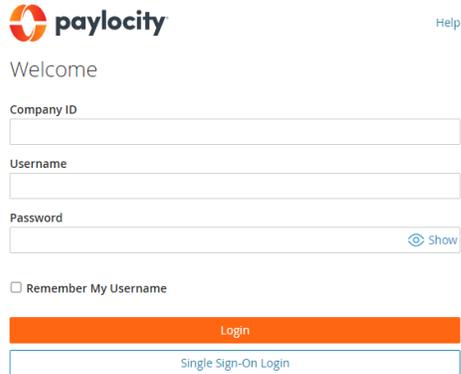


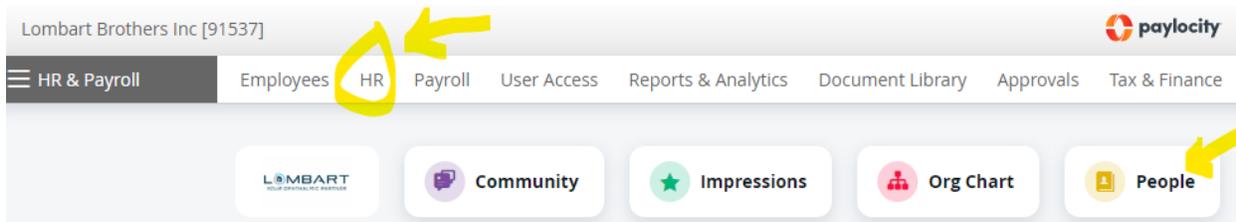
INSTRUCTIONS TO LOCATE COMPANY DIRECTORY

1. Log into Paylocity with your personal log in account.

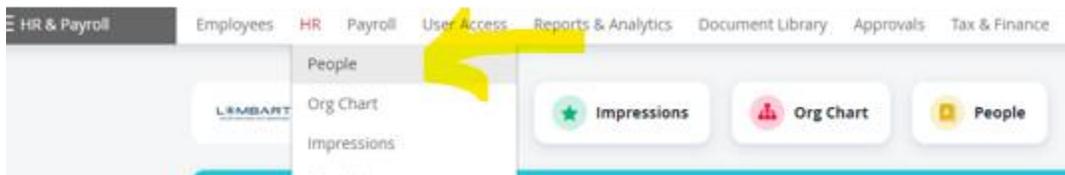


The image shows the Paylocity login interface. At the top left is the Paylocity logo and a 'Help' link. Below is a 'Welcome' message. There are three input fields: 'Company ID', 'Username', and 'Password'. The 'Password' field has a 'Show' link with an eye icon. Below the fields is a checkbox for 'Remember My Username'. At the bottom are two buttons: an orange 'Login' button and a white 'Single Sign-On Login' button.

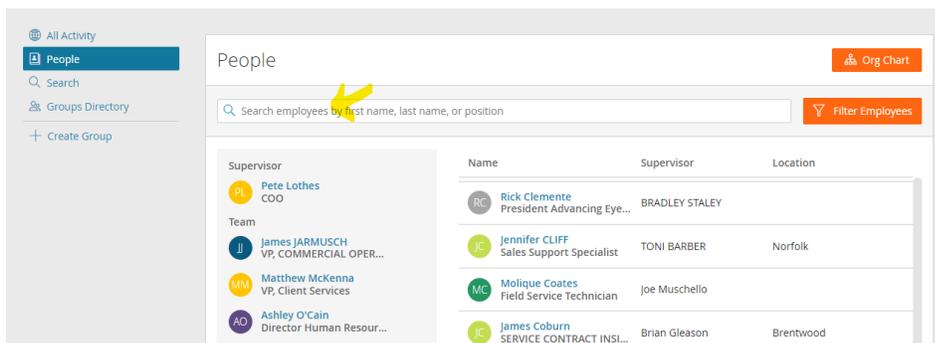
2. Once logged in, hover over *HR* and then click *People* as seen below in step three. Or simply click on the *People* icon.



3. Then click *People*.



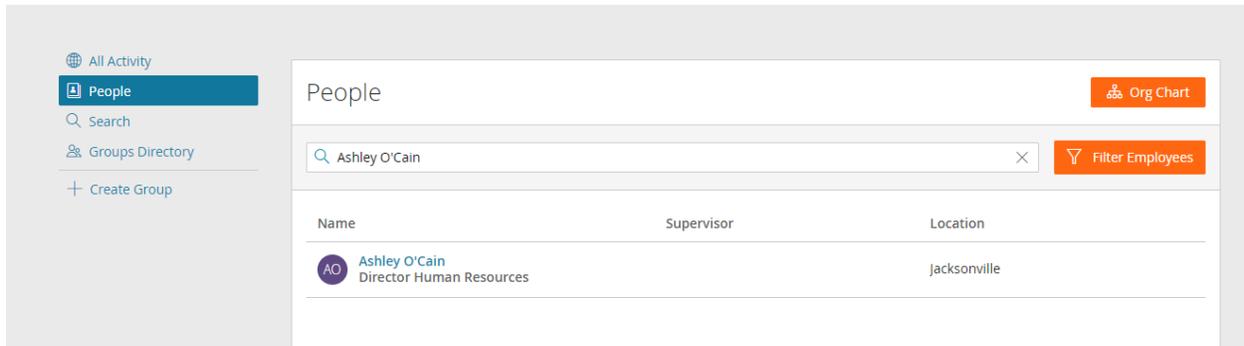
4. Search for employees by first name, last name, or position.



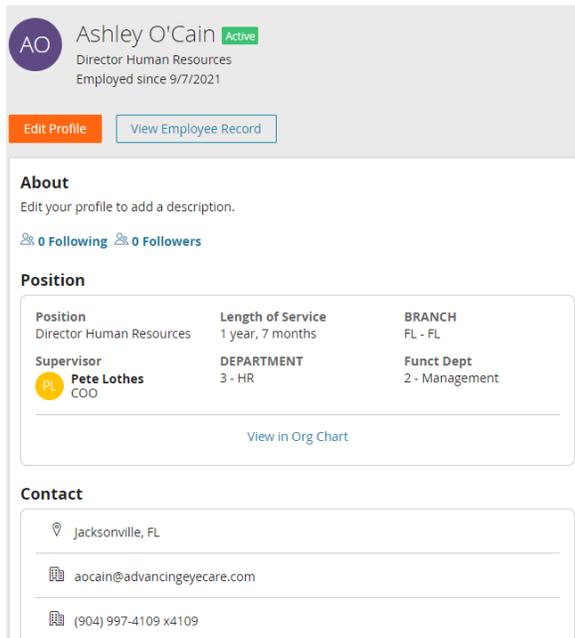
The image shows the 'People' search results page. On the left is a sidebar with navigation options: 'All Activity', 'People', 'Search', 'Groups Directory', and 'Create Group'. The main area has a search bar with the text 'Search employees by first name, last name, or position' and a 'Filter Employees' button. Below the search bar is a table of employee information.

Supervisor	Name	Supervisor	Location
Pete Lothes COO	Rick Clemente President Advancing Eye...	BRADLEY STALEY	
James JARMUSCH VP, COMMERCIAL OPER...	Jennifer CLIFF Sales Support Specialist	TONI BARBER	Norfolk
Matthew McKenna VP, Client Services	Molique Coates Field Service Technician	Joe Muschello	
Ashley O'Cain Director Human Resour...	James Coburn SERVICE CONTRACT INSI...	Brian Gleason	Brentwood

- Once you search for the employee, then click on the name listed below. For example, Ashley O’Cain.



- Following is a screen shot of my profile that will be displayed.



You can use this feature from your mobile apps as well.

Please reach out if you have any questions.

Thank you,

Ashley O’Cain

Director of Human Resources