



# Introduction to Paylocity for Focal Point Care Employees

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# Housekeeping



## What

- Discover Paylocity



## How

- Discuss
- Demonstrate
- Clarify



## Parking Lot

- Q&A for Questions
- Internal Answers

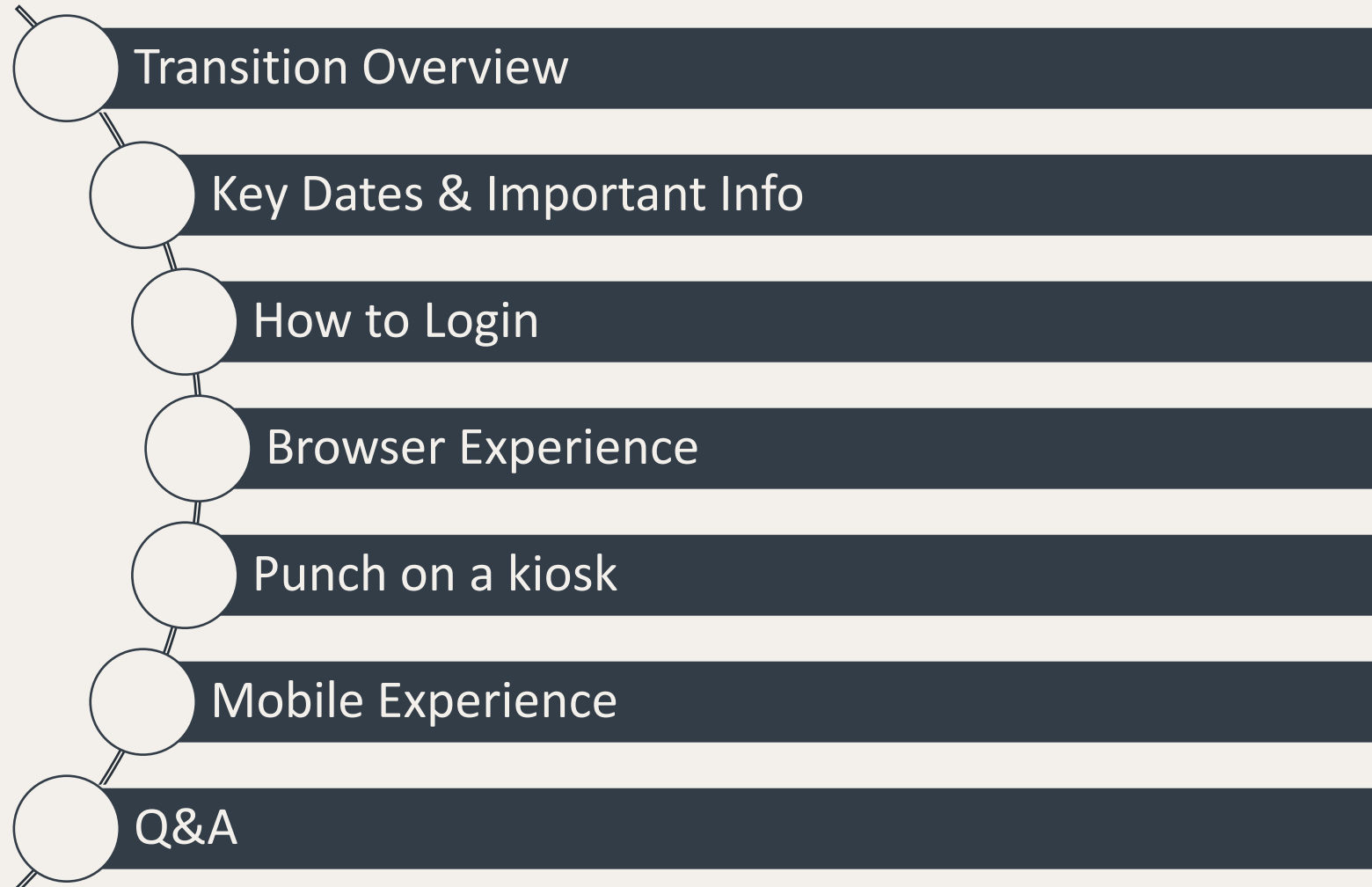


## Guidelines

- Keep it Simple!
- Stuck? Ask!

Welcome

# Agenda Overview



## What's Changing?

- Where to View Payroll
- Where to Request Time Off
- Where you are tracking time
- Where to update personal information

## What's Not?

- Other internal systems in use
- Where to go for Help

## Key Transition Dates

- Paylocity Login Available: 11/24 look for email from HR with step-by-step
- Benefit Open Enrollment: Upcoming in **Employee Navigator**
- 1st Live Punch: December 28<sup>th</sup>
- 1<sup>st</sup> Pay Period: 12/28 – 1/10/2026
- 1st Check Date: 1/15/2026
- W2 Year 2025 Available in Prior Provider: This will look the same as past years.



# Time Off Requests

## Reminders

- Balances will show after 1<sup>st</sup> Check Date
- Time Off on/after 12/28 should be re-submitted in Paylocity
- During initial launch you will submit your PTO requests for the first pay period **ONLY. 12/28 – 1/10**
- Once balances have been loaded, HR will send a communication. **At that time**, you can enter all future dated PTO requests. **1/11 and later**

# Reset Password 1<sup>st</sup> time login

<https://access.paylocity.com>

You will need your company ID, and access to the email or phone number tied to your profile.

| <b>Company ID</b> | <b>Name</b>                     | <b>Business Unit</b>    |
|-------------------|---------------------------------|-------------------------|
| <b>339510</b>     | <b>Future Care Associates</b>   | <b>Focal Point Care</b> |
| <b>339511</b>     | <b>Future Care Associates</b>   | <b>FCC</b>              |
| <b>339513</b>     | <b>Future Care Associates</b>   | <b>Guided Care</b>      |
| <b>339512</b>     | <b>Quality Rehab Management</b> | <b>QRM</b>              |

Your username is First Initial, Last Name all together.  
Example: Betty White = BWhite

# Desktop

# Kiosk

# Mobile Navigation