Paylocity plans to implement an update to their system effective June 4, 2020.

The update affects the appearance and navigation within Paylocity Web Pay.  All other areas of the Paylocity software such as Time & Labor are not affected by this update.  Supervisors' Time & Labor view and Employees' experience within self-service remains unchanged.

Within Paylocity's Web Pay system, the update will enable a navigation feature called Employee Single Record (ESR). ESR allows Business Managers and Administrators of multiple locations the ability to navigate between shared employee records more easily.  If the employee works in multiple locations, the screen will only show location information if your security role allows you access to those locations. There are other features to ESR; such as defaulting areas that contain personal to "Hide" which allows for greater security of employees' information.

Effective June 4th, all Paylocity Web Pay users' default navigation will have ESR enabled.  When selecting an employee record from the employee list, the employee's information will slide out from the right side of your screen.  Although the appearance and navigation look different, all data fields remain the same.  However, please refer to the attached "Employee Single Record" PDF for more information on how to navigate Web Pay with ESR enabled. You may also refer to Paylocity's Knowledge Base for Administrators; search for Paylocity article PCTY-77956.

For those who prefer using the legacy view of employees' records, users can locate those screens under the existing menu across the top row of your screen in Web Pay (Employees > Employee Payroll File and Employees > Employee HR File).

You may reach out to [service@paylocity.com](mailto:service@paylocity.com) or call (888) 873-8205 for assistance. You may also contact the Archdiocese's Human Resources and Central Payroll teams: [hr@archindy.org](mailto:hr@archindy.org) and [centralpayroll@archindy.org](mailto:centralpayroll@archindy.org).