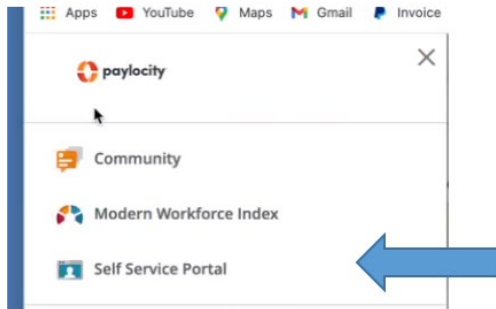


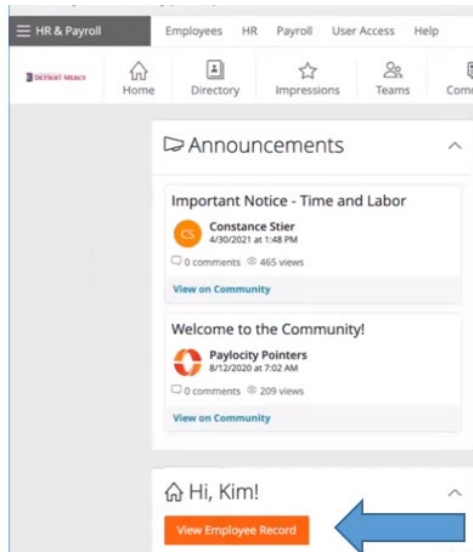
## HOW TO CHECK YOUR VACCINATION STATUS

Step 1: Log into Paylocity (see Paylocity Registration for first-time users)

Step 2: Go to Self-Service



Step 3: Go to "View Employee Record"



Step 4: Go to "Personal" and to the "COVID" tab:

A screenshot of the Paylocity 'Personal' tab. The top navigation bar includes 'Employment', 'Pay', 'Personal', 'Time Off', 'Benefits', and 'Career'. The 'Personal' tab is selected, and the 'COVID' sub-tab is active. The main content area displays the 'COVID Vaccination & Testing Summary' section, which includes a table for 'COVID Employment Eligibility Status', a table for 'COVID Vaccination & Testing Summary', and a 'History' table.

Date	Category	Result	Updated	Updated By
12/24/2021	Test	Negative	01/26/2022	Workflow
08/27/2021	Vaccination	Fully vaccinated	01/26/2022	Workflow

End