

What's Happening in Paylocity vs. Workday

At go-live, some HR tasks move to Workday while others stay in Paylocity. This guide shows you which system to use for what, so you always know where to go.

Who is this for: All Employees and People Managers

Time to complete: 3 - 5 minutes

What Each System Is For

Paylocity

Your pay and your time:

Paychecks, taxes, direct deposit, the time clock, and PTO.

Workday

Everything else about you and your role:

Personal info, benefits, career, and performance (plus hiring and pay changes for managers).

How To Use This Guide

- The next pages list common tasks side by side, grouped by topic.
- Find your task, check the column, and go to that system.

Where Do I Go For Tasks

Employee Tasks

Paylocity

- Set Up or Update Direct Deposit
- Update Tax Withholdings (W-4)
- Clock In / Clock Out (Non-Exempt Employees Only)
- Submit PTO Requests
- View Pay Stubs & Pay History
- Download W-2 & ACA Documents

Workday

- Complete Onboarding (Profile Setup, I-9, New Hire Forms)
- Enroll in or Update Benefits
- Add or Update Emergency Contacts
- Update Address & Contact Info
- Submit Name Changes
- Update Demographic Info (EEO, Veteran, Disability)
- Submit Life Event Transactions (marriage, birth, etc.)
- Request a Leave of Absence (FMLA, LOA)
- Access & Complete Assigned Training
- Set Goals & Complete Performance Self-Reviews
- View Employee Directory & Org Chart

Manager Tasks

Paylocity

- Approve & Correct Timesheets
- Approve PTO Requests

Workday

- Create Job Requisitions
- Initiate Job Changes (promotions, transfers, title changes)
- Initiate Compensation Changes
- Year-End Compensation Planning (if applicable)
- Complete Annual Reviews
- Performance Documentation (PIPs, Disciplinary Actions, 90-Day Reviews)

References

Key Things to Know

The Quick Rule:

- If it's about **money in your bank account** or **hours you worked**, go to **Paylocity**
- If it's about **your information**, your **benefits**, your **career**, or your **team**, go to **Workday**
- **Time off is Split:** everyday **PTO** and the time clock are in **Paylocity**; **formal leaves** of absence (FMLA/LOA) are in **Workday**
- Manager **pay and job changes start in Workday**, then flow to Paylocity for payment — so you still manage pay in just one place

If you have questions or need support, here is how to get help

Paylocity

Support Channel	Details
Email Id	service@paylocity.com

Workday

Support Channel	Details
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.