

Paylocity Instructions Desktop

****Employees will have access to the W2 on their Paylocity Portal****

1. Log in to Paylocity (<https://access.paylocity.com/>)
 - a. **Company ID:** 101915
 - b. Login information is based on the employee's selection of their username and password when registering
 - c. If you have never registered in our system and have worked in the year **2020**, please give us a call to 909-895-8960 and ask for Payroll.



Welcome

Company ID
101915

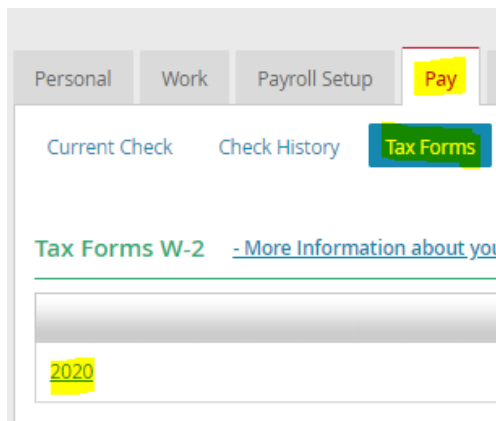
Username
|

Password
 Show

Remember My Username

Login

2. Once signed in Self Service Portal in Paylocity go to the following tabs
 - a. Employees -> Employee Payroll file -> Pay
 - b. Click on Tax Forms
 - c. Select 2020



3. Before continuing, an Authenticate message will show up
 - a. If you have multiple numbers registered in Paylocity, please select a mobile number.

- b. Please make sure you can receive text as a security code will be sent.
- c. Select “Send Code”
- d. A code will be sent to the mobile number selected
- e. Enter the code given in the mobile number and select Continue

Authenticate ×

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

4. Select 2020

Personal
Work
Payroll Setup
Pay

Current Check
Check History
Tax Forms

Tax Forms W-2 [- More Information about yc](#)

2020

5. Once you have selected “2020” in Paylocity you will be taken to a new page and will ask you to create a password
 - a. Please use a password you will remember
 - b. Click on view PDF

Password Protect

The information you have requested is confidential.
To ensure that this information is secured please provide a password that will be required to view this information.

Password:

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

Note: to view password-protected information you must have Adobe Acrobat Reader 5.0 or later.
Click [here](#) to download the latest version of Acrobat Reader.

6. You will be taken to a new page
 - a. Enter the password you just created
 - b. Select Submit

- c. You will have access to view/Print the 2020 W2
- d. If you do not see your W-2, but you have worked for the year 2020 please email payroll at Gloria@24-hrmed.com.
- e. Provide the following information in your email
 - i. First and Last name as shown in your paystubs
 - ii. Last 4 Social Security number