These are the training courses we recommend. Most courses have both an on-demand (watch now button) and interactive option available (register now button).
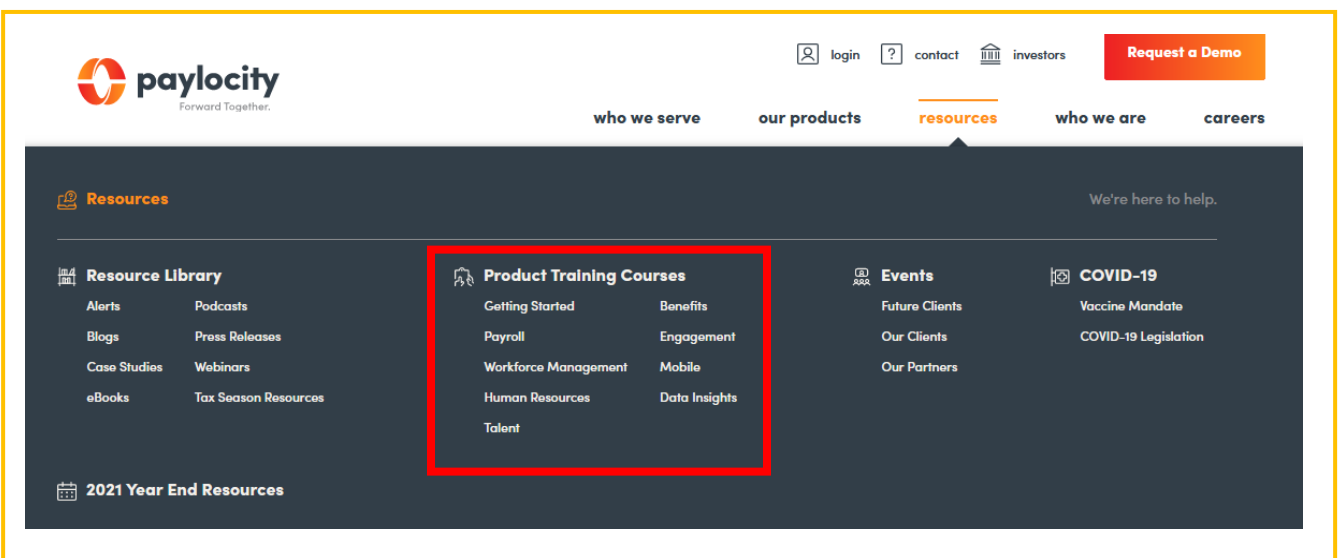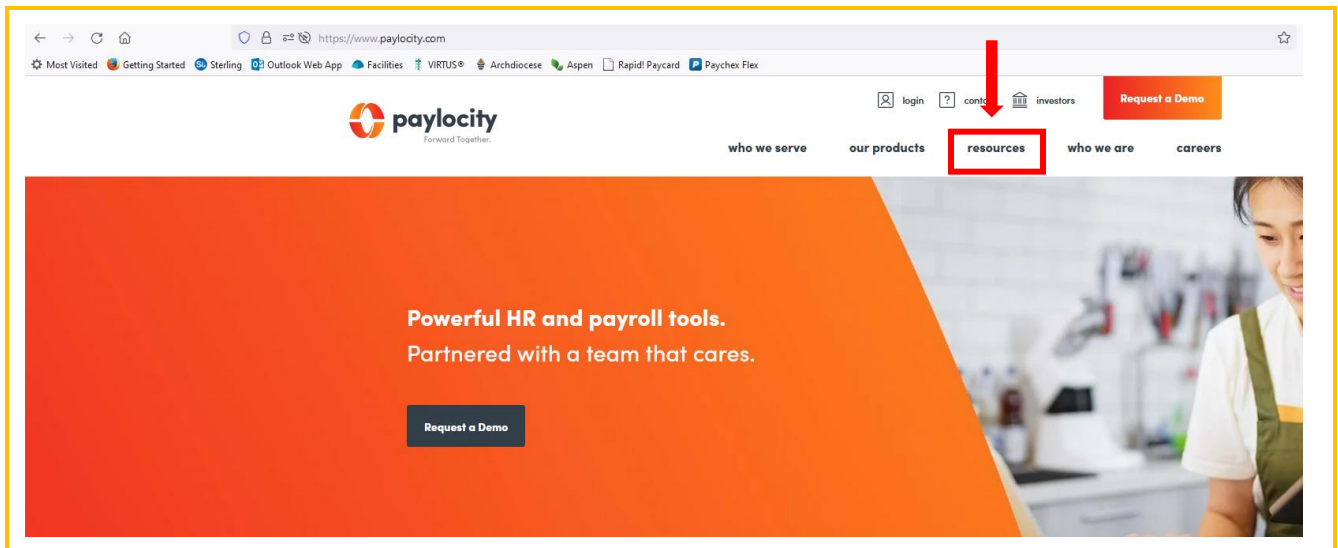
There will be additional product specific training resources for human resources, benefits, and timekeeping.  We will let you know when it's time for this additional training.

*** Please keep in mind the trainings are generic and our setup may be different.  You also may not have access to some of the features shown.*
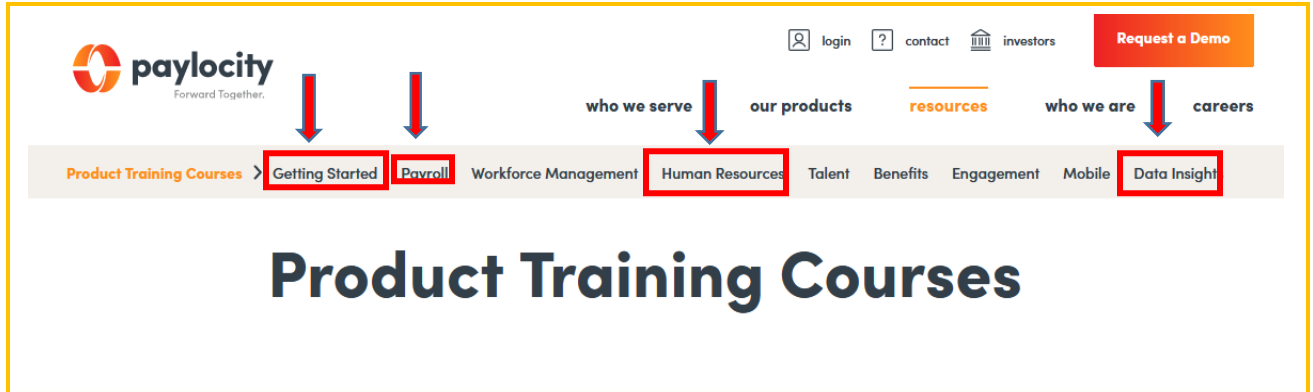
In order to access the trainings, please follow the instructions below.

**Path: Paylocity.com > resources > product training courses > click on the sub categories below to access the individual trainings**

1. **Go to paylocity.com and hover over resources**

2. **Next, click product training courses.  Click the sub categories below to access the individual trainings listed below.**



# SUB CATEGORIES

**Getting Started:**

1. Getting Started Managing Employee Data
2. Getting Started with Running Your First Payroll
3. Self Service Portal
4. Getting the Most From Your Company Set

**Payroll:**

1. Beyond Your First Payroll: Increasing Efficiencies
2. General Ledger

**Human Resources**:

1. Automating the Employee Lifecycle

**Data Insights:**

1. Data Insights
2. Reporting

3.  **Once you find the course, may see two options. 'Watch Now' is on-demand and 'Register Now' is live, interactive.**

## Getting Started with Running Your First Payroll

**Approx. Length:**
2 hour 30 mins (live)
50 mins (on–demand)

**Recommended Audience:**
Administrators

**Register Now**   **Watch Now**

We'll introduce Paylocity's payroll solution and walk you through running your first payroll. This session covers how to:

- Add and start a payroll batch
- Edit the Quick Pay screen
- Edit the Pay Details screen
- Create an Additional and a Manual Check
- Verify Batch Totals
- Complete the audit screen, approve the batch, and submit

*** When you select the 'Watch Now' option, the following screen will appear. The company ID is 144375 and company name is Archdiocese of Atlanta.**

**paylocity®**

Before you can access this course, we would like to verify your client information.

**Name***
First Name          Last Name

**Email***

**Confirm Email ***

**Company ID***

**Company Name***

Click to continue to Getting Started with Payroll: Running Your First Payroll On Demand

**\*\* When you select the 'Register Now' option, the screen below will appear.  You can change the time zone by clicking 'change time zone'.  Select a time and click register.**



paylocity

Getting Started with Payroll: Running Your First Payroll (Interactive)

Upcoming Trainings

Change time zone

Getting Started with Payroll: Running Your First Payroll [Interactive]

This training session introduces Paylocity's payroll solution and walks you through running your first payroll. This session covers how to:
read more...

**This training is offered several times. Select the date and time that works best for you.**

Mon, Nov 22, 2021 2:00 PM - 4:30 PM CST

REGISTER