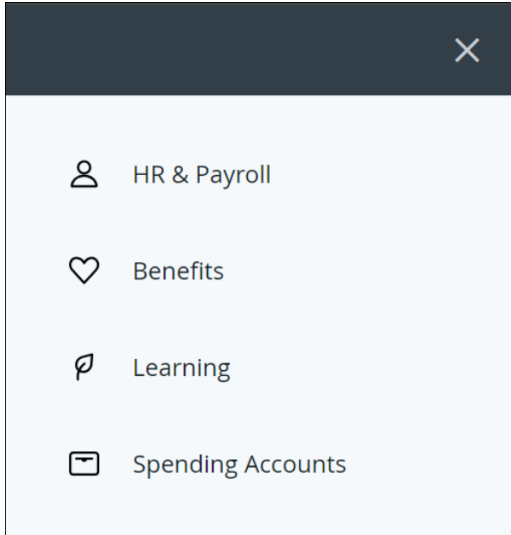


1. Log into Paylocity HR & Payroll
2. Navigate to HR & Payroll > Benefits



3. Select Start next to the Open Enrollment window

- Action Needed 1
- My Current Coverage
- Enrollment History
- Change My Coverage
- Family Info
- Beneficiaries
- Document Center

Action Required

Your action is required to complete the events below.

Not Started	Open Enrollment Due: 🔔 1/24/2026 (2 day(s) remaining)	Start
--------------------	---	--

4. Enroll in Transit and/or Parking

Contribute to a Transit?

Transit ^

Monthly Contribution

\$5.45

Contribution Amount	
Employee Monthly Contribution	\$5.45
Monthly Limits	
Min Monthly Contribution	\$5.00
Max Monthly Contribution	\$340.00
Provider	Paylocity

Waive Transit

Previous
Continue

Contribute to a Parking?

Parking ^

Monthly Contribution
\$5.45

Contribution Amount

Employee Monthly Contribution

Monthly Limits

Min Monthly Contribution **\$5.00**

Max Monthly Contribution **\$340.00**

Provider Paylocity

Waive Parking

Previous
Continue

5. Review enrollments and submit

Enrollment Summary

Please review your family information and benefit elections to make sure all information is correct. If not, you may make corrections at this time. You must **Submit Enrollment** at the bottom of the page to complete your benefits enrollment.

My Estimated Costs per pay period

\$5.04

[My Benefit Elections](#)

My Family Information

	Name	Gender	Tobacco	Full-Time Student
TC	Test Client03 (Myself) Employee	Male	No	N/A
ST	Spouse Test Spouse	Female	No	N/A
CT	Child Test Child	Female	No	No

My Benefit Elections

Please review your benefit elections below to make sure all information is correct.

Expand All

Transit

Monthly Contribution
\$5.45

[Transit](#) ^

Parking

Monthly Contribution
\$5.45

[Parking](#) ^

Previous
Submit