



Personal Data Change

The following are instructions on how to change your personal information in DecisionOne's HR and Benefit systems.

ADDRESS CHANGE

To update your address in Paylocity, go to:

- <https://access.paylocity.com>
- Under the section called "Tasks To Complete" click the "More" text
- Click "Demographics"
- Make adjustments and click save

Also, don't forget to update your address in InfinityHR. Here are the instructions to submit an address change in IHR:

- Go to <https://www.infinityhr.com/login.aspx>
- Change Events
- Select "Address Change or Verification"
- Begin Event
- Follow the prompts to make the elections
- Contact me when you're done

DIRECT DEPOSIT CHANGE

To update your direct deposit in Paylocity, go to:

- <https://access.paylocity.com>
- Under the section called "Pay" click the "More" text
- Click "Direct Deposit"
- Make adjustments and click save

Any changes and/or additions to your Direct Deposit account(s) require a 2 pay cycle period waiting period to become effective. In the 1st pay cycle, Paylocity will test the account to ensure they system can deposit your funds into the account. In the 2nd pay cycle, you Direct Deposit will become effective as long as the test was successful.

CONTACT

Please contact HR (HR@decisionone.com) or Payroll (Payroll@decisionone.com) if you have any questions.