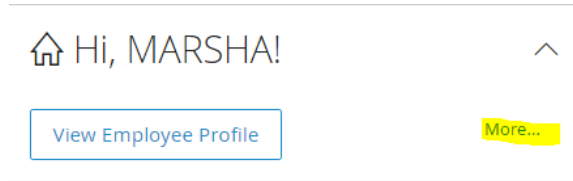


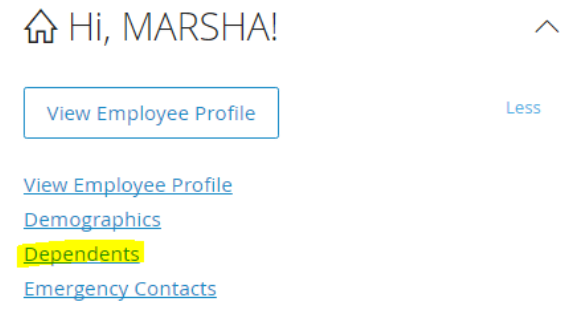
Entering a Dependent in Paylocity

Login in at www.paylocity.com

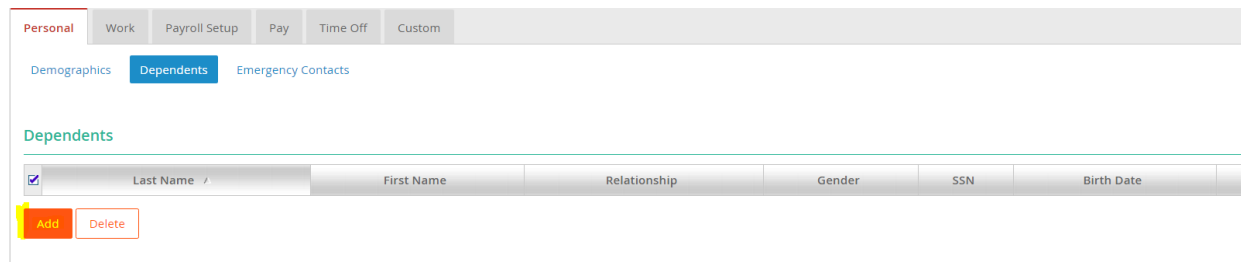
You should see your homepage of the self service portal and the welcome tile:



Select more on the welcome tile and you will see “dependents”



This screen below will open, select add



Please fill in the highlighted areas below: Please make sure you enter your child's social security numbers!

Dependent

Last Name

First Name

Middle Name

Relationship

Gender

Birth Date

SSN

Emergency Contact

Emergency Contact?

Priority Primary Secondary

Primary Phone

Notes

Address

Stay in sync with Employee Information

Address 1

Address 2

City / State / Zip --

Country

County

Other Dependent Information

Home Phone

Email

Work Phone Ext

Mobile Phone

Pager

Student

Full Time Student

Graduation Date