

Paylocity Instructions

One Pay Date - Different Pay Periods

Example:

The pastor is paid once per month on the 30th and the secretary is paid twice - on the 15th and 30th. For the payroll on the 30th, two batches can be processed with different pay periods but the same check date. It will process as one payroll.

Watch video:

<http://screencast.com/t/tJOSYZEK>

Questions? Contact Paylocity Support:

Hours:

Monday through Friday 8:00am – 6:00pm EST

Client Services Telephone Numbers:

Main Number: (847) 956-4850

Toll Free: (888) 873-8205