Paylocity Web Services Access Request Form

API Terms of Service govern the use of the API. 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. Click the underlined text to see Paylocity Knowledge Base articles PCTY-124765 and PCTY-118981 for additional details.

Paylocity Client Details (required)

Company Name

Company ID

Company Authorized Contact Name
CoAdmin/Decision Maker

Company Authorized Contact Email
CoAdmin/Decision Maker

Project Manager Name

Project Manager Email

Development Resource (required)

Technical Contact responsible for solution design and build

Development Resource Company Name

Development Resource Contact Name

Development Resource Contact Email

Request Type

☐ New Access for Company IDs listed above

- ☐ PRODUCTION
- ☐ DEMO/SANDBOX

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

The Paylocity sandbox is a generic, highly configurable demo environment for API testing that contains no actual client data. Clients and their developers are responsible for configuring the API sandbox environment to match their specific company structure. Paylocity's API sandbox environment requires multifactor authentication (MFA) to establish user accounts. Please provide the name, email address, and mobile phone number to enable MFA for the primary user.

First and Last Name of the Primary User in the Sandbox Environment https://demoaccess.paylocity.com/

Email for MFA

Mobile Phone for MFA

Briefly Describe Your Intended Use Case for this API Access

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Open API Access

To ensure success, Paylocity API Access requests are projects not transactions. With your API request project, you will be aligned to an analyst who will provide you support with access to developer portal, provisioning of API keys, authentication, and general troubleshooting support for up to 60 days depending on the scope of the project.

Depending on access needs, most communication is provided via email with availability for ad-hoc touchpoints up to 30 minutes on a case-by-case basis. Following completion of the project, ad-hoc ongoing support is available.

Select each applicable option.

☐ API via Paylocity Developer Portal (NO SCOPING CALL REQUIRED)

The Paylocity Developer Portal is a modern self-service hub for building, testing, and managing custom integrations. It empowers developers with immediate sandbox access, comprehensive documentation, and streamlined credential management to launch robust API solutions in three months or less.

Available API Endpoints (Each of the endpoints listed below is a hyperlink.)

Company Level Information API
Cost Center Codes API
Employee Demographic API
Get Shifts
Get Time and Labor Cost Centers/Labor Levels API
Job Codes API
Pay Entry API
Pay Setup Deductions API
Pay Setup Earnings API
Payroll/HR API
Punch Detail API
Punch Import API

☐ Requesting a call to discuss project scope and APIs via Paylocity Developer Portal (OPTIONAL)

☐ Paylocity's Documents API endpoint. Not available via Paylocity Developer Portal (SCOPING CALL REQUIRED)

☐ Paylocity's legacy Web Link API endpoints. Not available via Paylocity Developer Portal and only available for a limited time. Development work will be required in the future when deprecated. Learn more here. (ADDITIONAL DOCUMENTATION AND SCOPING CALL MAY BE NEEDED)

☐ Paylocity's legacy Webhooks. Not available via Paylocity Developer Portal and only available for a limited time. Development work will be required in the future when deprecated. Learn more here. (ADDITIONAL DOCUMENTATION AND SCOPING CALL MAY BE NEEDED)

Follow this link to complete the request form for legacy Web Link API endpoints and Paylocity legacy Webhooks. Best practice is for both forms to be completed and signed by the same authorized contact.

Paylocity recommends an API tool like POSTMAN to troubleshoot, review setup, and confirm authorization.

Endpoint capabilities, including available query parameters and filters, are defined in the developer resources for each endpoint. Custom modifications beyond these specifications are not supported.

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Terms & Conditions

By submitting this request application, you hereby accept the Paylocity Automated Data Exchange Terms.

If you are unable to access the link provided above, please contact your client service contact at service@paylocity.com to ensure you have the appropriate user access authority to authorize this request.

Signature

Name (Print)	
Title	
Date	
Signature (required)	

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