Self Service Portal

paylocity web pay

The Garner Group [CLNT03] | paylocity | 4

Applications Home Employees HR Payroll Talent Notifications Help

Home Directory Impressions Teams

Company

Who Are We?
Garner Group

News

Please check your W-2 forms.

Less

Picnic
Fun Run

Career

Apply for Open Position
Advanced HR Reviews
Skills
Education
Reviews

Employment

Employee Status
Dept / Position
Work Location
Eligibility
Authorization Tracking
Previous Employment
Employment History
Events
Company Property

Application

User Preferences
Employee Training Documents
About
Glossary

Hi, Chet!

Tasks To Complete

Confidentiality Agreement
Due 11/18/2015 — View

ACA Offer of Coverage
Due 12/12/2015 — View

View Employee Profile

Less

View Employee Profile
Public Profile
Demographics
Dependents
Emergency Contacts
Training Document

Time Off

Type	Balance	Used	Availab
SICK - Sick	0.00 Hours	0.00 Hours	0.00 Ho
VAC - Vacation	166.15 Hours	0.00 Hours	166.15

Time Off History

Less

Setup & Balance
Time Off History
Leave Tracking
Time Off Documents
Submit Time Off Request
Time Off Request History

Benefits

YTD Compensation

Deduction Amounts
Dependents
Retirement Plans
Insurance Plans
Benefits Setup

Pay

View Checks

Date	Check #	Net Amount	Dir Dep
10/30/2015	102189	hidden	✔
11/04/2014	102177	hidden	✔

Less

Direct Deposit Accounts
Change Federal or State Tax Exemptions
View Checks
Tax Forms
Rates
Taxes
Earnings
Deductions
Direct Deposit
Labor Allocation
Check Calculator

Time Entry

Never clocked in

39

8:39

CST AM

Notes

Clock In
Clock Out
Transfer
Manual

Launch Time & Attendance

Smart Tip
Use the Self Service Portal to manage Web Pay information.

Smart Tips

- Click the heading icon to expand or collapse the section.
- Click **Less** to hide information in the section.
- Click **More** to display all information.

Smart Tip
Click the boxes or hyperlinks to access associated Web Pay screens.

Smart Tip
Note that each company will customize the display of information. Users may not have access to all the information displayed.

Self Service Portal

paylocity web pay

Smart Tip
From the "$ Pay" tab, view recent pay history. Click the **Net Amount** icon to hide or display check amounts.

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Smart Tip
In "News", view the latest company-specific news items.

Smart Tip
Within the "Welcome" tab, you can:
- Complete Events assigned to you
- Edit personal information
- Customize your employee profile
- Access Training Documents

Self Service Portal

paylocity web pay

Smart Tip
The "Time Off" tab allows you to view available time off options and submit time off requests.

Smart Tip
View and apply for open positions from the "Career" tab.

Smart Tip
Access Web Time and click in and out from the "Time Entry" tab.

Smart Tip
View employment information and your own job/work history from the "Employment" tab.

Smart Tip
View year-to-date compensation information and manage your benefits from the "Benefits" tab.

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Time Off History
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Time Off Documents
Submit Time Off Request
Time Off Request History

Benefits

YTD Compensation

Deduction Amounts
Dependents
Retirement Plans
Insurance Plans
Benefits Setup

Time

Never clocked in

32

8:50

CST AM

Notes

Clock In

Clock Out

Transfer

Manual

Launch Time & Attendance

Self Service Portal – Directory

Use the Directory to find employees and their contact information.

GARNER GROUP | Home | Directory | Impressions | Teams | Search

1 2 3 4 5 6 7 8 9 10 ... 1 - 5 of 107 items

Filter: Last Name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Employee	Contact Info	Actions
MA **Marie Adams** Customer Support Representative	phone: (847) 956-4850 5355 email: madams@garnergroup.com	Profile Team Impression
Emily Alba Vice President of Human Resources	phone: (847) 956-4850 5087 email: ealba@garnergroup.com	Profile Team Impression
SA **Sheppard Allerdyce** Fulfillment Specialist	phone: (847) 956-4850 9213 email: sallerdyce@garnergroup.com	Profile Team Impression
RA **Robert April** Sales Representative	phone: (847) 956-4850 7254 email: rapril@garnergroup.com	Profile Team Impression
Robert Arselan Client Trainer	phone: (847) 956-4850 3274 email: rarslean@garnergroup.com	Profile Team Impression

Smart Tips

- View the employee's profile.
- View the employee's team.
- Award an impression badge for the employee.
- Users may also access their own self service portal.
- Use the search filters to expand or limit the display of employees.

Self Service Portal – Profile

Use your Employee Profile to share information about yourself.

Smart Tip
Coworkers who view your profile may email you directly by clicking the **email address** link on your Profile page.

Smart Tip
Coworkers may submit an impression badge for you by clicking **Add Impression**, or view your team by clicking **View Team**.

Directory > Employee Profile

Add Impression

Emily Alba

Vice President of Human Resources | (847) 956-4850-5087 | ealba@garnergroup.com

My Resumé

Home Phone
(847) 956-4850

Mobile Phone
(847) 956-4850

Supervisor
FROST, EMMA

Division
600 - Southwest

Branch
101 - Executive

About Me

I love the summer. I enjoy coming to work and enjoying the nice weather and look forward to the weekends with my family.

Interests

Billiards | Comedy Mov-ies | Painting

Smart Tip
Coworkers will able to view your interests, education, skills, and other information you choose to share.

Marie Adams recognized Emily Alba for Outstanding on 09/30/2015

Outstanding
You do outstanding work--going above and beyond!

1 - 2 of 2 items

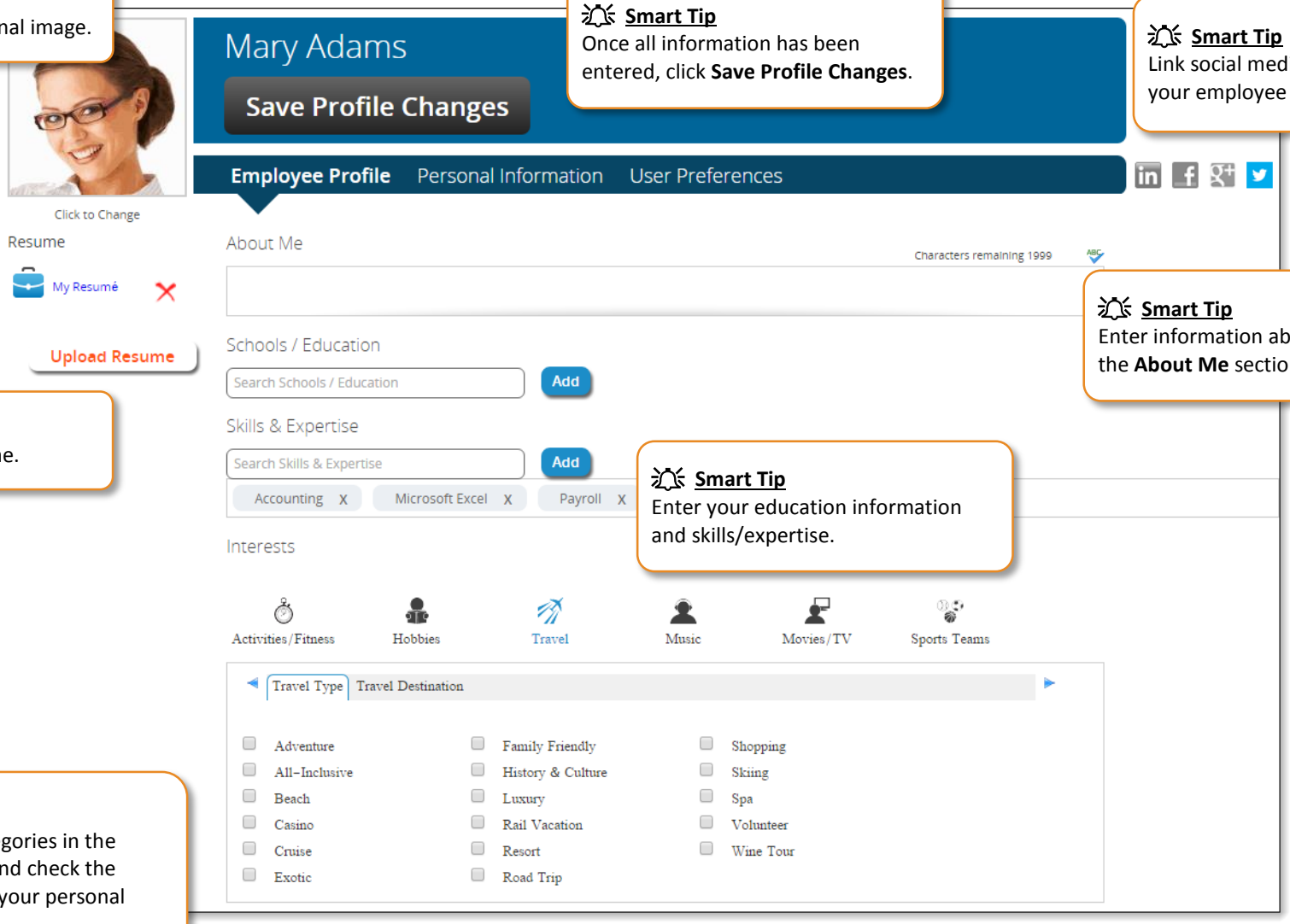
Self Service Portal – Profile

Edit your profile to choose what information you would like your coworkers to view.

Smart Tip
Upload your personal image.

Smart Tip
Once all information has been entered, click **Save Profile Changes**.

Smart Tip
Link social media account(s) to your employee profile.



Smart Tip
Enter information about yourself in the **About Me** section.

Smart Tip
Upload your resume.

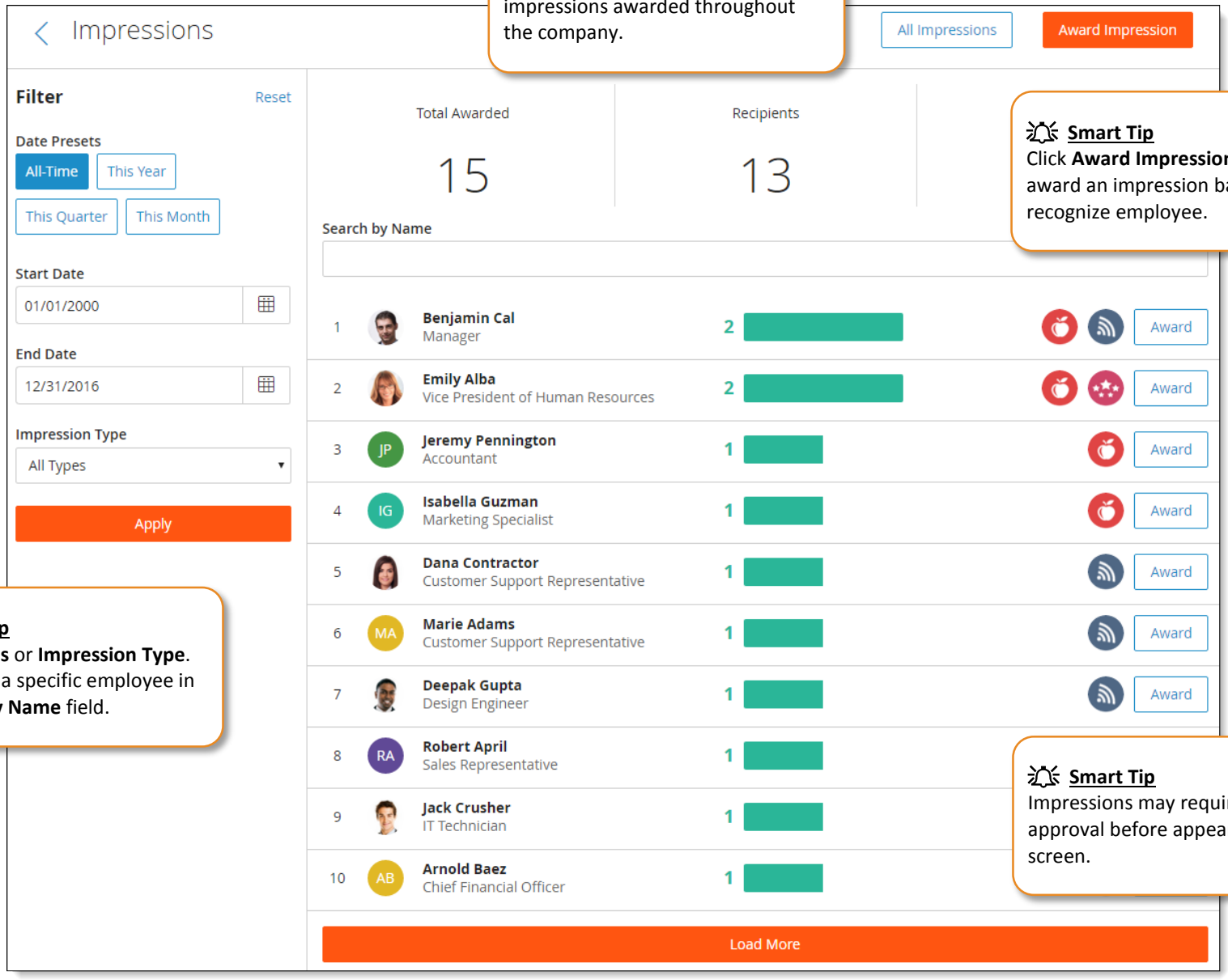
Smart Tip
Enter your education information and skills/expertise.

Smart Tip
Select various categories in the Interests section and check the boxes adjacent to your personal interest(s).

Self Service Portal – Impressions

Impressions recognize outstanding work.

Smart Tip
Click **All Impressions** to view all impressions awarded throughout the company.



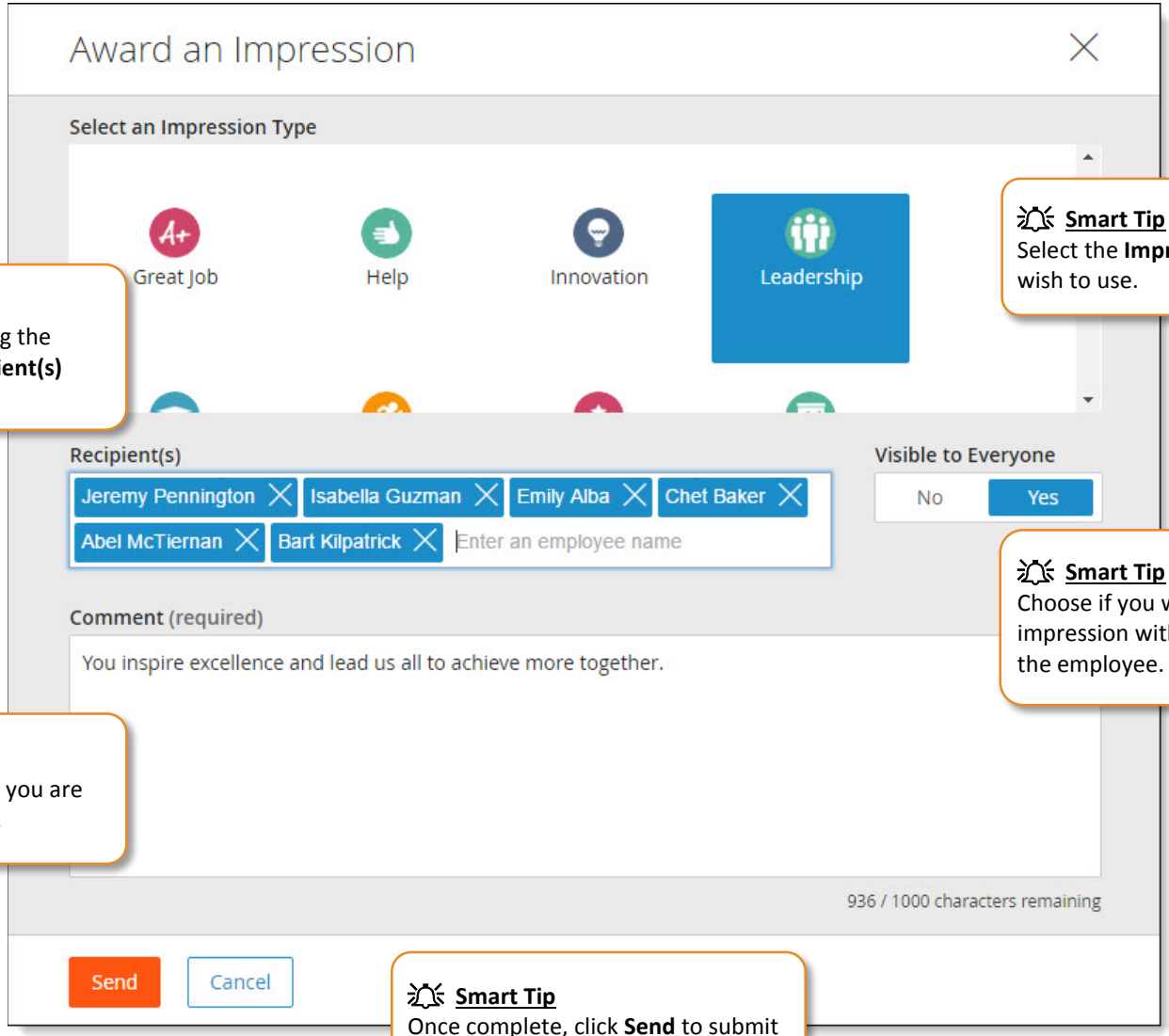
Smart Tip
Click **Award Impression** or **Award** to award an impression badge to recognize employee.

Smart Tip
Filter by **Dates** or **Impression Type**. Or search for a specific employee in the **Search by Name** field.

Smart Tip
Impressions may require supervisor approval before appearing in this screen.

Self Service Portal – Impressions

Award an Impression to show appreciation to a fellow coworker!



Smart Tip
Type who you are awarding the impression to in the **Recipient(s)** field.

Smart Tip
Select the **Impression Badge** you wish to use.

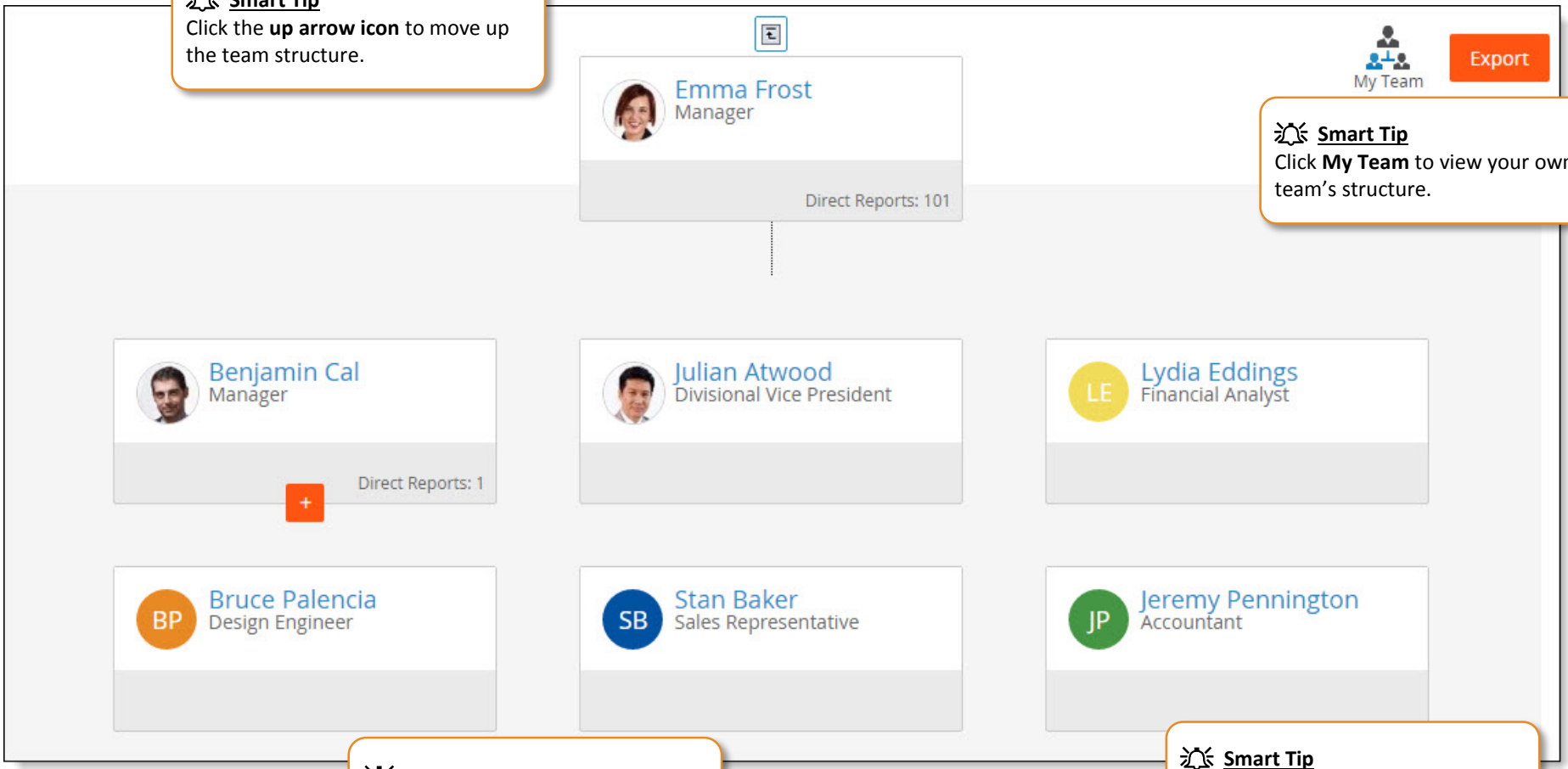
Smart Tip
Choose if you want to share the impression with everyone, or just the employee.

Smart Tip
Provide comments on why you are submitting the impression.

Smart Tip
Once complete, click **Send** to submit the impression badge.

Self Service Portal – Teams

Select Teams to view the company's team structure and move up and down the team structure.



Smart Tip
Click the **up arrow icon** to move up the team structure.

Smart Tip
Click **My Team** to view your own team's structure.

Smart Tip
Click the plus sign (**+**) to expand and display direct reports.

Smart Tip
You can **Export** the displayed team to a PDF file for downloading.