

Paylocity Employee Self Service Portal

Paylocity Employee Self Service Portal will allow current and former employees to access a variety of information. The user will be able to edit their direct deposit, address, email address and tax information. User will also be able to print and/or view their check stubs, W-2 and PTO balance. Please note that PTO balance is subject to change at any given time. PTO balance's are updated after each pay period and can change if payment is issued in between pay periods.

How to create an account/log in:

1. Launch an internet browser and go to the Paylocity website below.
<http://paylocity.com/>
2. Near the top User will locate a login button. Click on this button, then select Web Pay to take user to the log in screen.



3. At the log in page, the user will have 2 options. See below.
 - A. If user knows their Company ID, Username and Password, please stop and log in. No additional steps to follow.
 - B. If user has not set up an account using Paylocity, user will need to use the link in the lower right corner "Register User". Please follow the next few steps to set up a new account.
4. Clicked the "Register User"

A screenshot of the Paylocity web pay login form. The form is white with a blue header containing the Paylocity logo and the text 'web pay'. Below the header, there are four input fields: 'Company Id', 'Username', 'Password', and 'Remember My Credentials'. The 'Remember My Credentials' field is a checkbox. Below the input fields is a blue 'Login' button. At the bottom left of the form is a link for 'Forgot Password', and at the bottom right is a red-bordered button for 'Register User'.

5. User will be prompted to use the Register User question with a series of letters and numbers. Once completed, user will have this screen below to start the registration process of the account.

Register User

Welcome to the register new account wizard. Once you see the image below appear, enter the text displayed into the blank form field and press "Next".

Image Text



[Display New Image](#)

6. The user will be asked for their company ID, last name, social security number and zip code payroll has currently on file. This is a part of their security measurements to ensure it is the correct user signing up for an account. If this information is incorrect, an account will not be created and will need to contact our support team. (Support team information at end of instructions)

A: Company ID- Company ID can be found on the Lund Brown website.

B: Last Name- Last name in our system can be identified on last check stub, check or W-2.

C: Social Security #- No dashes.

D: Confirm SS#

E: Enter Zip Code

NOTE: If it doesn't not allow user to set up an account, this means information in our system does not match exactly what the user is entering. You will need to contact our support team.



Employee Information

Please provide information to identify the employee account to register. This information must match the employee information in our system exactly.

Company ID

Last Name

SSN

Confirm SSN

Home Zip Code

7. Once complete, user next screen will prompt to set up a username and password. Please note the guidelines for passwords.

Username

Must be between 3 and 20 characters

Username

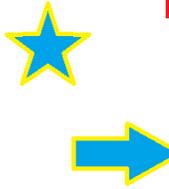
Password

Must meet 3 of the 4 rules to be valid.

- 7 - 20 characters
- Includes a number
- Includes an uppercase and lowercase letter
- Includes a non-alphanumeric character such as a # or !

Password

Confirm Password



8. Security questions will be asked. **PLEASE REMEMBER THESE! If you log in from a new device or computer, you will be promoted to answer these. THEY ARE CASE SENSITIVE!**

Challenge Questions

Welcome to your Challenge Questions setup. Please select 3 unique questions and provide answers for them. The challenge questions must be answered while performing tasks such as password resets.

Question 1
(What is your father's middle name?)

Answer 1

Question 2
(What is your favorite pet's name?)

Answer 2

Question 3
(What was your childhood nickname?)

Answer 3

9. Security Image will occur. This will help user to remember password. If user password relates to their dog, user would change it to be dog picture and then question would be like "what's my dog's name" DO NOT PLACE PASSWORD IN THIS BOX!

Security Image

Please select a security image to see on login.

Select Security Image

SecurityImage



Please provide a security phrase

10. Now user will be able to see their dashboard. On here, you can view checks, PTO, W-2, etc.

Time Off

All PTO time is subject to change.

| Type | Available | Used |
|-------------------------------------|-----------|------|
| PTO - PAID TIME OFF | | |

[Setup & Balance](#)

Compensation

[View Current Check](#)

| Date | Check # | Net Amount | Dir Dep |
|----------------------------|---------|------------|---------|
| 09/15/2015 | | | ✓ |
| 09/01/2015 | | | ✓ |
| 08/18/2015 | | | ✓ |
| 08/04/2015 | | | ✓ |
| 07/21/2015 | | | ✓ |
| 07/07/2015 | | | ✓ |
| 06/23/2015 | | | ✓ |
| 06/09/2015 | | | ✓ |
| 05/26/2015 | | | ✓ |
| 05/12/2015 | | | ✓ |

[Check History](#)

[Less](#)

[Direct Deposit Accounts](#)

[Change Federal or State Tax Exemptions](#)

[Current Check](#)

[Check History](#)

[W2](#)

[Rates](#)

[Taxes](#)

[Earnings](#)

[Deductions](#)

[Direct Deposit](#)

[Check Calculator](#)

Application

[User Preferences](#)

Need Support?

If user needs assistant setting up because their information is incorrect, password is wrong or user is locked out, the following will need to be emailed.

payroll@summitstars.com

Include:

First and Last Name

Social Security #

Address (Street, City, State and Zip)

Current email address

**** IF our team determines the SS# is not matching, a copy of user social security card will need to be emailed****

Company ID's:

Atlantic Star Foods, LLC – N9198

Bighorn Restaurants, LLC- N5526

Empire Restaurants, LLC- N5525

Heartland Restaurants, LLC- N5527

LBE Restaurant Development, LLC- 11257

North Star Foods, LLC- N9116

Pioneer Restaurants, LLC- 12496

River Valley Restaurants, LLC- N9117

Summit Restaurant Development, LLC- 11258

Summit Restaurant Holdings, LLC (Boulder Office) - N5528

TriStar Ventures, LLC- N9118