

Get Paystubs and Tax forms from Paylocity in just a few clicks

Log into Paylocity

You should land on the Self-Service Portal

The screenshot displays the Paylocity Self-Service Portal interface. It features a sidebar on the left with sections for 'News' and 'Company'. The 'Company' section contains a list of links: [Mandatory Reporting Training](#), [The IC Whistleblower Protection Policy](#), [The IC Fraud Waste & Abuse Policy](#), [Time Verification Form](#), [THE CNA School Addendum to EE Handbook](#), [The IC W.C. Designated Providers](#), [THE IC Employee Handbook](#), [2020 Payroll Calendar](#), [2020 Payroll Calendar \(Accessible\)](#), [Direct Deposit Form](#), [Employee Rights: FFCRA](#), [2021 Payroll Calendar](#), [2021 Payroll Calendar \(Accessible\)](#), [Donate to The IC](#), and [In the Know - In-Services Link](#). The main content area is divided into three sections: 'Pay', 'Time Off', and 'Direct Deposit'. The 'Pay' section includes a 'View Checks' button and a table of payroll data. The 'Time Off' section is partially visible.

Date	Check #	Net Amount	Dir Dep
<a href="#">12/16/2020</a>	171536	hidden	✓
<a href="#">12/02/2020</a>	171125	hidden	✓
<a href="#">11/18/2020</a>	170768	hidden	✓
<a href="#">11/04/2020</a>	170439	hidden	✓
<a href="#">10/21/2020</a>	170115	hidden	✓
<a href="#">10/07/2020</a>	169799	hidden	✓

If not:

Go to the black box in the upper left of the screen

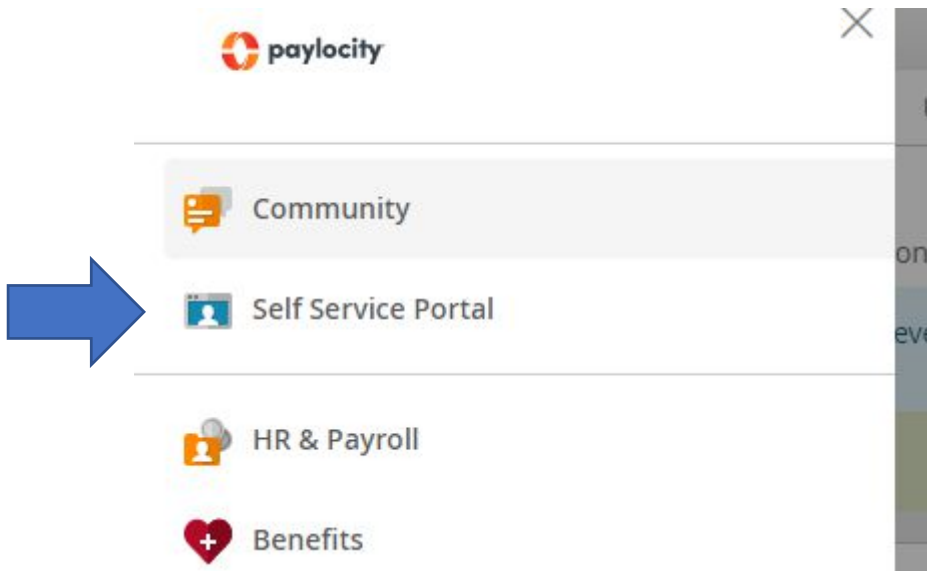
This screenshot shows a navigation bar with a dark grey background. On the left, there is a blue arrow pointing to a white menu icon (three horizontal lines). To the right of the icon, the text 'HR & Payroll' is displayed in white. Further to the right, the text 'Employee' is visible in a lighter grey font. Below the navigation bar, there are three icons: 'THE INDEPENDENCE CENTER' logo, a house icon labeled 'Home', and a person icon labeled 'Direc'. At the bottom of the screenshot, a light blue banner contains an information icon and the text 'We're committed to bring our sol'.

Your box may be called something other than HR & Payroll...it doesn't matter

Click on the box

A side bar opens

Click on Self Service Portal (blue square)



Once on the Self-Service Portal go to the PAY box (top of the middle column)  
Click on View Checks



Date	Check #	Net Amount <input checked="" type="checkbox"/>	Dir Dep
<a href="#">12/16/2020</a>	171536	hidden	✓
<a href="#">12/02/2020</a>	171125	hidden	✓

(NOTE: the screens below look very similar to the App screens for the same functions)

The left side of the screen will list all of your checks for the current year  
The right side of the screen will have the most current check information in it.

< Pay

Checks Tax

**YTD 2020**

Select All

**December 16, 2020**  
V171536 - Regular

**December 2, 2020**  
V171125 - Regular

**November 18, 2020**  
V170768 - Regular

**November 4, 2020**  
V170439 - Regular

**October 21, 2020**  
V170115 - Regular

**October 7, 2020**  
V169799 - Regular



Click on the box to the left of the check you are interested in

**September 23, 2020**  
V169232 - Regular

**September 9, 2020**  
V168919 - Regular

**August 26, 2020**  
V168606 - Regular

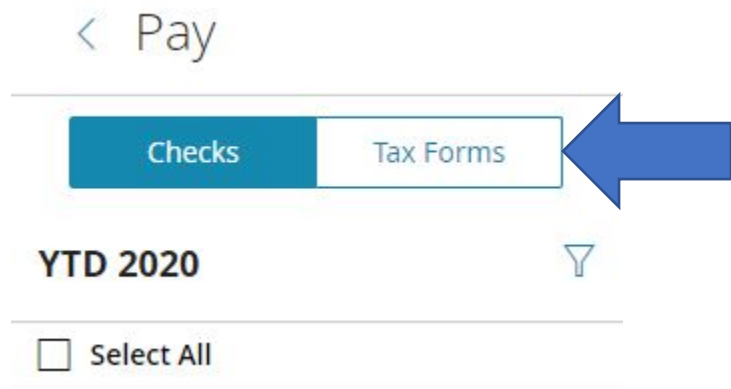
Once you have selected the check you want  
Click the orange Download Paystub in the upper right corner

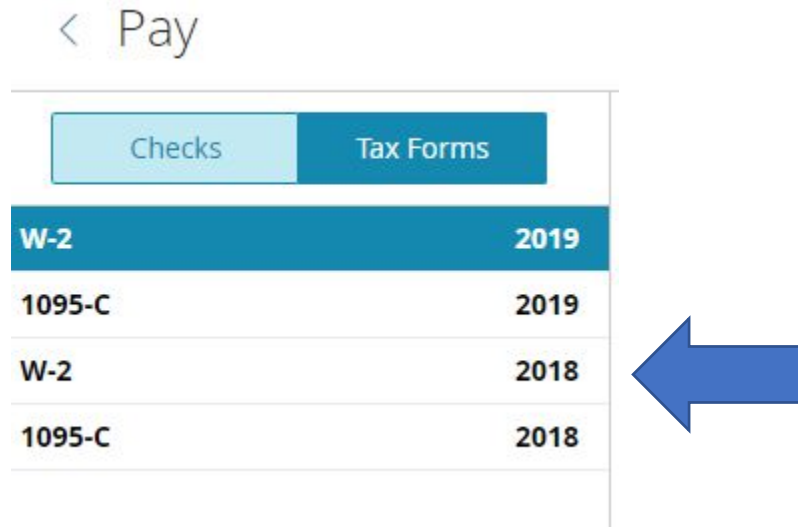
A PDF of the paystub is created. You can print, save, or save and email this pay stub.

### To print your W2

On the left side of the screen click on Tax Forms (defaults to Checks)



Your most recent W2 will be on the right side of the screen  
On the left side of the screen all of your W2's are listed



Click on the one you want to view/print  
The right side of the screen refreshes with the selected W2

## W2 Online Preview

To securely access a full copy, download your W2 above. - [More Information about your W2](#)

# 2018

To print a copy  
Click on the orange Download W-2 button in the top right of the screen

 Download W-2



## W2 Online Preview

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# 2018

Because the W2 has so much personal information Paylocity wants to make sure you are who you say you are.

Choose a method to receive a verification code

### Authenticate



Please authenticate before continuing. If you have previously been authenticated, you are either past the 2 hour limit for authentication or have been inactive on the system for more than 15 minutes. [Read the FAQ](#)

Home Mobile xxx-xxx-~~xxxx~~  Voice  Text

Home Phone xxx-xxx-~~xxxx~~

Send Code

Cancel

Once you have the code

Enter into this screen and click Continue

### Authenticate



You should receive a message shortly that contains a security code. Enter the code below to verify your account. [Read the FAQ](#)

Security Code

Continue

Go Back

It will now ask if you want to password protect the form  
**(Only do one of the following)**

If you do, enter the password

**Password:**



If you do not, click the box

Do not password protect this information:  
my computer is secure and free from spyware or other potential unauthorized access.

Once you have made your choice, click View PDF

**View PDF**

You now have a PDF of your W2. You may print, save, or save and email.

Done!!