View and E-mail Check Details Using Mobile

Provides step-by-step instructions for Paylocity users to view and e-mail check details using Paylocity’s Mobile Application (App).

View Current and Past Check Details

1. Tap the Paylocity Mobile App to open.
2. Log in as normal.
3. Tap Pay from the main menu.
4. The default Current section displays the details of the most recent check received.
   - The default view of the chart will highlight the net pay (Your Check), earnings, and direct deposit information.

   ![Earnings Chart]

   - Drag down the page or tap other areas of the chart to see deductions, benefits and tax information.

   ![Deductions Chart]

   ![Earnings Chart]

   ![Deductions Chart]

   ![Tax Chart]

   ![Tax Chart]

   Smart Tip: Via the Direct Deposit section, tap <Account> to see the <Type> column for the accounts to see if the account listed is Checking, Savings, or a Pay Card.
5. Tap YTD to view Year to Date totals for each category as of the date the check was issued.
6. Tap History from the Current section to see previously issued checks in the History section.
   - Tap the year at the top right of the screen for the ability to navigate to prior year check information.

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E-mail Current and Past Check Details

1. Tap Email from the check details page identified in #4 in the above section.
2. Enter a password and tap Next to require any recipients to enter a password to open the document.
   - Exclusively tap Next to not password-protect the document.
3. The “To” field will display your default Web Pay e-mail address. Add any additional recipients into the “Cc” field and tap Send.
   - The Subject field and body of the e-mail cannot be edited.
4. A notification will appear indicating that the pay stub has been sent. Tap OK to be directed back to the check details page of the check you e-mailed.