

Dear Pratt Community,

Pratt Institute's new payroll provider will now be Paylocity. It is time now to create your Web Pay Self Service account with Paylocity similar to ADP iPaystatements. To create your Web Pay Self Service account please follow the instructions below:

Web Pay Registration:

Please follow the steps below to create and log into Web Pay:

1. Access the login page at <https://access.paylocity.com/>.
2. Click **Register User**.
3. Enter the Paylocity assigned Company ID (located below).
4. Enter your Last Name.
5. Enter your nine-digit Social Security Number (**SSN**) in the **SSN** and **Confirm SSN** fields.
6. Enter your **Home Zip Code**.
7. Click into the box next to **I'm not a robot** and click **Continue**.
 - If prompted to further confirm you as a user after checking the box, complete the verification steps and click **Verify**.
8. Enter the **Username** as your Pratt ONEKEY.
 - If you do not know your Pratt ONEKEY please email the service desk your name and Pratt ID number to services@pratt.edu to obtain for future use.
9. Then enter your **Password** (case-sensitive with Paylocity system requirements) into the **Password** and **Confirm Password** fields. Click **Continue**.
 - You will assign your own password, please note that this can be different from your Pratt ONEKEY password.
10. Select challenge questions from the **Question (1,2, and 3)** drop downs, provide the answers, and click **Continue**.
11. Review all the populated information and click Finish to create your user account.

Pratt Paylocity administrators will have the ability to reset passwords if required.

The first payroll on Paylocity will occur on the following dates (with Company ID):

Student Employment – Company ID - 40982

Once you have registered you can also access these user guides with additional helpful information about accessing your account and navigating in your Paylocity account.

Employee user guides for Paylocity - Web Pay Self-Service Portal:

1. Access following link: <https://docs.paylocity.com/Employees/index.htm>.
2. Click Quick Guides.
3. Select "Web Pay" or to download Paylocity's mobile app "Mobile" to download web pay app.
4. The other human capital management functions "Onboarding, Web Benefits, Web Expense and Web Time" can be ignored for now until an announcement is made about those functions.

It is important that you review your information on the Paylocity Web Pay Self Service Payroll after you have registered and are able to login (you're always going to need your Company ID to login). Please review that your home/permanent, mailing is accurate, also review tax exemptions, tax status, YTD earnings and deductions (we have transferred earnings and deductions on a quarterly basis. Detail for earning will accumulate in Paylocity effective with the

first payroll in Paylocity). Verification by both Pratt Payroll and Pratt Employees will ensure all data was captured accurately.

You will not be able to view your prior pay statements from ADP within your Paylocity Web Pay profile. If you still need assistance on how to access your iPay Statements/Account please refer to the communication issued on November 7th "CHANGES IN PAYROLL SERVICE PROVIDERS" at <https://www.pratt.edu/staff/communications/>. Information provided will give you detailed instructions on how to get your current ADP iPay statements and other important information.

Please note that W-2's will be provided by Paylocity and will be mailed and available by January 31, 2018, additional communication will be provided once a release date is confirmed.

If for any reason your personnel records need to be updated, please refer to the Pratt Intranet Forms Library at <https://www.pratt.edu/intranet/intranet-human-resources/intranet-forms-library/> and complete the appropriate forms to update the information.

There will also be an Enterprise bi-weekly conference call on December 15, 2017 to discuss the rollout of Paylocity's self-service Web Pay. Please check Pratt Communications for further details about the call.

We thank you in advance for your cooperation and please contact us if you need any assistance.