



Memo

Date: February 17, 2025
To: Business managers and payroll administrators
From: Shannon Wiggins, HR system manager, Office of Human Resources
Re: Paylocity pay entry sunseting in April 2025

Paylocity has announced an important update to their system that many of you have been anticipating since the release of the “Run Payroll - New” option was added in February 2024. As part of their ongoing efforts to improve functionality and streamline user experience, the *Pay Entry* screen will be discontinued in April 2025. This change is part of a broader initiative to simplify the platform and enhance performance.

KEY DETAILS

Sunset Date: **April 2025** (specific date not identified at this time).

What this means: After the “sunset”, the “Pay Entry” screen will no longer be accessible. The only option will be to use the “Run Payroll – New” option to prepare and submit payroll.

Action Items: For locations not familiar with the “Run Payroll – New” process or for those who would like a refresher:

1. Review the video link below for a walk through provided by the Paylocity Learning and Development team. NOTE: The video includes steps for locations using Paylocity Time and Labor. Locations who do not use Time and Labor can fast forward from the 8:00 minute marker to about the 13:30 minute marker.
2. Begin using the new process with upcoming payrolls to become comfortable navigating the new screens.

Video link: <https://use.vg/Mz6LwWOaASOY>