

Updating your checking account and/or tax deductions on Paylocity

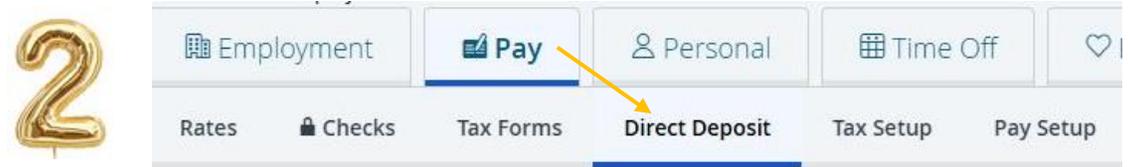
this is done using the web browser

Log into Paylocity by visiting <https://access.paylocity.com/> using your username and password.

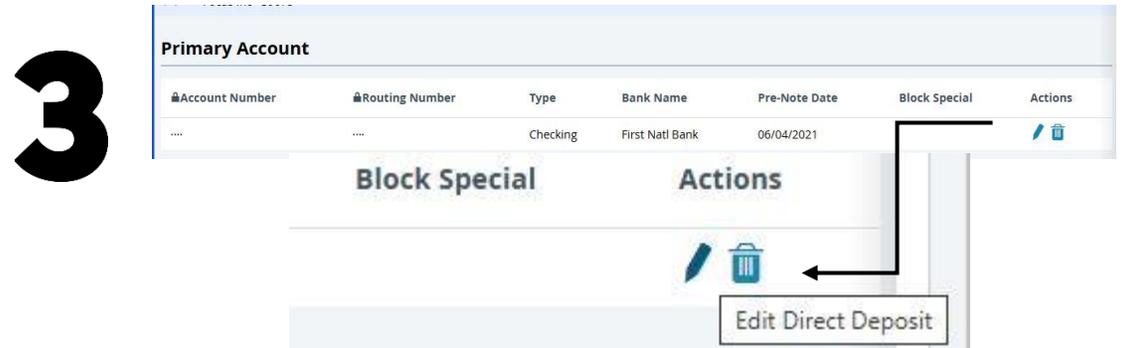
1. Once you have logged in and you are on the self-service portal, you will look for “View Employee Record”



2. At the top, you will click on “Pay” and then “Direct Deposit”.



3. Once you have selected “Direct Deposit” you will see the Primary Account info. You can edit or delete this.



4. If you are just wanting to add or update an additional checking or savings account, you will select “Additional Accounts” and follow the same steps.



5. To edit or update your tax setup, you will select “Tax Setup” and make your adjustments. There will be a section for State and Federal Deductions.

