



Press In Print

News and information from the President's Office
assembled by Dale Galusha and Gina Duncan



From Your HR Department

Extended Sick and PTO Hours Banks Under Construction

Thank you for your patience as we continue to work on your extended sick and paid time off bank hours. We are working to resolve this issue.

View Your Pay Stub Online!

Follow these steps to view your pay details online (you will not receive a paper advice slip):

1. Visit <https://access.paylocity.com/>
2. Select "Register New User" towards the bottom of the screen
3. Enter the Company ID: **136197**
4. Enter Last Name
5. Enter a valid nine digit Social Security Number (SSN)
6. Re-enter the valid SSN in the Confirm SSN field
7. Enter your Home Zip Code
8. Check the **I'm not a robot** reCAPTCHA box
9. Select Continue
10. Choose and Enter your Username (not case-sensitive) and Password (case-sensitive) to use when accessing this account, taking into account the specific requirements noted for each field.
11. Enter the password a second time in the Confirm Password field
12. Provide a personal email address (use the same email you provided to receive health and benefit information) or a mobile phone number
13. Select **Continue**
14. Select login Challenge Questions from the dropdown menus
15. Enter a corresponding answer for each question (80 character limit)
16. Select **Next**
17. Select **Finish**

Remember to Track Your Wellness Points!

Accelerate plan members—You have until July 31 to track 10,000 wellness points to qualify for Accelerate in 2022. Log your points on the app within 7 days of your activity, or within 14 days on the website. You can even download the app for easy tracking. If you have trouble navigating the new platform, visit <https://virginpulse.zendesk.com/hc/en-us> or ask Kelly Lewis in HR.