

Changes in Personal Information

There are lots of reasons why we need to keep your personal information up-to-date, including emergency contact scenarios, mailings, tax reporting, and benefits.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be made promptly via the Paylocity Self-Service Portal (see Direct Deposit and Pay Stubs for instructions on accessing your Paylocity account). You can view personal and company information on this portal. You may submit changes to your personal information including direct deposit account, tax status, address, phone number, marital status, and dependent information at your convenience. If updates are made, please contact the Human Resources or the Operations Department to ensure those changes are entered into the payroll system. You may also receive important management notices and reminders, such as benefit enrollment deadlines and time-off approvals at this portal.

Please contact Human Resources or the Operations Department if you need assistance with obtaining login information, or if you have other changes to make such as beneficiary information.