

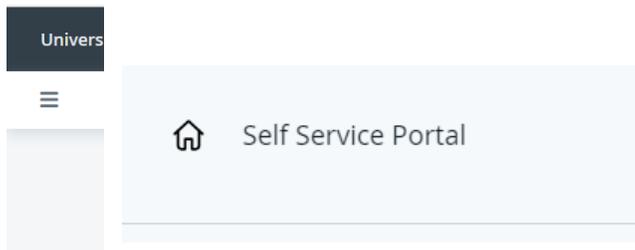
HOW TO USE CHECK CALCULATOR

Step 1:

Log onto Paylocity.

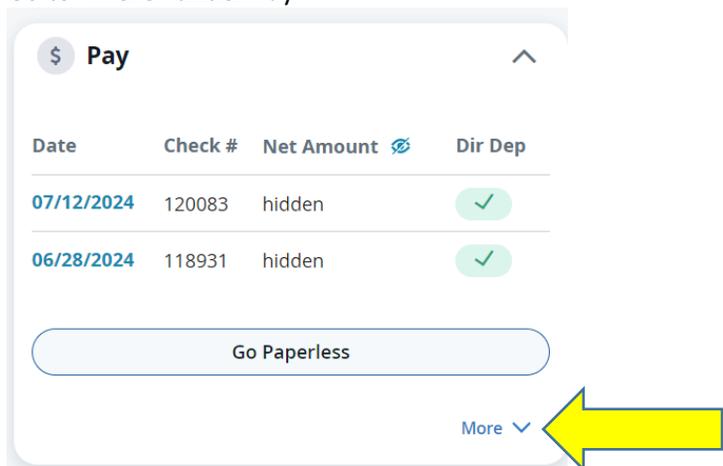
Step 2:

Go to Self-Service Portal using the three dashes on the left side and selecting "Self Service Portal."



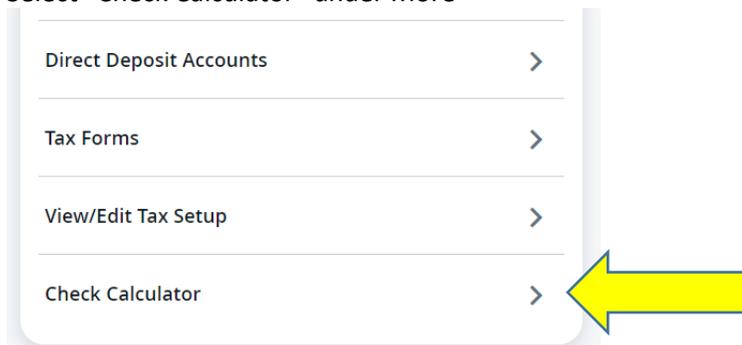
Step 3:

Go to "More" under Pay



Step 4:

Select "Check Calculator" under More



Step 5:

Under Check Calculator you can test out any future changes you would like to make, including an increase in pay, Retirement Annuity increase, Supplemental Annuity increase, etc. **Note: No changes will be made to Payroll this is for general information only.**