

Editing Demographics via iPhone

Document 2-5.

August 6th, 2021

Purpose of Activity

To learn how to locate edit your demographics in Paylocity's iPhone or IOS device app.

Background

This process is necessary in order to have your correct demographics connected to your personal Paylocity account.

Prerequisites

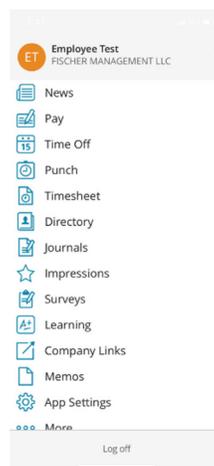
You must have downloaded the Paylocity app onto your iPhone or IOS device and logged into your account.

Calendar

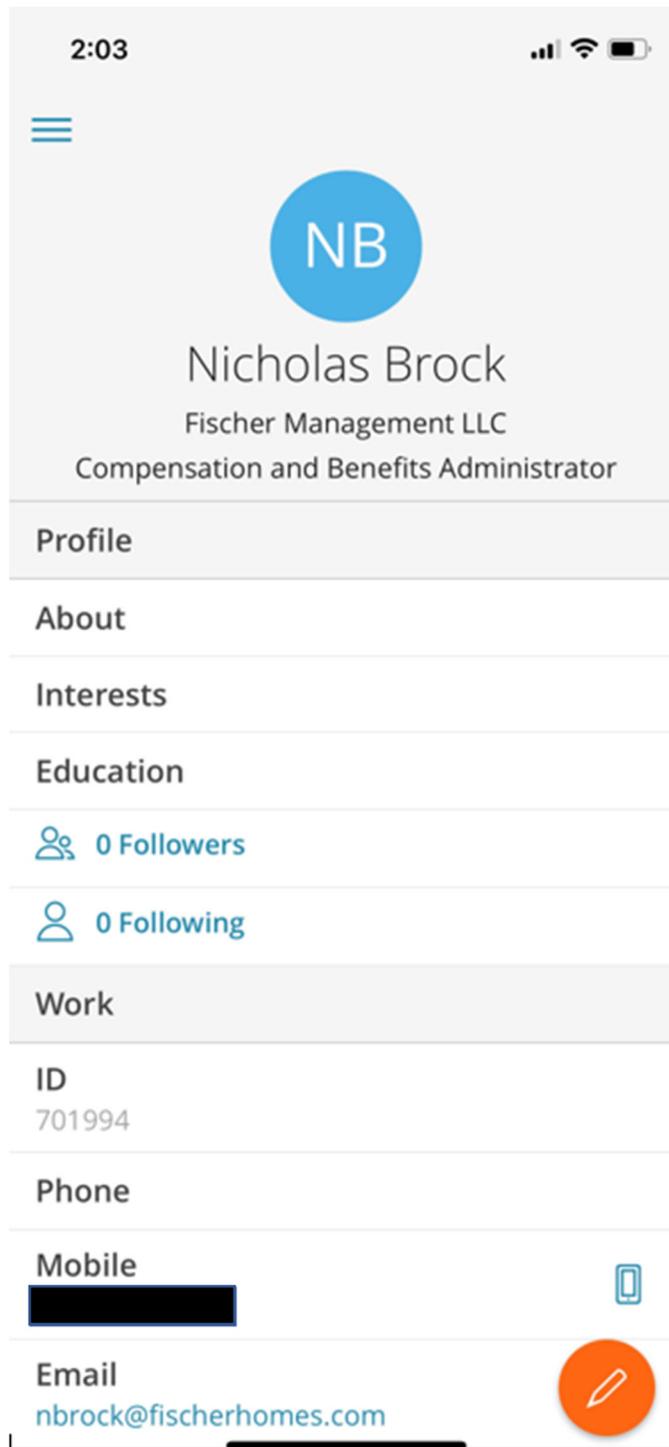
This process should be completed as needed

Process:

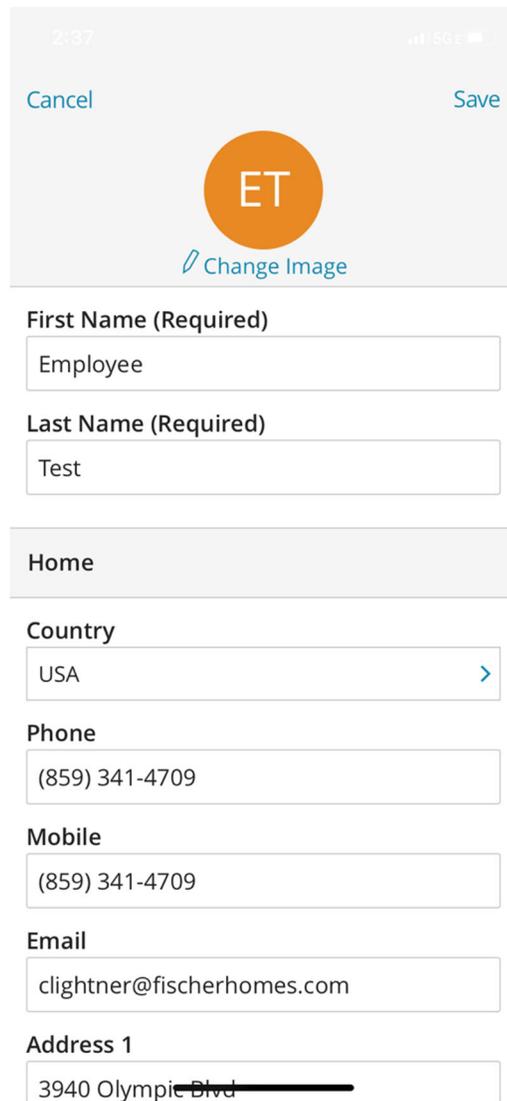
1. From the Self Service Portal, tap on your username at the top of the screen.



2. Tap the pencil icon to edit your personal information.



3. Review your information and change or update the fields as needed.



2:37 5G

Cancel Save

ET
Change Image

First Name (Required)
Employee

Last Name (Required)
Test

Home

Country
USA >

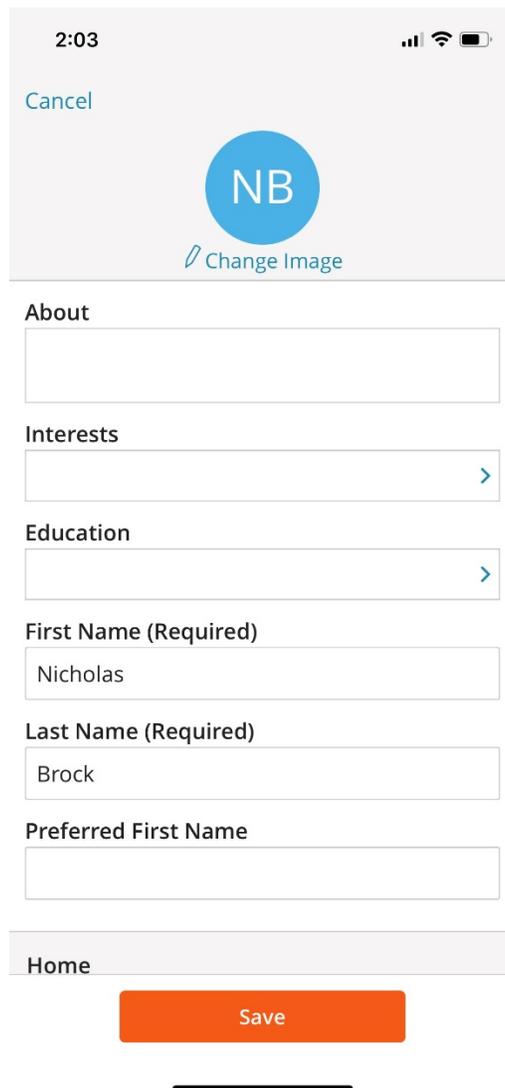
Phone
(859) 341-4709

Mobile
(859) 341-4709

Email
clichtner@fischerhomes.com

Address 1
3940 Olympic Blvd

4. When you've ensured that your information is accurate, tap Save.

A screenshot of an iPhone profile editing screen. At the top, the status bar shows the time 2:03, signal strength, Wi-Fi, and battery icons. Below the status bar is a "Cancel" link. The profile picture area shows a blue circle with the initials "NB" and a "Change Image" link with a pencil icon. Below this are sections for "About", "Interests", and "Education", each with a text input field and a right-pointing chevron. The "First Name (Required)" field contains "Nicholas", and the "Last Name (Required)" field contains "Brock". The "Preferred First Name" field is empty. At the bottom, there is a "Home" section with a large orange "Save" button. A home indicator bar is visible at the very bottom of the screen.