Dear Vivalon team,

There are now multiple ways to look up phone numbers for your fellow Vivalon coworkers:

1. Phone List document – this will be updated by the 1st of each quarter and saved under S:\Operations\Staff Folder\Phone Info & Lists\2022 Phone List
2. **Paylocity:** Click on the three horizontal lines in the upper left corner (Paylocity Menu) > Click on Self Service Portal. While on the Self Service Portal look for the Directory icon (see Image 1 below)
3. **Outlook:** Click on the Address Book icon in Outlook (see image 2 below)

Image 1: Paylocity Self-Service Portal Directory

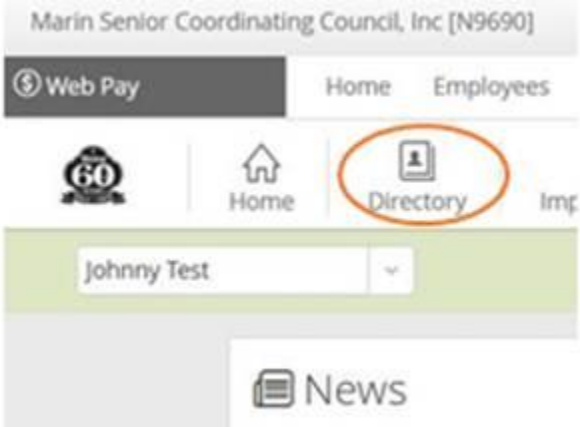
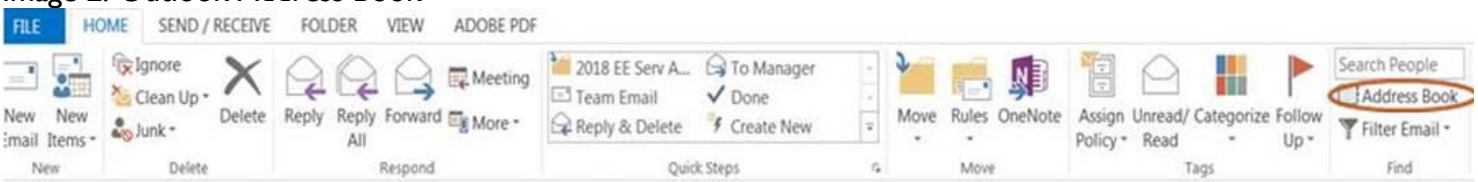


Image 2: Outlook Address Book



Thank you,

Human Resources

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Helping Marin age with dignity, independence and grace.