



Introducing...the ESS!

SDJA's newest Employee Self Service (ESS) allows you to take charge!

Employee Self Service (ESS)

Effective May 31, 2012

<https://login.paylocity.com>

Employee Self Service Home Menu

- Edit your preferences (change user name, password, paging size, notifications, login challenge questions, and security image)
- About

Employees Menu—Employee Info

- Demographics*

*employees cannot change SSN or Birth Date

- Dependents
- Emergency Contacts
- Biography
- Taxes
- Direct Deposit

Human Resources

- Demographics*

*employees cannot change SSN or Birth Date

- Dependents
- Emergency Contacts
- Biography

Checks

View or print current or previously issued checks

Payroll - Check Calculator

Employees have the ability to calculate a check in test mode to test possible payroll situations.

Notifications - Message Center

The Message Center lists all system-generated notifications a user has received.

SDJA continually seeks ways to streamline and cut costs associated with payroll processing. Our new payroll vendor, Paylocity, simplifies payroll processing, provides extensive HR capabilities that will create improved efficiency and enhanced data management, and provides a paperless payroll processing solution. Employees with direct deposit will access their check stubs online and will no longer receive a hard copy - **we're going green!**

We are pleased to introduce the Employee Self Service (ESS)! ESS can be accessed from anywhere and is supported on all leading browsers, including: Internet Explorer, Firefox, Netscape, Opera and Safari. With the ESS, you can view and print current and historical paycheck information, W2 or 1099 statements, and much, much more!

You can edit selected parts of your demographic and payroll set-up information such as address, emergency contact info, and taxes. Changes are reviewed and automatically moved into the payroll system.

The ESS is a secure site that contains valuable information that is important to you and your family such as SDJA news and policies. Through use of the ESS, you have access to current payroll and benefits-related information and much more! Feel free to browse the screens throughout the Employee Menu Self-Service options. Data will continue to be added as we roll out the new system!

Initial Login

In order to enter the website, first time users of Paylocity Employee Self Service (ESS) will need to register themselves in 10 easy steps:

1. Go to the Paylocity website at: <https://login.paylocity.com>
2. From the Login screen, click the Register New User Account link to access the Register New User Account Wizard.
3. Enter the Image Text. *Click the Next button.*
4. Enter the Paylocity assigned **Company ID: N2476**. Then enter your Last name, nine digit Social Security Number (no dashes), and Home Zip Code. *Click the Next button.*
5. Enter a User Name. User Names are not case sensitive. User Names must be 3 to 20 characters in length.
6. Enter a Password. **Passwords are case sensitive.** Passwords must be 7 to 20 characters in length and must contain 3 of the following 4 rules:
 - Rule 1 - 1 or more numbers
 - Rule 2 - 1 or more uppercase numbers
 - Rule 3 - 1 or more lowercase numbers
 - Rule 4 - 1 or more non-alphanumeric characters
7. Enter the password a second time in the Confirm Password field. *Click the Next button.*
8. Select a login challenge question from the Question 1, Question 2, and Question 3 drop downs. Enter the answer to the respective login challenge question in the answer fields (80 character limit). *Click the Next button.*
9. Select an image from the Select Security Image drop down. This image will appear on the login screen once the Company ID and User Name are entered. Enter a personal Security Phrase (128 character limit). This phrase will appear on the login screen once the Company ID and User Name are Entered. *Click the Next button.*
10. Verify all information is correct. Click the Finish button to create new user account and enter Web Pay.



Contact your HR Team
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