



PAYROLL

What you need to know.

- **Paylocity**

Company ID: 93262

Username: Given to you during hiring.

(We do not keep)

Password: You Create. *(We do not keep)*

- **Paycheck**

Paid Bi-Weekly - Can take up to 1 month for first paycheck.

If your check is incorrect - Check with your supervisor.

Closed bank account - Cancel YOUR direct deposit first.

- **W-2s**

Are NOT automatically mailed - You make the selection in Paylocity. *(Paper or electronic)*

- **Miscellaneous**

Only the employee can pick up paycheck.

Check pick up time: Check day 11am - 1:30pm.

Paycheck questions:

Call finance department - 810.736.7100

Employment verification:

Call HR - 810.257.3034

Unemployment questions:

Call HR - 810.257.3034

Earned Sick Time Act (ESTA)

How is time earned?

- Employees accrue 1 hour of sick time for every 30 hours worked.
- Earned hours may be used after completing 120 days of employment.

When can it be used?

Sick time may be used for the employee or to care for an employee's family member.

Approved uses include:

- Illness, injury, or medical appointments
- Meetings at a child's school or place of care related to the child's health or disability
- Closure of the employee's workplace, a child's school, or place of care by order of a public official due to a public health emergency

Not approved uses include:

- School closures due to snow days or holidays
- Vacation
- Covering hour shortages (for example, rain days or lack of work)

Requesting ESTA:

- Submit a TIME OFF Slip for any upcoming appointment
- Calling off day of - state ESTA and fill out TIME OFF slip upon return to work

ESTA Facts

- A maximum of 72 hours may be used in a calendar year
- Unused earned hours carry forward and do not expire at year-end
- Unused hours expire six (6) months after separation of employment

IMPORTANT EMPLOYMENT INFORMATION: PLEASE KEEP FOR YOUR RECORDS.

GENESEE COUNTY PARKS ADMIN DOES NOT KEEP RECORDS OF YOUR LOGIN CREDENTIALS. YOU WILL NEED THESE CREDENTIALS TO ACCESS CHECK STUBS, TAX FORMS, AND OTHER INFORMATION.

Go to the Paylocity website and enter the information below to access your account. <https://access.paylocity.com/>

COMPANY ID: 93262

USERNAME: _____ PASSWORD: _____

EMAIL ADDRESS: _____



Setting Security Questions is *OPTIONAL*. If you set your security questions, you will need to make sure you know the answers for future login attempts. Your answers are case sensitive, so keep that in mind when recording your answers for reference.



Genesee County Parks Admin does NOT keep records of your Security Questions or your answers.

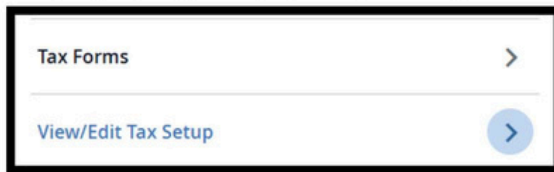
- Direct deposit changes take **1-2 pay periods** to take effect. **Until then you will receive paper checks.**
- If you forget your username or password, click “Help” on the upper right of the login page for assistance.
- Some account changes **can only be made using a desktop computer.**
- Locked out or lost your login information? Contact: **Genesee County Human Resources: 810-257-3034**
- Need assistance with Paylocity? Call GCP Admin to schedule an appointment: 810-736-7100

If you need to view your tax forms, or make changes to your withholdings:

1. From your **desktop computer**, log in to your account.

2. From the menu  on the top left corner of the page, select 

3. Under the  heading, you may need to select **More**  to display the menu. From there, you will select one of the following options, depending on whether you want to view/print your forms (first option) or view/edit your forms (second option).



4. If you selected “View/Edit Tax setup”:



- To make changes to your Federal withholdings, look under either the Federal Income Tax (FITW) heading or the State and Local Taxes heading and click the appropriate link for the tax forms in question.
- From there, you can adjust your withholding. When your adjustments are complete, scroll to the bottom of the page and click either “Save” or “Save & Return” before navigating away from this page.

If you need to view or make changes to your Direct Deposit information:


(Note: you are required to have Direct Deposit for purposes of payment, as a condition of accepting employment.

1. From your **desktop computer**, log in to your account.

2. From the menu  on the top left corner of the page, select 

3. Under the  heading, you may need to select **More**  to display the menu.



4. Select  to make changes. Any changes will take 1-2 pay periods to go into effect.