



Accessing your pay stubs and W2 on the Paylocity portal

All current and former employees have access to the portal

You must register for the portal. This is done by you (the employee) and is not automatically assigned.

You can update personal information such as address, email, phone number, tax information and view/print pay stubs, W2's and PTO balance.

Go to <http://paylocity.com>

- **Enter your login information if you have previously registered.**
 - You can use the forgot password link or reach out to payroll (contact info below) for help with user names and/or outdated email account.

- **If you have not registered choose, 'RegisterUser'.**
 - You can create only one account tied to your SSN per company ID. You can use the forgot password link or reach out to payroll (contact info below) for help with user names and/or outdated email account.
 - The user will be asked for their Company ID, Last Name, Social Security Number, and Zip Code that payroll has on file. Information must match exactly or you will not be able to create an account and will need to reach out to payroll (contact info below) for help.
 - Once you enter the info above the next screen will ask you to create your Username. Must be between 3 and 20 characters.
 - Next, choose a password and confirm. Must meet the criteria listed below.
 - Between 7-20 characters
 - Include a number
 - Include an upper and lower case letter
 - Include a non-alphanumeric character such as a # or !
 - Set up your security questions. They are case sensitive and may be needed in the future to retrieve your password or to verify the device you are accessing your account on.
 - Select a security image.
 - Enter a security phrase.
 - This can be a password hint or your favoritesaying.

For help with registering or login, email payroll@capstonerestaurants.com. Please include your full name, date of birth, last four of your social security number, and an explanation of what you need

Company ID's

Atlantic Star Foods, LLC – N9198	North Star Foods, LLC – N9116
Bighorn Restaurants, LLC – N5526	Pioneer Restaurants, LLC – 12496
Empire Restaurants, LLC – N5525	River Valley Restaurants, LLC – N9117
Heartland Restaurants, LLC – N5527	Summit Restaurant Development, LLC – 11258
LBE Restaurant Development, LLC – 11257	Tristar Ventures, LLC – N9118



7490 Clubhouse Rd, Boulder, CO 80301

Phone 303-530-2900 ~ fax 303-530-0677

Independently Owned and Operated Franchisee's of Hardee's, Carl's Jr, Dunkin Donuts, Pizza Hut and Taco Bell Restaurants

