

# **Payroll Information**

## **Contact Us:**

Phone- 856-406-6015

Email- Payroll@workwithinsight.com

## **Direct Deposit:**

If you have signed up for direct deposit, without attaching an image of a voided check or Bank Direct Deposit Authorization Form to your application, your first check will arrive as a paper check in the mail. Your banking information will be tested on your first pay date. After this initial pay date all future pay will be Direct Deposit.

## **Pay Schedule:**

Payroll is processed 2 weeks in arrears and every two weeks (bi-weekly) on Friday. Please refer to the School Year Calendar of our pay days and the working days included in each paycheck.

## **Frequently Asked Questions**

1. What's the company ID for Insight Workforce Solutions in Paylocity?

N8076

2. I am having trouble creating my login for Paylocity. What should I try to do?

Do you have the correct company ID entered?

It should be N8076

Are you using dashes when entering your social security number?

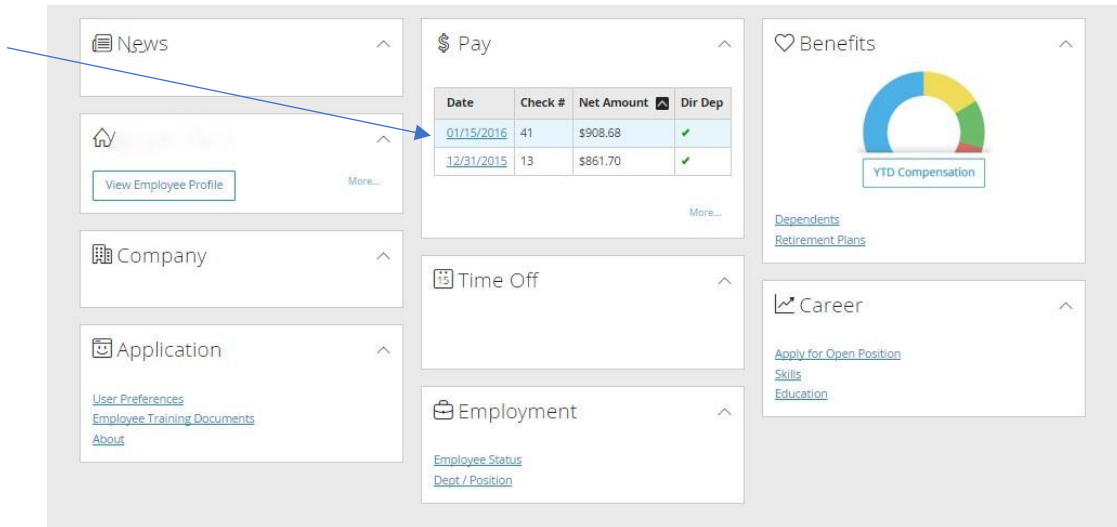
They need to be included.

3. I'm getting the message "There are no unregistered users".

You have already registered with a username. Please try to login. If you are unable to login with your username, please call (856)406-6015 for assistance.

4. I am enrolled in Direct Deposit but didn't get a check/pay stub. How can I print my pay stub?

Visit [www.Paylocity.com](http://www.Paylocity.com)



Select the check date.

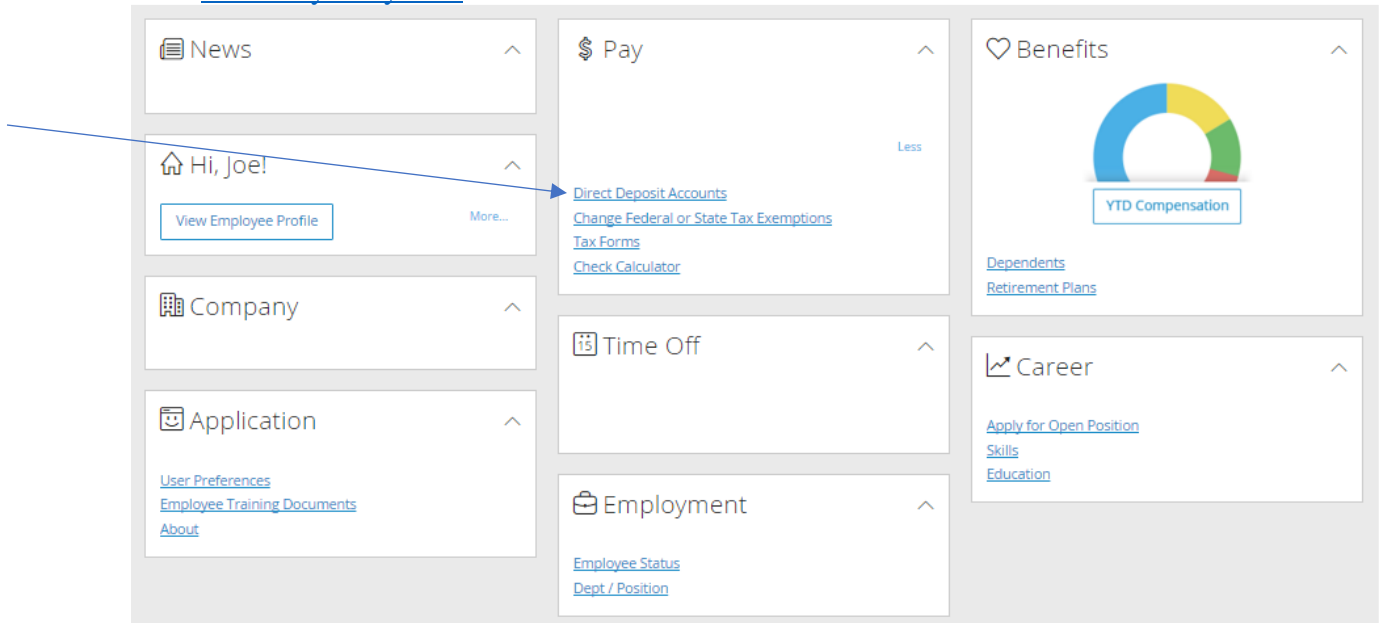
A new screen will appear with the complete details of your check.

Click the “Download Paystub” button. **\*\*Note:** This is a pop-up screen. If it does not appear, check if you have pop ups blocked.



## 5. How do I add Direct Deposit?

Visit [www.Paylocity.com](http://www.Paylocity.com)



Click Pay “More” button to expand the options.

Click “Direct Deposit Accounts” to add or modify your direct deposit account.

Follow required steps and click “Save”

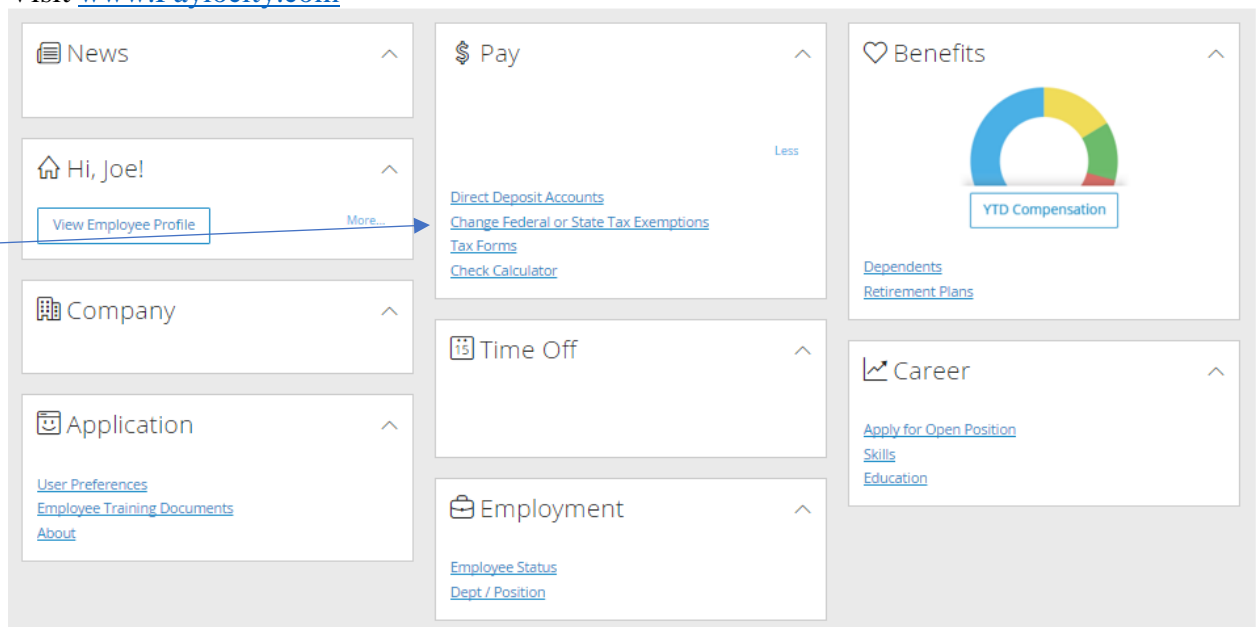
6. I signed up for Direct Deposit and still received a paper check. Why?

Your bank account must be pre-noted (tested) before we can send funds. While your account is being tested, you will receive a paper check. This process takes 10 banking days to complete. Typically, this is only one pay cycle given there are no bank holidays within that particular pay cycle.

\*If you have received multiple paper checks and have submitted a direct deposit form, please contact us at (856)406-6015 for assistance.

7. How do I change my tax deductions?

Visit [www.Paylocity.com](http://www.Paylocity.com)



Click Pay “More” button to expand the options.

Click “Change Federal or State Tax Exemptions”

\*If you are unsure what to select, please use the following link to the IRS Withholding Calculator to guide you. <https://www.irs.gov/Individuals/IRS-Withholding-Calculator>

8. My federal tax withholdings seem higher/lower than they should be. Why?

The amount of federal taxes withheld from your paycheck are calculated by the number of exemptions and filing status you entered on your W-4.

\*Please use the following link to the IRS Withholding Calculator to guide you. <https://www.irs.gov/Individuals/IRS-Withholding-Calculator>

9. What are the taxes being withheld from my paycheck?

- FITW – Federal Income Tax Withheld
- MED – Medicare Withholding
- SS – Social Security
- NJ, PA, MA, or IL- Corresponding State Tax

10. Where can I view my W-2 for this past tax year?

Visit [www.Paylocity.com](http://www.Paylocity.com)

The screenshot shows the Paylocity employee portal. The 'Pay' section is expanded, showing options for 'Direct Deposit Accounts', 'Change Federal or State Tax Exemptions', 'Tax Forms', and 'Check Calculator'. A blue arrow points from the 'More...' button in the 'Hi, Joe!' section to the 'Tax Forms' link.

Click Pay “More” button to expand the options.  
Click “Tax Forms