Paylocity Web Services Access Request Form

Use this form to request API and/or Webhook access. Underlined words are links to documentation for each item. Return all pages, including the signed signature page to the Sales Account Executive or Current Client Consultant.

This form must be signed by a Paylocity authorized contact. See Paylocity Knowledge Base articles PCTY-124765 and PCTY-118981 for additional details.

Client Contact Information

Company Name
> Mandatory

Company ID
> Mandatory

Paylocity Authorized Contact Name   *PCTY-118981*
> Not mandatory

Paylocity Authorized Contact Email
> Not mandatory

Client's Technical/Development Contact Name
> Renato Alcivar

Client's Technical/Development Contact Email
> ralcivar@workeasysoftware.com

Vendor/Third-Party Contact Information

Vendor/Third-Party Name
> WorkEasy Software

Vendor/Third-Party Contact Name
> Renato Alcivar

Vendor/Third-Party Contact Email
> ralcivar@workeasysoftware.com

Who Gets the Credentials

Send API Credentials to this Email Address   *Only one email address allowed.*
> Enter your email.

Automated Email Notifications   *Only one email address allowed for each automated email field.*

Automated API Renewal Email
> Enter your email.

Automated Webhook Failure Notices Email
> ralcivar@workeasysoftware.com

Request Type

( ) New Access for Company IDs listed above

[ ] DEMO/SANDBOX   [✔] PRODUCTION

( ) Update Existing Access for these Client IDs (provide the first or last six (6) characters of each API Client ID)

Briefly Describe Your Intended Use Case for this API/Webhook Access
> Enter the following:

WorkEasy Software serves as our time-tracking system, and we would like to leverage their developed integration to streamline data transfer. This integration will enable a one-way employee syncing.

Open API Access

The developer/vendor contact can help provide these details.

Follow these links to learn more about [Paylocity API endpoints](#) and [Web Services Best Practices](#).

Fields cannot be further modified outside of query parameters and filters as defined in each endpoint in the linked resources below.

Paylocity recommends utilizing an API tool like [POSTMAN](#) to [troubleshoot](#) and confirmation authorization.

Notes:

- [Company Codes](#) and [Company-Specific Schema](#) are enabled by default when endpoints not indicated as new are selected below.
- *NEW notation indicates this endpoint/access level is one of our newest. Be sure to review the linked documentation to confirm the endpoint meets your needs. When these endpoints are selected, *[NEW](#) [Company Level Information API](#) and *[NEW Payroll/HR API](#) are enabled by default.
- Each of the endpoi... ...re.

<mark>Make your selections as shown below.</mark>

Employee Local Taxes

- ☐ [Get all local taxes](#)
- ☐ [Add new local tax](#)
- ☐ [Get local taxes by tax code](#)
- ☐ [Delete local tax by tax code](#)

Onboarding

- ☐ [Onboarding](#)

Employee Deductions (Recurring)

- ☐ [Add/Update Deductions](#)
- ☐ [Delete Deductions](#)
- ☐ [Get Deductions](#)
- ☐ *NEW [Pay Setup API](#)

Employee Earnings (Recurring)

- ☐ [Delete Earnings](#)
- ☐ [Add/Update Earning](#)
- ☑ [Get Earnings](#)
- ☑ *NEW [Pay Setup API](#)

Payroll and Time & Labor

- ☑ *NEW [Pay Entry API](#)
- ☑ *NEW [Punch Detail API](#)
- ☑ *NEW [Punch Import API](#)
- ☑ *NEW [Get Shifts](#)

Direct Deposit

- ☐ [Get Employee Direct Deposit](#)

Employee

- ☐ [Get Pay Statements](#)
- ☑ [Get Employee (select only one below)](#)
  - ⊗ [Unrestricted (All employee information)](#) OR
  - ◯ [Restricted (No Pay Rate, Additional Rates, or SSN)](#)
- ☑ *NEW [Employee Demographic API](#)
- ☑ [New Hire](#)
- ☑ [Employee Update](#)

Sensitive Data

- ☑ [Get Sensitive Data](#)
- ☐ [Add/Update (Put) Sensitive Data](#)

Employee Staging (Web Link)

- ☐ [Add New Employee (to Web Link)](#)

Document Management API

- ☐ *NEW [Documents](#)

Company Level Information API

- ☑ *NEW [Job Codes API](#)

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Webhook Push Notifications

The developer/vendor contact can help pro

Events

Select desired webhook push notification events and enter your configured URL (HTTPS).

If the same URL can be used for multiple events, copy the URL into every applicable field. Every checked box requires a URL. Checked boxes with empty URL fields will be ignored.

☐ **New Hire**

URL

☐ **Employee Change**

URL

☐ **Termination**

URL

☐ **Time Off Approval**

URL

☐ **Company Processed Payroll**

URL

If you are using Basic Authentication, provide the Username and Password.

Do not use Admin as the Username. The Username Admin is invalid.

Username

Password

Paylocity Application Programming Interface

Terms & Conditions

Paylocity is establishing an Application Programming Interface (API) on behalf of my company and/or my third-party vendors. Although this is an automated process, I am responsible for the data transferred between applicable systems. In contemplation of this, this is a legal agreement (the "Agreement") between Paylocity and me (CLIENT), for assistance by Paylocity in developing certain APIs that enable additional functionality to integrate access to certain Paylocity products into CLIENT's applications and environment. The terms listed below are intended to supplement the Paylocity Services Agreement terms. Where the terms of this agreement fail to address other elements of the API relationship, the Service Agreement terms will dictate.

Paylocity's Responsibilities
Paylocity's role shall be limited to implementing the APIs in accordance with the CLIENT's instructions. Paylocity shall be entitled to charge for services as necessary and will submit to CLIENT an estimate for fees prior to the start of any work. Paylocity also reserves the right to request additional fees for work efforts as specified in the estimate should the estimated time or work effort increase from expectations.

CLIENT Responsibilities
CLIENT understands and agrees that it will be responsible for directing the API work efforts of Paylocity and any other third parties and will be responsible for providing proper instructions and oversight to complete the work effort including: a) communication of API needs to Paylocity personnel, b) overall review and testing of API work efforts and outputs, c) ensuring completeness and accuracy and data security of the APIs (i.e. as with payroll processing and other activities, clients should be ensuring that the system works as intended in consideration of the laws and jurisdictions in which they operate. With data transfers, clients should be working with their third party vendors to ensure that the information is coming over as intended and there are no gaps), and d) final approval/sign-off that API work efforts are complete and API is functioning as CLIENT intends. CLIENT is also responsible to ensure that all rights, obligations, and liabilities related to any third party's access to, use, handling, processing, storage, disclosure, and deletion of this data are defined in a separate agreement between the CLIENT and the third party and that they (the CLIENT) abides by those terms throughout the implementation and ongoing relationship with Paylocity and the third parties.

Indemnification for Data Breaches and IP Infringement
CLIENT shall defend, indemnify and hold Paylocity harmless from and against any lawsuit, claim, damage, liability, or expense (including reasonable attorneys' fees) brought by any third parties against Paylocity including CLIENT's employees or CLIENT's third party vendors resulting from CLIENT's failure to abide by the terms under CLIENT Responsibilities above, breaches of CLIENT's or CLIENT's employees confidential information caused by CLIENT's third-party vendor, as well as the infringement or misappropriation of intellectual property rights of any third parties or CLIENT's internally developed application used in the provision of these services.

The individual signing this Agreement on behalf of CLIENT represents and acknowledges that he or she has the authority to execute this Agreement on behalf of CLIENT and bind CLIENT to this Agreement. CLIENT warrants that it possesses full power and authority to enter into this Agreement, and has read and agrees to the terms and conditions set forth in this Agreement. Paylocity will be bound by all the terms and conditions set forth herein.

All these fields are mandatory.

Signature

Name (Print)	
Title	
Date	
Signature	