

How to Access the Employee Directory in Paylocity

1. Log in to Paylocity:

- On your Self Service Portal page, click on either the **Org Chart** or **People** tab (Image 1 below)

2. Using the People Tab (Image 2 below, blurred):

- This will bring you to a listing that includes:
 - Name, Title
 - Location
 - Work Phone
 - Mobile Phone (if applicable)
 - Work Email Address
- You can search for employees by their first name, last name, or position.

3. Using the Org Chart Tab (Image 3 below, blurred):

- This will list employees organized by their managers.

4. Paylocity Mobile App:

- This information is also accessible in the Paylocity app under the **People** tab.

