HOW TO

ACCESS YOUR W-2

Paylocity Self-Service Portal
Access your Paylocity Self Service Portal.

1

2

Hover Over "Employees"
Located at the top left of the screen
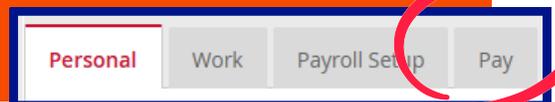
Select "Employee Payroll File"
It will appear as you hover over the "Employees" button.
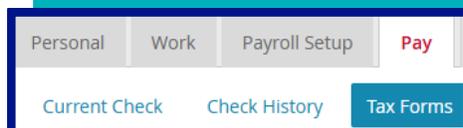
3

4

Select "Pay" Tab
It may look like this:

Personal	Work	Payroll Setup	Pay

Select "Tax Forms"
This will be below the tab bar:

5

Personal	Work	Payroll Setup	Pay
Current Check	Check History	Tax Forms	

You will now see all applicable tax forms!
If you have any questions please reach out to your Payroll Team.