

Direct Deposit and Paystubs

APC requests that all employees have their paychecks directly deposited into a financial institute of their choice. No paper copies of paychecks are issued to employees without special permission from Payroll. Employees can view and print their paycheck stubs online at a secure payroll site, which is available on the date payroll is deposited.

To access your paystubs, you must first register with Paylocity:

1. Go to: <https://access.paylocity.com/>
2. Click **Register User**.
3. Enter the **Company ID: 93495**, then your **Last Name**.
4. Enter your nine-digit Social Security Number (**SSN**) in the **SSN** and **Confirm SSN** fields.
5. Enter your **Home Zip Code**.
6. Click into the box next to **I'm not a robot** and click **Continue**.
7. Choose and enter the **Username**, then choose and enter the **Password** into **Password** and **Confirm Password** fields. Click **Continue**.
8. Select challenge questions from the **Question (1,2,3)** drop downs, provide the answers, and click **Continue**.
9. Review all the populated information and click **Finish** to create your user account. Be sure to remember your username and password for future access.

If you experience any issues registering, please contact Human Resources for assistance.