



# Memo

**Date:** August 25, 2025  
**To:** Parish and school business managers and Paylocity administrators  
**From:** Shannon Wiggins, HR systems manager, Office of Human Resources  
**Re:** Paylocity Day – September 10, 2025

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## You're Invited!

Join us for an engaging day of discovery, insights and hands-on demos designed to help you get the most out of your HR system.

## What to Expect:

- Expert-led sessions on onboarding, including the new E-Verify process, payroll, reporting and more
- Pro tips and best practices to streamline your workflows
- An exclusive sneak peek at the brand-new Self Service Home screen launching this November 2025

## Meet the Paylocity Service Team:

Meet the friendly faces behind the magic—our Paylocity Service Team will be on hand to share knowledge, answer questions and guide you through the latest features.

## Who should attend?

Whether you're a seasoned user or just getting started, this is your chance to learn, connect and elevate your HR experience. HR and payroll users, as well as business managers, are encouraged to attend.

## When and where?

**Date:** Wednesday, September 10  
**Time:** 9 a.m. to 3 p.m. – light breakfast available at 8:30 a.m.  
**Where:** Chancery, 2401 Lake Park Dr., SE, Smyrna, GA 30080

## Register:

We will provide lunch for registered attendees. Please register by Wednesday, September 3, for logistical purposes. [Click here to register!](#)

The agenda is being finalized and will be distributed once completed.

Questions? Email [swiggins@archatl.com](mailto:swiggins@archatl.com).