



Memo

Date: March 2, 2026
To: Business managers and payroll administrators
From: Shannon Wiggins, HRIS Manager, Office of Human Resources
Re: Paylocity billing changes

Effective March 2026, the billing process for Paylocity fees will be changing. Instead of being invoiced and having location bank accounts debited on each check date, Paylocity will now issue **one monthly invoice on the 25th of each month.** The fees will not change at this time, only the billing process.

Per-Check Fees

- **Fee:** \$1.32 per check
- The **March 25 invoice** will include payrolls **submitted February 20 – March 19.**
- The **April 25 invoice** will include payrolls submitted **March 20 – April 19,** and this pattern will continue each month.
- *Please note: charges are based on the payroll **submission date**, not the check date.*

Per-Employee-Per-Month (PEPM) Fees

- **PEPM Fee:** \$7.73 – this is for the HR and Payroll module, and all other modules being used at this time (Community, Employee Self Service, etc.)
- **External Integration Fee:** \$0.80 per employee per month – this is for the integration feed with Empower.
- Monthly charges will be based on the **Active Employee Count as of the 15th** of each month.
- The **March 25 invoice** will reflect the active employee count as of **March 15** and the **April 25 invoice** will reflect the count as of **April 15.**

General Ledger Reporting

- GL reports will **no longer include payroll costs** on each check date.
- To record payroll in the accounting system, please enter the **single monthly invoice amount.**

Invoice Location

The monthly invoice will be available at least two business days prior to the invoice date.

Business managers and payroll administrators will be able to find them under **HR & Payroll > Reports & Analytics > Cash Management**