

Paperless Tax Documents in Paylocity

Log into Paylocity.com

On the Self Service Portal > Pay Tile> Go Paperless

\$ Pay




Date	Check #	Net Amount <input checked="" type="checkbox"/>	Dir Dep
10/27/2017	138690	hidden	✓
10/13/2017	138428	hidden	✓
09/29/2017	138171	hidden	✓

Go Paperless

More...

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

Settings



Go Paperless!

At Paylocity, we offer you the option to go paperless. This means no more direct deposit voucher, and no more waiting for your W2.

Opt-in to Paperless Off | On

W2/1099

1095-C

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 Creekhelphelp for directions on printing your tax documents