Convenience Stores Inc

Getting Started: Resources for Success

Ready to start using Paylocity? Click the link for a short video or simple guide to complete each task.

- [Register With the Self Service Portal](#)
- [Customize Your Employee Profile](#)
- [How to View Your Paystub](#)
- [Add and Edit Direct Deposit Account](#)

- [Award Impressions](#)
- [Time and Labor for Employees](#)
- [Time and Labor How to Punch](#)
- [Time and Labor Reports for Supervisors](#)
- [Access the Company Directory](#)

Remember your registration info:

- Company ID:
  - Convenience Stores Inc – 116142
- My Username:
- Password Hint:
- Email linked to my username:
- Mobile linked to my username:

Questions about getting started with Paylocity?

Contact your Location's HR Administrator or your direct Supervisor.

paylocity®
Forward Together.

Registering with Paylocity

Paylocity can be accessed online through your internet browser or mobile application.

Internet Browser

1. Navigate to www.paylocity.com and select in the top menu bar. Access the Login screen directly at https://access.paylocity.com. 👤 login

2. Select Register New User to create a new User Name and confidential Password.

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paylocity®   Help

Welcome

Company ID
116142

Username
[   ]

Password
[👁 Show]

☐ Remember My Username

[**Login**   ]

[Single Sign-On Login   ]

Download on the **App Store**   GET IT ON **Google Play**

Privacy Policy   Register New User

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3. Enter the Paylocity Company ID on Page 1. See your company administrator if you are not sure.
4. Enter Last Name.
5. Enter a valid nine-digit Social Security Number (SSN).
6. Re-enter the same valid SSN in the Confirm SSN field.
7. Enter Home Zip Code.
8. Enable the "I'm not a robot" reCAPTCHA checkbox.
9. Select Continue.
10. Enter desired Username (not case-sensitive) and Password (this is case-sensitive) to use when accessing this account, taking into account specific requirements as noted.
11. Enter the Password a second time in the Confirm Password field.
12. Provide one of the following:
    - Personal email address
    - Mobile phone number
13. Select Next.
    - Selected Username and Password must meet the rules noted to be valid. If employees do not provide a personal email address or mobile phone number, an error message will display. Employees cannot proceed until providing one of the two required pieces of contact information.

14. Select login Challenge Questions from the Question 1, Question 2, and Question 3 dropdown menus and enter corresponding answers.
15. Select Next. There is an 80-character limit for Answer fields.
16. Select Finish to create the new user account and enter HR & Payroll.
17. Review your HR & Payroll data by selecting [View Employee Profile]

paylocity

Help

Register your account

Please select 3 questions and provide answers to secure your account.

Question 1 (required)

Answer 1 (required)

Question 2 (required)

Answer 2 (required)

Question 3 (required)

Answer 3 (required)

Continue

Restart

Important Information:

- To maintain confidentiality, employees must contact a Company Administrator with questions. Paylocity is not authorized to speak directly with employees.
- Only active employees can self- register. If employees are in an inactive status, such as terminated, leave of absence (LOA), or rehired, self-registration is not an option.
- If you receive the error, "You have entered items which do not match our system" - please try again and contact your Company Administrator for assistance if you continue to receive an error.
- This error can occur when a User Name already exists for an employee in HR & Payroll. If a User Name already exists, the employee will not need to register as a New User and can log in or reset password in with the existing User Name.
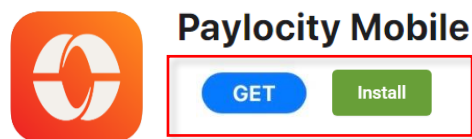
Mobile Application

1. Download the app. Search for "Paylocity" in your device's app store.

   - Apple users go to the App Store

   - Droid users go to Google Play

   - Or, click these links if you are on your mobile device

2. Install and Open the Mobile application.

   Paylocity Mobile

   GET   Install

3. If you have not registered:

   - Select Register Account

   - A browser window opens to the registration site.

   - Complete Steps 3-16 above.

4. Log into the app with your registered credentials

5. Enable Biometric for faster login

   ## paylocity   Help

   Welcome

   Company ID

   Username

   Password
   👁 Show

   Login

   Single Sign-On Login

   Register New User

   X

Convenience Stores Inc

Additionally, in order to make sure we have your most up to date information, please review below for accuracy by logging into https://access.paylocity.com/ within the next few days. Please follow the system paths in order to navigate to the correct screen.

Employee > Employee payroll file > Personal > Demographics:

- First and Last Name
- Social Security Number (please hit the "show" button to view)
- Address
- Phone Number
- Personal Email Address

Employee > Employee payroll file > Work > Location:

- Work Email Address

Employee > Employee payroll file > Payroll Setup > Taxes:

- State Assigned for Withholding
- Number of Exemptions
- Tax Type (If you see "Exempt" listed – please verify with your Human Resource Department)

Employee > Employee payroll file > Payroll Setup > Deductions:

- Benefit Deductions
- Retirement Deductions
- Child Support or Garnishments

Employee > Employee payroll file > Payroll Setup > Direct Deposit:

- Routing Number
- Account Number
- Account Type (Checking or Savings)

Additionally, I am excited to announce that Paylocity offers their portal through your Mobile device to make ease of accessing your check stubs, requesting time off and other basic functions available no matter where you are. For instructions on downloading the Mobile App on either your Android or Apple device and login instructions please click here.

Please feel free to reference some great guides and videos that can be accessed via the following path within Paylocity: Home > Knowledge Base.

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Understanding your Paycheck

You can access your current and historical check information at any time.

- **ONLINE**: Viewing from an internet browser? Based on your position, you may land directly in the Self Service Portal. From there, simply click your most recent paycheck date link under the Pay card. Downloading your paystub will allow you to print your check.

- **MOBILE**: Viewing with the Paylocity Mobile App? Choose Pay from the menu items to view your current check information. By selecting the envelope icon you can easily email your check if needed.

The numbers below all indicate one part of your paycheck. On the next page, find the number that corresponds to the part you want to learn more about.

Convenience Stores Inc

PAYCHECK INFORMATION

1.	Employer Info	Employer name and address information
2.	Check Date	The date your check can be cashed or when you should expect direct deposit
3.	Employee Info	Employee name and address information
4.	Net Pay	Take-home pay; income after taxes and deductions have been withheld

EARNINGS STATEMENT INFORMATION

5.	Allowances & Exemptions	Personal exemptions reduce the employee's taxable income
6.	Earnings	Gross pay before taxes and deductions for current pay period
7.	Deductions	Amounts subtracted from an employee's pay; may be pre- or post-tax
8.	Taxes	Withholding amounts for each applicable tax authority
9.	Direct Deposit & Account Type	Bank account information and amounts deposited, if applicable

QUICK TIPS ON CALCULATING NET PAY

Using the paycheck in this document as an example, follow these steps:

Step 1	Calculate total earnings	$ 712.50
Step 2	Calculate social security (OASDI)	– 44.17
Step 3	Calculate Medicare	– 10.33
Step 4	Calculate federal withholding	– 62.11
Step 5	Calculate applicable state, local, disability, & unemployment insurance withholdings	– 32.61
Step 6	Calculate adjustments (pre-tax and post-tax amounts)	– 10.00
Step 7	From total earnings, subtract all employee withholding taxes, then add or subtract all adjustments based on how they impact net pay. End result is net (take-home) pay.	$ 553.28

Checks may vary slightly from company to company.

Further questions about Company policies and Paylocity?

Contact your Location's HR Administrator or your direct Supervisor.

In order to maintain confidentially, employees must speak with a Company Administrator with questions.

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