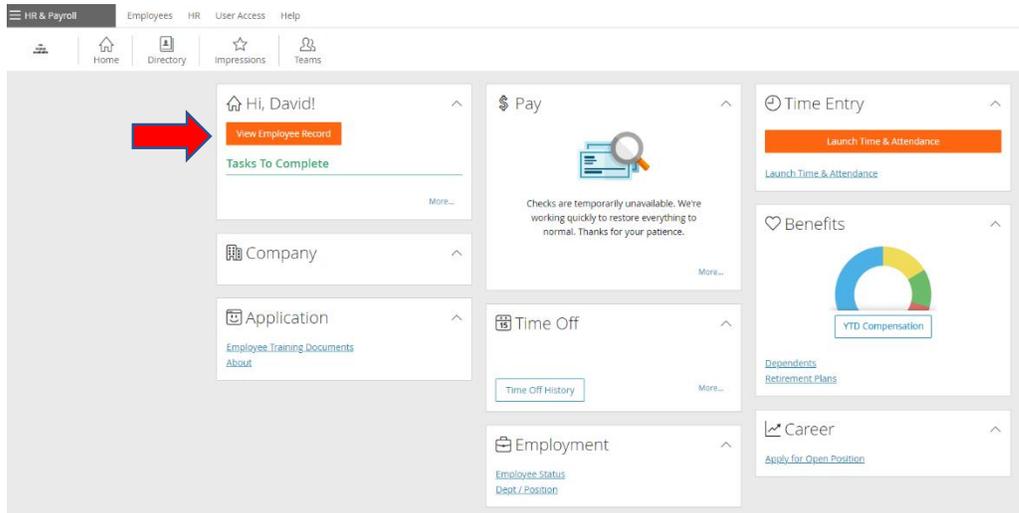
- Log into Paylocity and navigate to **Hamburger** Menu in the upper left-hand corner



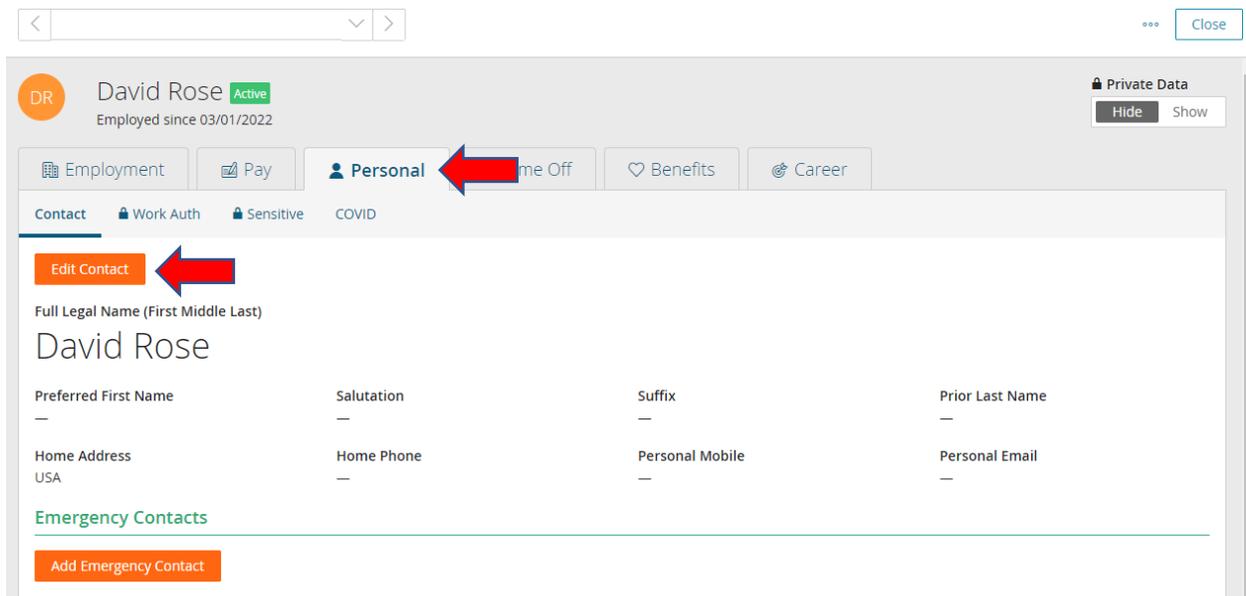
- Click on the **Hamburger** menu to open it and click on **Self Service Portal**



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



- 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.





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

< Edit Contact

 David Rose Active
Employed since 03/01/2022

Name

Last Name (required)

First Name (required)

Middle Name

Preferred First Name

Salutation

Suffix

Prior Last Name

Address

Country

Address 1

Address 2

County

City

State

Zip

Personal Phone & Email Address

Home Phone

Mobile Phone

Email Address

Additional

Additional

Additional

Additional

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.