

HOW TO ACCESS YOUR W2 AND PAYSTUBS IN PAYLOCITY

1. Log in to Paylocity at <https://access.paylocity.com/>

Note: It is recommended to use the Desktop version of Paylocity.

paylocity

Welcome

Company ID
170320

Username
christine.mcbride

Password
.....

☒ Remember My Username

Login

Single Sign-On Login

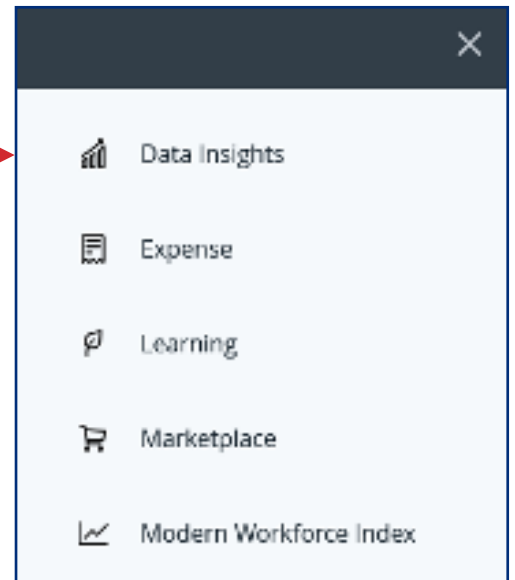
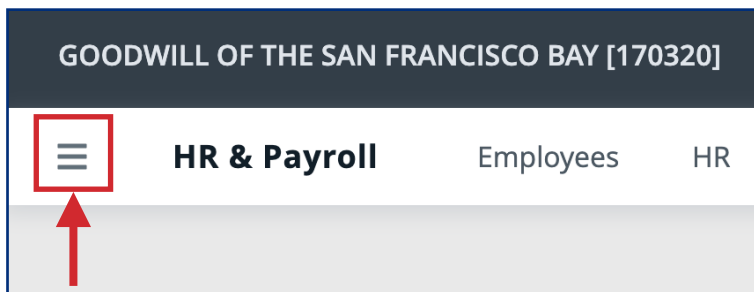
RESOURCES TO RESET YOUR PAYLOCITY PASSWORD:

→ [How To Reset Your Paylocity Password \(English\)](#)

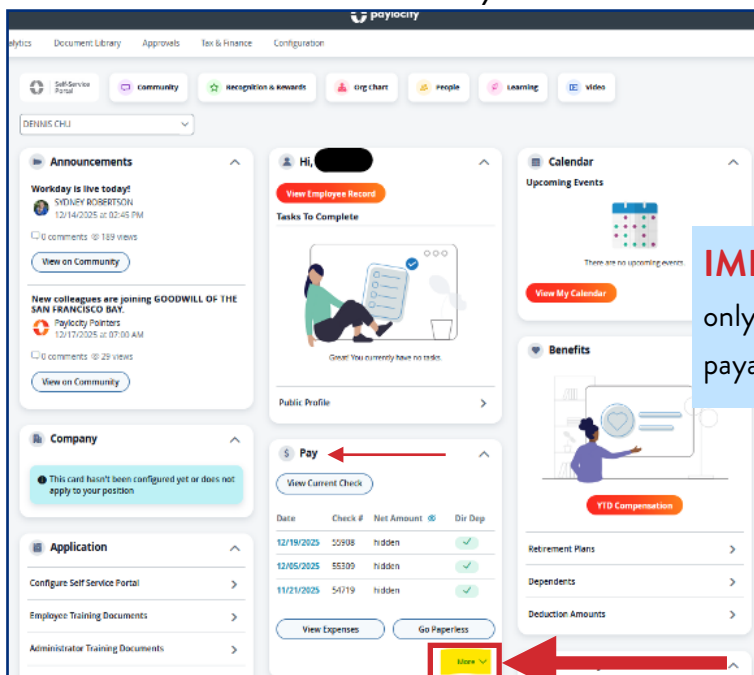
→ [How to Reset Your Paylocity Password \(Español\)](#)

IMPORTANT! If you are unsuccessful with resetting your Paylocity password, email payrollsupport@goodwillaz.org

2. Click the stacked bars icon in the upper left corner > Click Self Service Portal from the menu



3. Click More underneath the Pay section



IMPORTANT! The Self Service Portal is only available to GSFB Team Members who had payable wages in 2025.

Note: Scroll down to locate the Self Service Portal option.



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4. Click Tax Forms

The screenshot shows the 'Pay' page with a table of checks and buttons for 'View Current Check', 'View Expenses', 'Go Paperless', and 'Tax Forms'. The 'Tax Forms' button is highlighted with a red box and an arrow pointing to it.

Date	Check #	Net Amount	Dir Dep
12/19/2025	55908	hidden	✓
12/05/2025	55309	hidden	✓
11/21/2025	54719	hidden	✓

5A. Click Tax Forms to access your W2

IMPORTANT! If you need W2s for years before 2025, email payrollsupport@goodwillaz.org

The screenshot shows the 'Pay' page with two buttons: 'Checks' and 'Tax Forms'. The 'Tax Forms' button is highlighted with a red box and an arrow pointing to it.

5B. Click Checks to access your paystubs

The screenshot shows the 'Pay' page with two buttons: 'Checks' and 'Tax Forms'. The 'Checks' button is highlighted with a red box and an arrow pointing to it.

6B. Click the flashlight icon > Click Last Year > Click Apply to view your 2025 paystubs.

The screenshot shows the 'Pay' page with a 'YTD 2026' section. A flashlight icon is highlighted with a red box and an arrow pointing to it.

7B. Click Download Paystub to print

The screenshot shows the 'Pay' page with a 'Download Paystub' button highlighted with a red box and an arrow pointing to it.

Note: To access paystubs from 2024 or earlier, enter the desired Start Date and End Date. For example, 01/01/2024–12/31/2024.

The screenshot shows the 'Filter Checks' section with the 'Last Year' preset selected. The 'Apply' button is highlighted with a red box and an arrow pointing to it.