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):

- \circ $\;$ This will bring you to a listing that includes:
 - Name, Title
 - Location
 - Work Phone
 - Mobile Phone (if applicable)
 - Work Email Address
- \circ $\;$ 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:
 - \circ ~ This information is also accessible in the Paylocity app under the **People** tab.

LOUISIANA MACHINERY CO INC [14108]	C paylocity	Take
HR & Payroll Employees HR Payroll User Access Reported	2 Corrovals	Image 1
Hi, Lara! View Employee Record Tasks To Complete	Time Entry Launch Time & Attendance Launch Time & Attendance	Calendar Upcoming Events
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