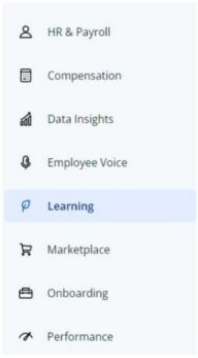
Assigning Trainings in Paylocity

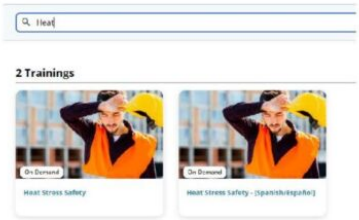
Human Resources · https://missionsupport.archden.org/knowledgebase/assigning-trainings-in-paylocity/

Assigning Trainings in Paylocity



Select the **LEARNING** module out of the Paylocity menu

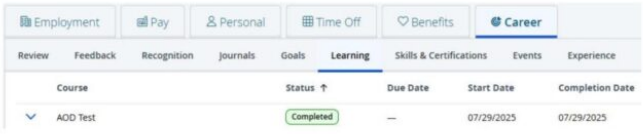
Search for the training you want to assign to an employee.



Select the training and hit the **LAUNCH** button.

Here you can assign a due date and select which employees you'd like to assign this training to. Note that you can use filters to see different employees and you can assign the same training to multiple employees at the same time. If desired, you can also edit the notification that the employee receives.

Once assigned you can see the status of the training by going to the employee Career tab and selecting Learning. The Skills & Certifications tab will show completed trainings and their expiration date.



Skill or Certification ↑	Effective/Issue Date	Expiration Date
Heat Stress Safety	7/29/2025	7/29/2026
Ladder Safety	7/29/2025	7/29/2026