Paperless Tax Documents in Paylocity

Log into Paylocity.com

On the Self Service Portal > Pay Tile> Go Paperless

A side tab opens up with their paperless options. Example below

Move both W2 and 1095 C buttons to On
Select Save

You will not receive a paper copy of your tax documents you will need to log in and print them in January.

See Creekhelp for directions on printing your tax documents