



Paylocity Reporting Instructions

From a desktop:

1. Log into your Paylocity account.
 - a. Company ID: 107370
 - b. Username
 - c. Password
2. You will be taken directly to your Self-Service Portal
 - a. Scroll down to the bottom of the page
 - i. Scroll past Announcements
 - ii. Scroll past Company
 - b. When you see a house icon and Hi, your name!
 - i. Under Tasks to Complete
 - ii. Click on the View button next to COVID Vaccination and Testing Confirmation
3. This will walk you through a short survey
4. Once the survey is complete, you will have the opportunity to upload your documentation.

From a mobile device:

1. Log into your Paylocity app.
 - a. Company ID: 107370
 - b. Username
 - c. Password
2. Click on Workflow Tasks (there should be a number 1 next to it)
3. Click on COVID Vaccination and Testing Confirmation
4. This will walk you through a short survey
5. Once the survey is complete, you will have the opportunity to upload your documentation.