

# MCAD PAYLOCITY FAQ 2.0: NEW & IMPROVED!

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**NEW: Who is this system for exactly?**

All MCAD employees. Not everyone had access to Dayforce, but all MCAD employees have access to Paylocity. If you are an exempt employee, such as full time salaried staff) or contract paid employee (such as Full Time Faculty or Adjunct Faculty) and do not have any direct reports you might only log in now and then to view your paystub, update your contact information, and/or submit time off requests (for staff). For benefits eligible employees, you will eventually use Paylocity to enroll in MCAD benefits (we used EBSO previously and now use EASE, which is temporary until the benefits enrollment module is ready in Paylocity). You can also engage more than that if you would like to use functions like Impressions and Community, but they are certainly not required. If you are an hourly/non-exempt employee, you will use Paylocity to record hours worked and to review and approve your timecard each pay period. If you are a supervisor, you will use it even more to review your team timecards, set schedules, review and approve time off requests, review job candidates, and more. If you have any questions about how this all will work for your role at MCAD, please feel free to reach out to [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu).

**NEW: Who should I contact if I have questions or concerns? HR? Payroll? Business Office?**

If you have any general questions about Paylocity and/or have issues in any way, please contact [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu). If you have any payroll related issues, please contact [payroll@mcad.edu](mailto:payroll@mcad.edu). A reminder that payroll moved under the Office of Human Resources over the winter, so if you contact the Business Office, they will route you back to either HR or Payroll. .

**NEW: What is my Employee ID or my Badge ID?**

You will need your Employee ID to clock in and out. For most employees this number will actually match the number on your MCAD ID Badge. However, if you were a student prior to being an MCAD employee, your MCAD ID Badge may list your student ID, not your employee ID. You can view your employee ID by logging into Paylocity and in self-service, hovering over your picture (or initials) in the upper right hand corner.

**NEW: Can Paylocity send out reminders when it is time to submit and approve timecards?**

Payroll will actually be sending out reminders on the last day of the pay period (every other Friday) as well as first thing Monday morning of payroll week to remind both employees and supervisors to submit, review, and approve time for each pay period.

**NEW: Clocking in and out is a DRAG! Can I use schedules to autofill my timecard?**

No and yes. We are testing schedules before rolling them out to everyone. Ultimately we want to capture actual hours for hourly/non-exempt employees so that they are compensated for hours worked. This is really important for all sorts of reasons, including being aligned with best practices under the Fair Labor Standards Act (FLSA) and the new Minnesota Wage Theft law. After testing is completed, and if your supervisor prefers to use schedules, you or your supervisor can use the schedule as a way to add time to a particular day through the 'fill from schedule'. You and your supervisor would still need to review and approve your timecard each pay period, even if this option is used. It's a new thing and it is really intended to protect you as an employee and MCAD as an employer.

**NEW: Why is there only a binary gender in demographics?**

We are very aware of this issue. MCAD supports a gender inclusive environment for our students, staff, and faculty. Collecting a legal binary gender is needed for federal reporting purposes and benefit carrier feeds, however we have custom fields outside of the demographic screen for Gender to your actual gender should it be different than your legal gender, and also a field for pronouns. We have added this for new hire Onboarding, and are working with Paylocity to enable these custom fields for existing employees for purposes of Self-ID.

**NEW: My MCAD Single Sign On is not working...**

We are no longer using single-sign on like we did with Dayforce. To get logged in to Paylocity, you will first need to register your account and set up your username and password. To get started, click "Register New User" at the bottom of the login page. You will be asked to enter some information that will match you to your HR/Payroll file. Once that's done, you can set up your username, log in, and security questions. If you have already set a username and need to reset your password, click on HELP and reset your password or retrieve your username. If you get

completely locked out, contact [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu). Since we are not using Single Sign On for Paylocity, you don't have to contact the Help Desk for a reset - you can either do it yourself, or contact HR if you get locked out.

**NEW: I punched in and now can't edit my timecard. What the heck?**

If you punch in for the day and try to then manually enter your punch out, it will not let you edit your punch in and once saved, you will not be able to edit the punch out either. We recommend talking with your supervisor to see which method they prefer.

**NEW: I used to get a paper pay stub. Can I still get one?**

You can print out your paper paystub from Paylocity. In Self-Service, go to PAY, and click on VIEW CHECKS. From here, you can print any paystub. Note: Due to the conversion from Dayforce, past pay stubs are imported by quarter, not individually. If you need a copy of a paystub from Dayforce, you will be able to access them through June 2020. After that, you will need to contact [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu).

**UPDATED: With everything going on with COVID-19, is the switch from Dayforce to Paylocity still happening?**

Yes. While we have a lot going on right now, Paylocity is still on track. As communicated in the College Assembly and in emails January 13th, this is a project that has been in the works since January 2019. Because payroll and tax data is involved, once the go live date is set the train leaves the station and is hard to stop or slow without negative impact. In general, and especially in this new set of circumstances, we hope that Paylocity will make things much easier for employees and supervisors versus staying on Dayforce. The first pay dates in Paylocity will be May 1st for those on biweekly payroll and May 15th for those on semi-monthly payroll.

**UPDATED: Why are we changing systems?**

Since implementation of MCAD's previous payroll system (Dayforce), there have been significant issues for employees, supervisors, and administration. If you did not have issues, we are grateful, but that was not the experience for many MCAD employees. Whether it is an employee pay error or a compliance issue, we took all of these issues very seriously. Efforts were made to correct errors and issues as they occurred, but simultaneous to that we began looking for alternatives to Dayforce. In 2019, HR conducted an extensive review of alternative systems, with a group of stakeholders which included representatives from Academic Affairs, Business Office, Facilities, Public Safety, Web Communications, IT, CE, Financial Aid, and external advisors. Of the various systems reviewed, Paylocity emerged as the best fit for MCAD due to the experience they have with other higher education institutions, overall functionality, innovative approach, alignment of their organization values with those of MCAD, and of course cost. A system implementation of this nature is a huge undertaking, so this decision was not made lightly.

**UPDATED: I logged in. Where are my past paychecks?**

Additional historical data from Dayforce will be pulled over starting after the first payrolls in May (May 1st for bi-weekly, May 15th for semi-monthly). Until then, you can still log into Dayforce to view any past information you need to access.

**UPDATED: I logged in and tried to submit a time off request in Paylocity, but it didn't work. Help?**

We are asking employees to wait until a few days AFTER the final payrolls in Dayforce (Friday, April 17th for bi-weekly, April 30th for semi-monthly) to submit requests in Paylocity. Accrual balances can not be added until after the final payroll in Dayforce pays out, otherwise we would be missing data transacted in Dayforce. The goal is to have balance loaded as early as April 20th, and April 23rd at the latest. Requests can be submitted once the balances have loaded and we will send out a communication when they have posted. In the meantime, hourly employees can try and submit requests, but if they go through it will be into the negative, not posting against any balance. When they are loaded, it will include Summer Days, which are being loaded earlier than normal this year so that employees who are working fewer hours due to the closure can access additional paid time off options.

**UPDATED: I submitted time off for a future date in Dayforce. Will that come over?**

Balances will be moved over after our last payrolls in Dayforce (April 17th for bi-monthly, April 30th for semi-monthly), but not future dates time off requests. If you submitted a request for on or after April 11th, in

Dayforce, you will need to CANCEL the request in Dayforce prior to April 10th and request it again in Paylocity on or after April 11th.

**UPDATED: How do I review and approve my timecard?**

Great question! This is something that is covered in [Time & Labor for Timesheet Employees \(20 minutes on demand\)](#). The first day you will need to start approving your timecard will be Friday, April 24th. After logging in, click on “Launch Time & Attendance” or from the upper left hand drop down, select “Time & Labor”. At the end of the pay period, log in to review all of your punches. After reviewing your punches, you can approve each day, or select all and approve the entire pay period. [There is also an article about timekeeping in Paylocity on MCAD Knowledge Base.](#)

**UPDATED: I was using a paper timecard. Has this changed??**

Yes! Paylocity allows all MCAD employees to have access, even if they do not have an MCAD email, so no more paper! It is 2020 and every hourly employee who works for MCAD the ability to enter their time digitally. How to do this is covered in [Time & Labor for Timesheet Employees \(20 minutes on demand\)](#). If you need any guidance on how to do this, reach out to your supervisor (as some supervisors plan to enter time on behalf of their paper timecard employees at first) or to Human Resources at [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu). [There is also an article about timekeeping in Paylocity on MCAD Knowledge Base.](#)

**UPDATED: How do I review and approve timecards for my team?**

This is something that is covered in [Time and Labor for Supervisors \(44 minutes on demand\)](#). As with Dayforce, Supervisor timecard approvals are due no later than 12 noon on the Monday prior to payday. You know your employees’ schedules and attendance best, so we rely on you as a supervisor to do a thorough review and approval of time off requests and timecards (for any hourly employees on your team). After logging in, click on “Launch Time & Attendance” or from the upper left hand drop down, select “Time & Labor”. You can see in your supervisor dashboard all of your employees, as well as any missed punches and pending time off requests. Click on either to take action on those items. To approve timecards, click on “Time Card Approvals”. From here you can see which of your employees have already approved their own timecard (which they should approve at the end of the pay period). If they have not reviewed and approved yet, remind them to do so. To view an individual timecard, click on the employee name. To approve all time cards after reviewing, click back into “Time Card Approvals”, click “Approve All” and click Save. Just as with Dayforce, Timecard approvals are due no later than noon on Monday. [There is also an article about timekeeping in Paylocity on MCAD Knowledge Base.](#) [Oh, AND you can approve timecards and approve time off requests from the mobile app \(if you choose to use it\).](#)

**How do I log in?**

The first time you log in, you will have to click “[Register New User](#)” and set up your account. Paylocity has a lot of security protocols - similar to what you might see when logging in to your bank or credit union - which is a good thing. It protects your employee data. You will be asked for information that will match your already existing employee account in Paylocity (data that came over from Dayforce). You will also need our company code which is **110804**.

**How do I clock in?**

Hourly employees will begin clocking in starting April 11th (the start of a new pay period). If you haven’t already, complete the 20 minute training on how to record your time ([Time & Labor for Timesheet Employees](#)). There will be two ways for you to track time, so talk with your supervisor about what method is being used for your team:

- **Clocking in and out:** This can be done either on one of the tablet clocks, on a work computer (after logging in, in self-service, a nifty clock will populate the upper right hand corner), or through the mobile app (if you want to as an employee - other methods are provided so this is optional and based on employee convenience only).
- **Enter hours:** Enter hours into your timecard within Paylocity. After logging in, click on “Launch Time & Attendance” or from the upper left hand drop down, select “Time & Labor”. Then click on “Timecard”. Follow the instructions from the Time & Labor training to edit your timecard (keep in mind all changes are tracked in an audit trail).

### **What is the company code?**

110804. Write it on a Post-It note by your work area, or just come back to this FAQ if you forget it. You can also click HELP on the login screen and retrieve it by answering a few questions that will confirm you are an MCAD employee.

### **I logged in. Now what?**

Explore! Check out what you have access to on the drop down on the upper left hand corner. Review your own information to make sure it looks correct. Award an Impression (more on that below). Click on HELP to access the training library. We hope you find it much easier and more intuitive to navigate than Dayforce. Questions? Please reach out to [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu).

### **I don't have an MCAD email. Can I still log in?**

Yes. All MCAD employees have access, unlike Dayforce. When you set your username and password, this is not tied to MCAD Single Sign On, which means you can set your access even if you don't have an MCAD email (such as some of our more part time employees, such as Casual Labor, Figure Models, etc.). This also means that after any employee leaves MCAD, they can still log in with a more limited view to access past pay stubs, W2s, etc.

### **Is there a mobile app?**

Yes, there is an app! The Paylocity app is available for both Apple iOS and Android. You can use it to check your pay stubs, access a directory, submit time off requests, and a lot more. For hourly employees, you can use it to punch in and out. Do you have to use the app? Nope! It is completely up to you if you want to use it or not. No one is required to use the app, but if it makes things easier for you, it is there for you to try and to use.

### **Are we using Paylocity for expense reports and/or performance reviews?**

No. While you will see information about other modules in Paylocity, such as expense reports and performance reviews, we do not have these modules. The main modules we have in Paylocity are: payroll, time keeping (timecards), recruiting, onboarding, and benefits (benefits will be implemented over the summer ahead of Open Enrollment). We also have temporary access to training and survey modules during the implementation period (six months).

### **I forgot my username/password! What do I do?**

First, you can click on HELP and reset your password or retrieve your username. Second, if you get completely locked out, contact [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu). Since we are not using Single Sign On for Paylocity, you don't have to contact the Help Desk for a reset - you can either do it yourself, or contact HR if you get locked out.

### **Is there still going to be training?**

In person training was cancelled due to COVID-19 and the Shelter in Place order, but there are still plenty of training options available! There are very good on demand trainings from Paylocity. We recommend that supervisors take the training below, and for hourly employees, that you at least do the 20 minute Timecard training. There are also great articles and how to guides in PEAK (Paylocity Education and Knowledge). And, if you have any questions, HR is here to help. If you would still like a one on one training, we can do that via Google Meet for the time being, and hopefully in a few weeks meet on campus. Links to the on demand training for supervisors and employees are listed below (and there are many more beyond these if you would like additional training). Remember you will need the company code which is 110804.

- Supervisors:
  - If you have hourly employees: [Time and Labor for Supervisors \(44 minutes on demand\)](#)
  - If you have an open job: [Recruiting: Managing the Hiring Process \(50 mins on demand\)](#)
  - If you have a new hire: [Onboarding or supervisors \(20 mins on demand\)](#)
- Hourly Employees: [Time & Labor for Timesheet Employees \(20 minutes on demand\)](#)
- All employees: Once logged in, click on HELP to access PEAK. Select "Knowledge Base for Employees" and search for any topic you would like more information on in terms of how to use Paylocity.

### **Is everything the same as Dayforce?**

Hopefully Paylocity is different from Dayforce in that it will be easier and more intuitive to use. Data came over from both Dayforce as well as EASE (for benefits eligible employees), as well as a few other sources like spreadsheets and other files. While both Paylocity and MCAD HR have completed audits of this data, we encourage you to check our own information to make sure it is accurate and also in case you have recent changes. Please check the following in the Self Service portal:

- Under the Hi/Tasks to Complete section in the upper left corner, click on “More...” From here, click on Demographics to verify your home address, demographic information, preferred name, etc. Click on Dependents next to verify (if you listed Dependents in EASE) and/or enter dependents (note: this does not impact your tax withholdings). Next click on Emergency Contacts and add at least one emergency contact.
- Back in Self-service, under the Pay section, click on “More...” from here, click on “Direct Deposit Accounts”. Your primary active accounts will show up under “Main Account” and if you have secondary accounts, they will show up under “Additional Deposit Account(s).” Click on “Taxes”. From here, you can review your Federal and state withholdings. Next click “Deductions” and confirm any deductions that you have.

### **Will my direct deposit still work?**

Yes. All data from Dayforce came over to Paylocity and they will use a ping to your bank or credit union to confirm the data prior to the first pay day. That said, we would strongly recommend that you double check your direct deposit information in Paylocity prior to the first pay day. To check your active direct deposit(s), go to your Self-Service Profile, to the PAY area, and click on “More...” from here, click on “Direct Deposit Accounts”. Your primary active accounts will show up under “Main Account” and if you have secondary accounts, they will show up under “Additional Deposit Account(s).”

### **I don't have direct deposit yet. How do I set it up?**

We strongly encourage direct deposit! It ensures timely pay normally, and right now even more so versus sending a paper check. If you would like to set up a direct deposit, go to your Self-Service Profile, to the PAY area, and click on “More...” from here, click on “Direct Deposit Accounts”. Select “Add New Direct Deposit Account”, add your account information, and SAVE.

### **I just filed my taxes and need to adjust my withholdings. How do I do that?**

If you would like to adjust your withholdings, go to your Self-Service Profile, to the PAY area, and click on “More...” from here, click on “Tax Exemptions”. From here, click on Federal to edit your Federal W-4, or on Minnesota to edit your MN-W4. After changes are entered, click SAVE.

### **Are we still using EASE for benefits?**

For benefits eligible employees, you would have used EASE for Open Enrollment last fall or as a new hire this past winter or spring. EASE was put in place during the transition between using EBSO for enrollment, and using Paylocity. We will continue to use EASE until the benefits enrollment tool is built out in Paylocity later this summer. For Open Enrollment for 2021 benefits, we will be using the benefit enrollment tool in Paylocity.

### **I need to post a job, how has that changed?**

If you go to the new and improved [MCAD Job Opportunities](#) page, and click on “Job Opportunities at MCAD” button, you will see how different our careers page looks compared to the old page. The process has also changed. If you have a job posting, please contact HR and we can guide you through the new process and provide training links to use the Recruiting portion of Paylocity.

### **I want to apply for a job I see on the careers page but already work for MCAD. How do I apply?**

There is both an external job board (linked above) as well as an internal job board! In Self-Service, go to “Career” and then click on “Apply for Open Position” to see a list of active job postings and to apply as an active employee of MCAD. Job postings that are only posted internally will show up here, as well as those that are externally posted.

### **How do I add/change/remove a photo in my profile?**

Photos that were already on the MCAD website were added to profiles. If you did not have a photo on the MCAD website but would like to add a photo, please keep it safe for work and preferably a photo of you. This is a way to put a face to a name for active and new employees alike. To add/change/remove a photo, go to Self-Service and click on Directory in the bar at the top. Search for yourself. Click on the image which will either be your photo or the default image (your initials in a circle). Once in your profile, click "Edit Profile" in the upper right hand corner. Click on the photo or default image to make a change.

### **What are these Impressions things?**

Impressions is made to provide peer to peer recognition. They are a way to share praise and thanks with colleagues, supervisors, or employees that work for you. To award an impression, you can click into the Directory and search for the colleague you want to praise or thank, and then click on on AWARD. You can also just click on Impressions from Self-Service, search, and click on AWARD. And you can also click on Impressions in the app, click on Award, and then search for the colleague you want to praise or thank. Once into the award, select the icon that matches your sentiment and write a comment. It then goes to HR for approval (just in case something NSFW was ever written), and then it will post to that person's profile. Impressions can be set to be private (viewable only to that employee, their supervisor, and HR) and public (viewable to all)

### **Do I have to do Impressions?**

Nope. These are also optional. They are a way to share praise and thanks with colleagues, but if they are not your preferred way to receive that kind of communication, that's okay. Everyone is different in how they like to receive recognition. Impressions can be set to be private (viewable only to that employee, their supervisor, and HR) and public (viewable to all), so if you prefer to receive private praise, just let your supervisor or colleague know that you would rather not have public praise. If you prefer just to not receive them at all, just let your supervisor know. HR can also delete any that come through for you. And, in the Self-Service portal, you can collapse the NEWS section to hide the Impressions feed.

### **What are Communities?**

Communities is built on a social media type backbone (but private to MCAD employees) and is something we had planned to test and play around with over the summer. In light of COVID-19, the Stay at Home order, and how teams are not all working together on site right now, we decided to enable it sooner in case it would be a helpful way for teams to stay connected. If you are interested in using it, talk with your supervisor and they can reach out to HR to set up a group within Communities for your team.

### **My preferred name is showing up, yeah! But not in Communities? Why?**

Preferred name can be set and shows up throughout the system, but sometimes not in the Communities section. This is a system issue we are aware of and working with Paylocity to fix. It is critical for us that preferred name be used systemically for many reasons, but especially out of respect, as well as inclusion and safety. We have already escalated this why to Paylocity and they agree and are working on a solution to this issue.

### **I just checked out my profile. Do I have to list my social media accounts or my favorite sports team?**

Nope! Completely up to you. If you don't want to enter any personal information in your profile, that is totally fine. Profiles are intended to be a private to MCAD way to share information and allow colleagues to get to know you better, but if it isn't for you, that is okay. Not everyone even uses social media much if at all or has a favorite sports team (the author of this FAQ barely does for the former and doesn't at all for the latter, so really, this is okay).

### **I really don't like something in Paylocity. Can we change it? Who should I tell?**

Probably! We have much more control over how Paylocity looks and works than we did with Dayforce. If you there is something that bothers you, please contact [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu). If we can't fix it, we can let Paylocity know and they are much more responsive about requests. It might not happen overnight, but if enough organizations have like concerns, then they may make a change based on our suggestions. So, please let us know.

**I really LIKE something in Paylocity. Who should I tell?**

Awesome! Please contact [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu). This has been a project for well over a year, so if this new system is working well for you, better than Dayforce, or you are finding cool functions we didn't have before that you appreciate. Please let us know and/or submit Impressions for the HR/Payroll team!