Memo

Date: January 19, 2026

To: All employees

From: Jenni Weldin, director of human resources and safe environment, Office of Human Resources

Re: Personal information in Paylocity

With the upcoming changes to the pension, it is imperative that all employees update their personal information in Paylocity. The personal information includes the following:

- Personal mobile
- Personal email
- Emergency contact

This can easily be done through the Paylocity self-service portal. We recommend downloading the Paylocity app from the app store. If you do not have a smartphone, you can access Paylocity via a web browser.

The business manager at your location can provide you with the Company ID, which will be needed for you to create your account if you have not already created one.

These updates must be completed by the end of January.