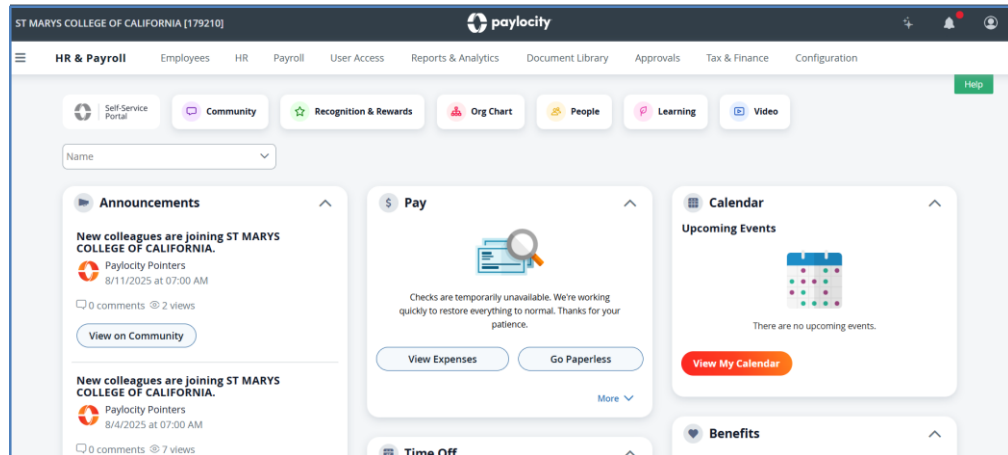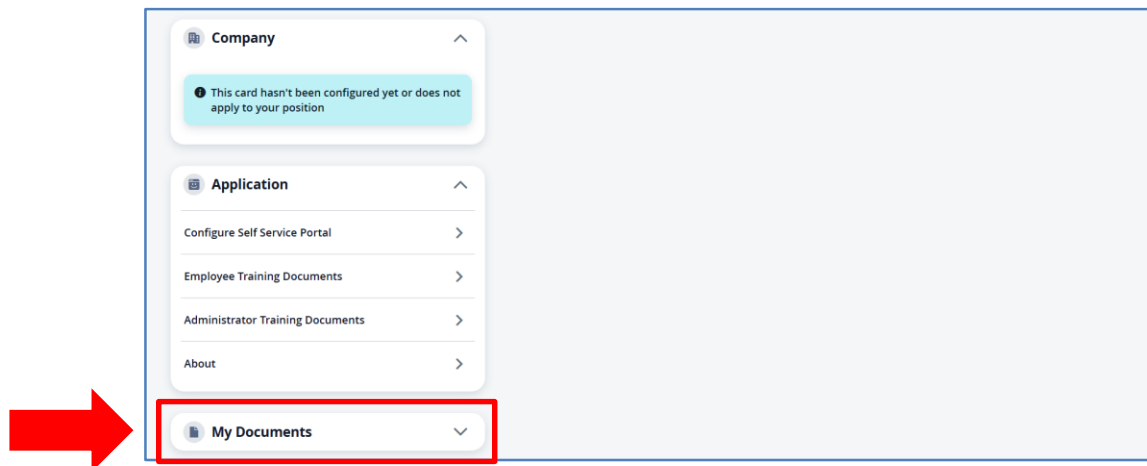# SAINT MARY'S
COLLEGE OF CALIFORNIA

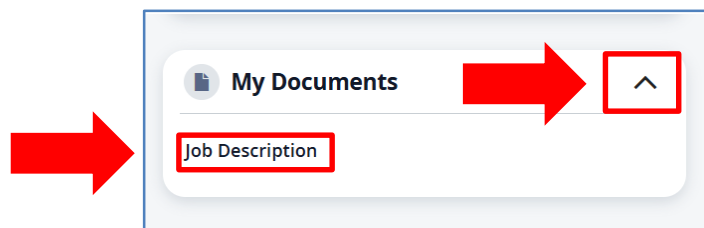## How to Locate Employee Job Description in Paylocity

1. After logging into Paylocity, you will be redirected to your Paylocity **Self-Service Portal** landing page.

2. Next, you will scroll down and locate the **My Documents** box.

3. Click the **My Documents** box, and the **Job Description** drop down option will appear. Finally click **Job Description**.

4. Your Job Description will open in a separate window.
5. Save your Job Description to your desktop.