

Employee Portal-External Guide

Accessing the employee portal

- 1) Open your internet browser
- 2) Type, or copy and paste, the following in your address bar:
http://my.doculivery.com/systems3000-JeffTwp
This will bring you to your log in screen.

To log into the employee portal

1) Enter your **'UserID'**. Your User ID is the first initial of your first name, followed by your full last name, plus your employee ID**. If your ID includes leading zeros, these will be excluded when typing your User ID.

**You can find your "ID #" on the top of one of your prior Direct Deposit pay stubs received via email.

(example: For Anne Smith Employee ID # 4000, the User ID would be asmith4000; For John Smith Employee ID # 0075, the User ID would be jsmith75)

SYSTEMS 3000
Technology Advanced Applications for NJ School Districts

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is identified here.

User ID:

Your initial password is identified here.

Password: [Forgotten Password?](#)

- 2) Next, enter in your **'Password'**
(This is a one time password only)
 - a) The password will be your Employee ID # excluding any leading zeros.
(example: 4000 for Anne Smith or 75 for John Smith)
- 3) Click on the **'Log In'** button
 - a) Once logged in you will go through the prompts to answer 4 security questions and change the password.

For a quick **'User Guide'** of how to access the employee portal. There is a button at the bottom left of the screen that says 'Click here for User Guide'. This will give you a quick step-by-step process of how to enter in your 'User ID' and 'Password'

Initial One time setup

- 1) Answer the 4 security questions
 - a) Select a question from the drop down menu.
 - b) Place an answer in the open field.
 - c) Click the 'Save' button
 - d) Repeat steps a-c
 - e) *All 4 questions must be answered and saved.*



Welcome:

PLEASE ANSWER 4 SECURITY QUESTIONS.

(1) In what city did you grow up?	<input type="text"/>	Save
(2)	<input type="text"/>	
(3)	<input type="text"/>	
(4)	<input type="text"/>	

- 2) Change the password

- a) Enter in the old password which is your Employee ID # excluding any leading zeros. Enter in a new password- The new password must be at least 6 characters in length, and contain one digit (example: Happy1).

PLEASE CHANGE YOUR PASSWORD.

Enter Old Password:

Your password must be at least six characters in length and contain at least one digit.

Enter New Password:

Confirm New Password:

- b) Confirm the new password.

PLEASE ENTER YOUR EMAIL ADDRESS.

Email Address:

- 3) Enter in a email address

- a) *the email address must be valid, It can be any email address that you regularly use.*

Save Information

- 4) Click 'Save Information' button.

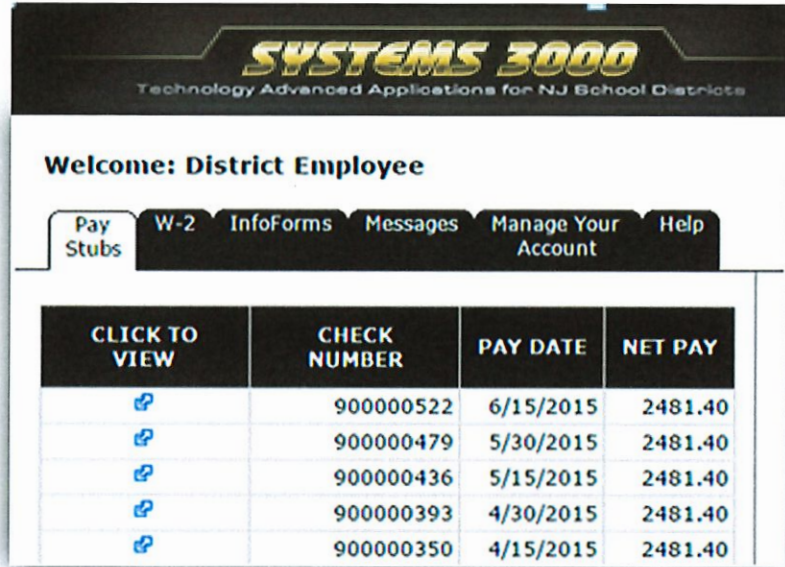
Now that the initial setup is complete, you will be able to view, print, save, and email your pay stub(s). This process will be explained in a step-by-step process on the next page.






When you first log into the system, the 'Pay Stub' tab is your first view. Here houses your pay stubs from the most recent, to the least recent. To view the pay stub do the following...

Viewing Your Pay Stub

- 1) Click on the light blue arrow icon, located under the 'Click To View' field.
- 2) The pay stub will display with the following information...

-  Demographic Info.
-  Earnings
-  Deductions
-  Taxes
-  Direct Deposit
-  Messages



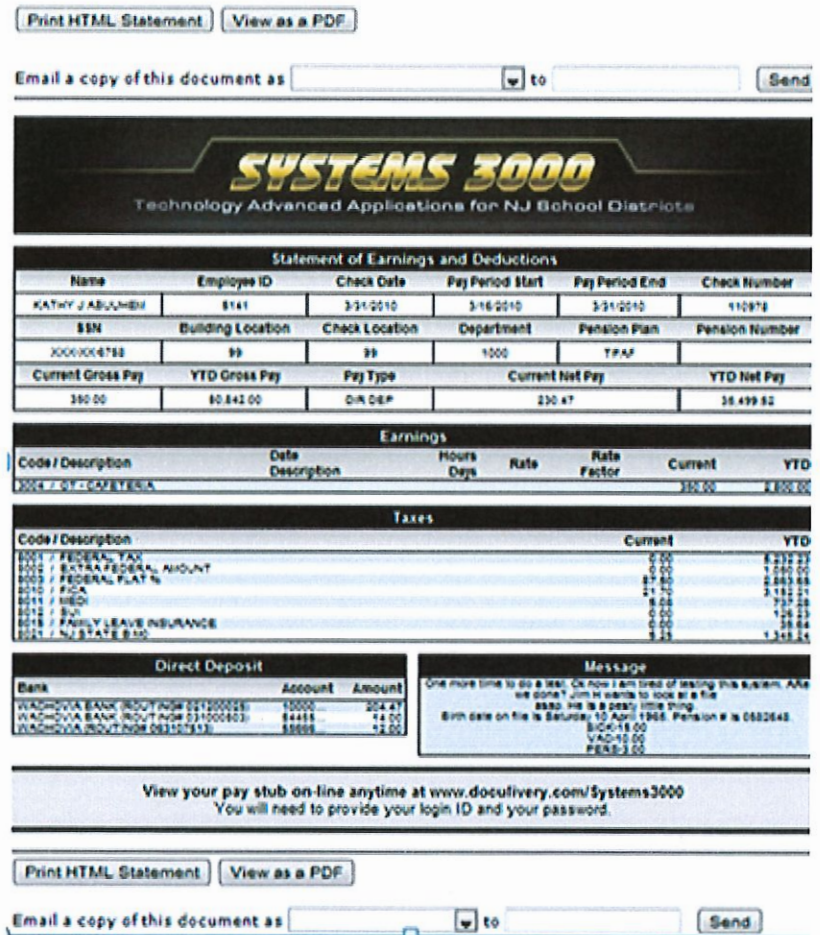
CLICK TO VIEW	CHECK NUMBER	PAY DATE	NET PAY
	900000522	6/15/2015	2481.40
	900000479	5/30/2015	2481.40
	900000436	5/15/2015	2481.40
	900000393	4/30/2015	2481.40
	900000350	4/15/2015	2481.40

Print/Save & Email the pay stub

- 1) Click 'Print HTML Statement' this will print the pay stub.
- 2) Click 'View as a PDF' this will open the pay stub as a PDF document. At this point you may save the document to your desired drive or USB.
- 3) To send a copy of your pay stub as an email, select from the drop down menu.

The three options are...

- a) Unencrypted PDF
(Email Attachment)
- b) Embedded HTML
(Web Format)
- c) Encrypted PDF
(Password required)



Print HTML Statement View as a PDF

Email a copy of this document as _____ to _____ Send

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Statement of Earnings and Deductions

Name	Employee ID	Check Date	Pay Period Start	Pay Period End	Check Number
KATRY J ABUMBEI	8141	3/31/2010	3/16/2010	3/31/2010	910878

SSN	Building Location	Check Location	Department	Pension Plan	Pension Number
3000004788	99	99	1000	TPAF	

Current Gross Pay	YTD Gross Pay	Pay Type	Current Net Pay	YTD Net Pay
230.00	\$0.842.00	DIR DEP	230.47	36.499.82

Earnings

Code / Description	Date	Description	Hours	Rate	Rate Factor	Current	YTD
3004 / OF-0521ECLA						330.00	4,800.00

Taxes

Code / Description	Current	YTD
3001 / FEDERAL TAX	0.00	8,232.23
3002 / EXTRA FEDERAL AMOUNT	0.00	1,280.00
3003 / FEDERAL PLAT %	87.00	2,883.88
3010 / FICA	21.72	3,182.21
3011 / MED	8.68	737.28
3012 / SUT	0.00	126.23
3018 / FAMILY LEAVE INSURANCE	0.00	38.84
3021 / NYS STATE EMP	9.23	1,318.24

Direct Deposit		
Bank	Account	Amount
WACHOVIA BANK (ROUTING 021000028)	50000	204.27
WACHOVIA BANK (ROUTING 021000003)	84415	14.00
WACHOVIA (ROUTING 081001933)	85008	12.00

Message

One more time to do a test. Ok now I am tired of testing this system. All we done? Jim it wants to look at a file also. He is a pest! Little thing. Birth date on file is Saturday, 10 April 1968. Pension # is 0582642. VAC-18.00 PRIB-3.00

View your pay stub on-line anytime at www.doculivery.com/Systems3000
You will need to provide your login ID and your password.

Print HTML Statement View as a PDF

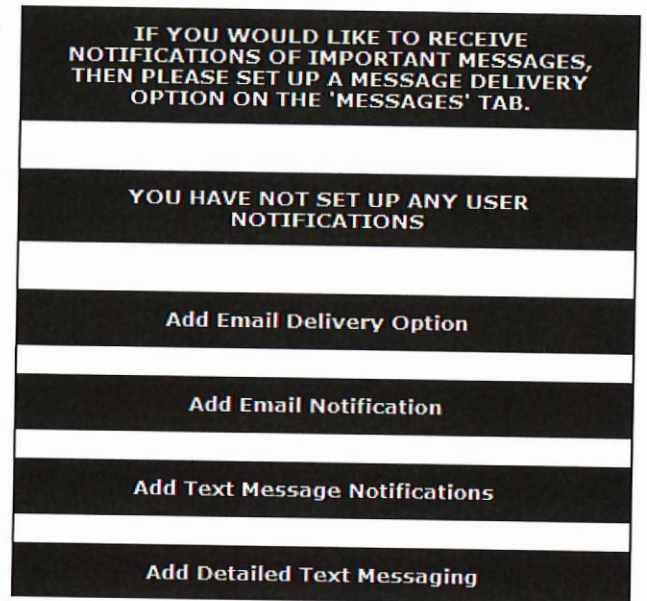
Email a copy of this document as _____ to _____ Send

Pay stub Notifications

The email; along with the text message notifications are located under the '**Pay Stubs**' tab.

It's located at the right side of the screen. A notification is optional. You may choose to be notified that there is a new pay stub available and/or choose to have your pay stub delivered via email or text message, the choice is yours.

To setup your notifications, do the following:



Email Notification-Allows you to be notified that there is a new pay stub available in the portal to be viewed. This is the recommended method.

- 1) Click on the 'Add Email Notification' field.
- 2) Enter in a valid email address.
- 3) Click on the 'Test Email' button.
 - a. An email confirmation will be sent from Docullivery.
 - b. Make sure to verify that you have received the test email. If the test email has not been received, check the email address entered and try it again.
- 4) Enter a check mark in the box 'Notify me when my pay stub is available'.
- 5) Click on the 'Save' button.

Add Email Notification

EMAIL INFORMATION

Email Address:

Test Email

ALERT OPTIONS

Notify me when my pay stub is available

Close **Save**

This test is just to verify that you typed in the right email address.

Email Delivery Option-Allows the pay stub to be sent as an attachment or the body of the email. This sends your paystub through cyberspace.

- 1) Click on the 'Add Email Delivery Option' field.
- 2) Enter in a valid email address.
- 3) Click on the 'Test Email' button.
- 4) Select your delivery option.
- 5) Click on the 'Save' button.

This is an Un-editable document. This is password protected.

Add Email Delivery Option

EMAIL INFORMATION

Email Address:

Test Email

DELIVERY OPTIONS

Email me my new pay stub (as HTML).

Email me my new pay stub (as encrypted PDF).

Close Save

Web browse document. This will send your paystub as the body of the email.

Text Message Notification- Allows you to be notified that you have a new pay stub available in the portal to be viewed.

- 1) Click on the 'Add Text Message Notifications' field.
- 2) Enter in your cell phone number.
- 3) Enter in your cell phone provider from the drop down selection.
- 4) Click on the 'Test Cell Phone' button.
- 5) Place a check mark in the box 'Notify me when my pay stub is available'.
- 6) Click on the 'Save' button'.
 - a. In the next steps you can control the information that gets sent to you as a text message.
 - b. You may choose to have your net pay (only) or, you may choose up to three payroll items sent thru text message.

Add Text Message Notifications

CELL PHONE INFORMATION

Cell Phone Number: () -

Cell Phone Provider:

Test Cell Phone

You will incur normal text messaging charges from your provider.

ALERT OPTIONS

Notify me when my pay stub is available

Close Save

Adding Detailed Text Messages-Allows you to control the information sent to you by Text message. Keep in mind that a text message, depending on your carrier will only allow for a limited amount of characters per text message. Setting up this screen is an optional step. To set up the detail do the following:

- 1) Click on the 'Add Detailed Text Messaging' field.
 - a. This will open a new screen; allowing you to select the item(s) you would like to receive by way of text message.
 - b. On the left side of the screen there will be descriptions (Item To Text) of available information that can be sent as a text message.
 - c. The maximum number of items allowed is three.
(The below illustration is just a sample)
- 2) Place a check mark in the 'Select' box for the item of your choice.
 - a. Once the item is selected, it will appear in the 'Categories Selected' field.
- 3) Enter in your cell phone information (see text message notifications)
- 4) Click the 'Save Text Message' button.

Pick from the available item by placing a check mark in the 'SELECTED' field,

Enter in your cell phone number and the cell phone provider. Next, enter click on the 'Send Text' button.

ITEM TO TEXT	SELECTED
BC/BS	<input type="checkbox"/>
FAMILY LEAVE INSURANCE	<input type="checkbox"/>
FEDERAL TAX:S5	<input type="checkbox"/>
FICA	<input type="checkbox"/>
IMPUTED TPAF	<input type="checkbox"/>
MEDI	<input type="checkbox"/>
Net Pay	<input checked="" type="checkbox"/>
NJ STATE A:S5	<input type="checkbox"/>
PENS SAL 10-MONTH	<input type="checkbox"/>
SUI	<input type="checkbox"/>
TPAF CI	<input type="checkbox"/>
TPAF PENSION	<input type="checkbox"/>
UNION DUES - NJEA	<input type="checkbox"/>

CELL PHONE INFORMATION

Enter your cell phone number: () - H -

Select your cell phone provider: [Dropdown]

Test my cell phone information: *

*** You will incur normal text messaging charges from your provider.**

Categories Selected

NET PAY

You will incur normal text messaging charges from your provider.

Click on the 'Save Text Message' to save your settings.

Once you select the item(s) to send as a text message, it will display in this open field.

W2's

Opt-In electronically, Viewing, & Printing

To Opt-In to receive your W2's electronically, you will need to be on the 'W-2' tab. From this tab you may also view, and print the W2.

Opt-In to W-2's-By federal law you are required to opt-in to receive your W2's electronically. This is a one-time process.

- 1) Click on the following wording: '[Click here to opt-in for electronic W-2s!](#)'
 - a. This will open a new screen, allowing you opted in. Start by doing the following...
- 2) Click on the wording: '[Click here to view a sample W-2](#)'.
 - a. This is just to verify if you have the capability to view the W-2 as a PDF.
 - b. If you click to view the PDF and you can't view the W-2, then you will want to download the Adobe Reader; which is located on this screen, and free.
- 3) Agree to the terms of use.
- 4) Enter in your SS#
- 5) Enter in your email address, and confirm the email address.
- 6) Choose your method of delivery. It is our recommendation to 'Just notify me when my W-2 is available'.
- 7) Click on the 'Save Opt-In' button.

Recommended delivery method.

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Log Out
Contact
English

Welcome:

Pay Stubs | **W-2** | InfoForms | Messages | Manage Your Account | Help

You have the following W-2 documents available for view:

CLICK TO VIEW	DOCUMENT
	2010 W-2.

Get ADOBE® READER®

OPT-IN FOR ELECTRONIC DELIVERY!

Opt in now for W-2 electronic delivery! There are many advantages, including being able to see your latest W-2 online immediately!
[Click here to opt-in for electronic W-2s!](#)

1. Verify that you can view your W-2 as a PDF.
[Click here to view a sample W-2.](#)
If you cannot view your W-2, click the link to the right to download Adobe Reader.

2. Agree to the terms of use.
Please read the Terms of Use, and check to see if you can view the online W-2 sample. If you agree to the Terms of Use, and can view the W-2 sample, then select the checkbox below.

Doculivery Online W-2 Terms of Use

The Internal Revenue Code allows Form W-2 (W-2) to be furnished in an electronic format provided it conforms to all applicable legal requirements. (Treas Reg 31.6051-1). By meeting these requirements, your employer is considered to have furnished your W-2 to you, the recipient, in a timely manner.

1. Employee Consent
Your online registration for online W-2s on the Doculivery website represents your electronic

I have read and agree to the terms of use.

3. Enter your information.
Enter your Social Security number:
Enter your email address:
Confirm your email address:

4. Choose your delivery method.

Send me my W-2 when it is available.
I'd like my W-2 attached to my notification email as a password-protected PDF file. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view the attachment. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

Just notify me when my W-2 is available.
I'd only like to receive the notification email stating that a new W-2 file is available for download from this website. I do not wish to receive my W-2 as a password-protected PDF attachment via email. I understand that I will have to manually log into this website to obtain my W-2 as a password-protected PDF. I understand that I will have to use my Social Security Number and Adobe Acrobat Reader to view my W-2s. If I do not already have access to Adobe Acrobat Reader, I will download a free copy.

Save Opt-In Cancel

Viewing your W-2's electronically-To view the W-2, you will need to be on the 'W-2' tab.

- 1) Click on the light blue arrow icon, located under the 'Click To View' field.
 - a. A pop up message displays letting you know that your social security number must be entered in order to view the W-2.
 - b. Click on the 'OK' button to proceed.
- 2) Enter in your password.
 - a. When you enter your social security number, just enter in the nine digits without any hyphens or dashes.
- 3) Click on the 'OK' button.
 - a. At this time you may either open or save the W2.
 - b. If you chose to open the W2, you may print it from here also.

SYSTEMS 3000
Technology Advanced Applications for NJ School Districts

Welcome:

Pay Stubs | **W-2** | InfoForms | Messages | Manage Your Account | Help

You have the following W-2 documents available for view:

CLICK TO VIEW	DOCUMENT
	2010 W-2.

OPT-IN FOR ELECTRONIC DELIVERY!

Opt in now for W-2 electronic delivery! There are many advantages, including being able to see your latest W-2 online immediately!

[Click here to opt-in for electronic W-2s!](#)

Get ADK! READER

2010		Employee's social security number		SAMPLE W-2	
Employer Identification Number (EIN)		CMB No. 1545-003		Wages, tips, other compensation	
District Name 123 Main Street New Jersey, NJ 07245		31,251.36		2,739.24	
Employee's name, address, and ZIP code		Social security wages		Social security tax withheld	
Employee Name 200 E. Main Street New Jersey, NJ 07012		51,338.04		2,156.23	
Employer's address and ZIP code		Medicare wages and tax		Medicare tax withheld	
123 Main Street New Jersey, NJ 07245		51,338.04		744.32	
Employee's first name and initial		Social security tax		Allocated tips	
Last Name		0.00		0.00	
Employee's address and ZIP code		Advance EIC payments		Sage-based case benefits	
123 Main Street New Jersey, NJ 07012		0.00		0.00	
Employee's state ID number		Nonqualified plans		12a C A B E	
NJ		0.00		16,499.98	
State wages, tips, etc.		13 Military retirement		12b C A B E	
51,547.00		Subsidized Plan		12c C A B E	
State income tax		14 Other		12d C A B E	
942.88		414h		2,956.70	
Local wages, tips, etc.		CUMULI		143.56	
Local income tax		NJEA DUES		1,241.40	
Local city name		CMB 1.5%W-2		756.96	
NJ		State income tax		19 Local income tax	
NJ		942.88		Local city name	
NJ		NJ		NJ	

W-2 Wage and Tax Statement **20XX**

Department of the Treasury - Internal Revenue Service

W2 Change to Opt-In

After opting in to receive the W2's electronically, you may change the delivery option for email or text message or opt-out of receiving the W2's electronically.

To change or add an email delivery option.

- 1) Click on 'Add Email Option' tab a box will display for you to type in an email address.
- 2) Confirm the email address
- 3) Click on 'Save New Email' and the email will be saved

The screenshot shows the SYSTEMS 3000 user interface. At the top, it says "SYSTEMS 3000 Technology Advanced Applications for NJ School Districts". The user is logged in as a "District Employee". The navigation menu includes "Pay Stubs", "W-2", "InfoForms", "Messages", "Manage Your Account", and "Help". Under the "W-2" tab, it says "You have the following W-2 documents available for view:" and lists two documents: "2010 W-2" and "2009 W-2". There is a "Get Adobe Reader" icon. On the right, a message says "CONGRATULATIONS! YOU ARE OPTED IN FOR W-2 DELIVERY!" and "You will receive a notification as soon as your W-2 is available at the email address jharrington@systems3000.com." Below this are three buttons: "CHANGE W-2 DELIVERY METHOD", "CHANGE W-2 DELIVERY EMAIL", and "OPT OUT OF W-2 DELIVERY".

To change your W2 delivery method.

- 1) Click on the 'Change W-2 Delivery Method' tab.
- 2) Place the bullet in the delivery option that you want.
- 3) Click the 'Save' button

The screenshot shows the "CHANGE W-2 DELIVERY EMAIL" form. It has a title "CHANGE W-2 DELIVERY EMAIL" in a dashed box. The form asks the user to "Enter the new email address that you want the W-2 delivered to:" with a text input field. Below that, it asks to "Confirm the email address:" with another text input field. At the bottom, there are two buttons: "Cancel" and "Save New Email".

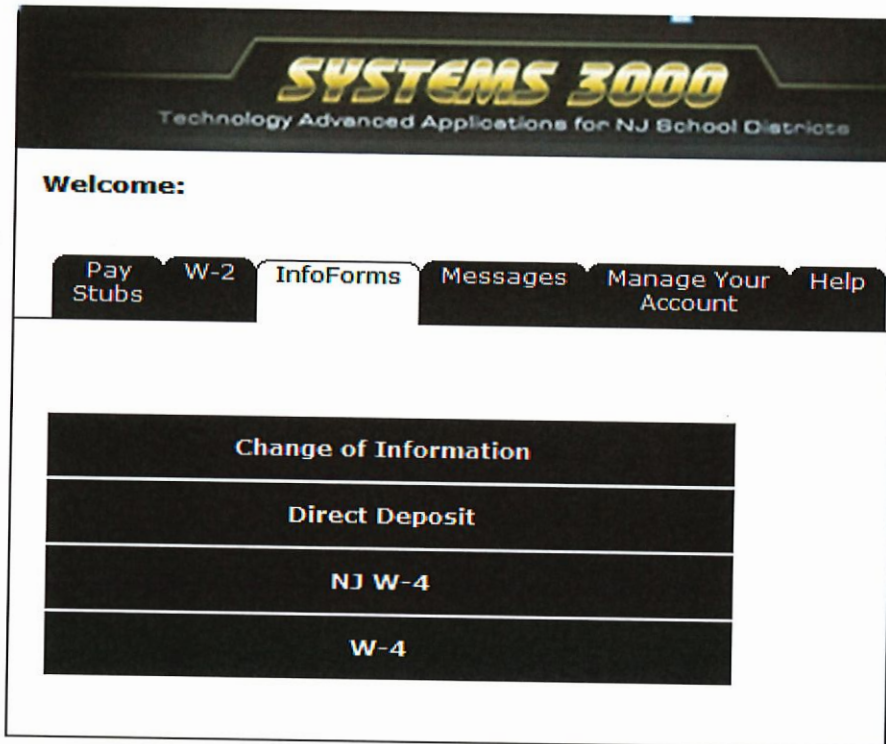
To opt-out of receiving the W2's electronically.

- 1) Click on the 'Opt Out of W-2 Delivery' tab.
- 2) Place a check mark in the available field stating that you wish to opt-out.
- 3) Click the 'Opt Out' button.

The screenshot shows the "OPT OUT OF W-2 DELIVERY" form. It has a title "OPT OUT OF W-2 DELIVERY" in a dashed box. The form says "If you wish to opt-out of electronic W-2 delivery, then please read and and agree to the below statement." Below this is a checkbox with the text "I wish to opt-out, which means that I do not wish to receive electronic delivery of my W-2." At the bottom, there are two buttons: "Cancel" and "Opt Out".

InfoForms

The following forms are made available through the employee portal 'InfoForms' tab: Change of Information, Direct Deposit, NJ W-4, and W-4. These forms can be entered, and submitted electronically to your payroll department.



Change of Information

- 1) Click on the 'Change of Information' field.
 - a. Fill in the information that you want to update/change.
- 2) Click on the 'Submit this form to the payroll Department' button.

Direct Deposit

- 1) Click on the 'Direct Deposit' field.
 - a. Select from available option (New, cancel, or revise existing direct deposit).
 - b. Fill in the appropriate fields with the red asterisk.
- 2) Click on the 'Submit Direct Deposit Agreement' button.

NJ W-4

- 1) Click on the 'NJ W-4' field.
 - a. Fill in the appropriate fields.
- 2) Click on the 'Submit NJ W-4' button.

W-4

- 1) Click on the 'W-4' field.
 - a. Fill in the appropriate fields.
- 2) Click on the 'Submit W-4' button.

Messages

Under the 'Messages' tab, messages sent by the payroll department will be waiting for your review. You can receive notifications that there is a message(s) waiting for you in the portal. These are messages sent by the payroll administrator about important changes to your payroll earnings, or deductions. (e.g., new tax laws, changes in a deduction, etc.) The setup will be no different from the paystub notification. This is an optional setup.

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Welcome:

You have 1 new message

Pay Stubs | W-2 | InfoForms | Messages | Manage Your Account | Help

MESSAGE	READ	DATE CREATED
Test message to Test Employee	<input type="checkbox"/>	11/10/2010

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

Add Email Notification

Add Text Message Notifications

Welcome: DISTRICT EMPLOYEE

Pay Stubs | InfoForms | Messages | Manage Your Account | Help

You have no messages.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

Add Email Notification

Add Text Message Notifications

CELL PHONE INFORMATION

Cell Phone Number: () - -

Cell Phone Provider: [Dropdown]

Test Cell Phone

You will incur normal text messaging charges from your provider.

ALERT OPTIONS

Notify me when I have a new message.

Close Save

To read the messages, click the light blue subject.

To set up an email notification, click the 'Add Email Notification' field, then fill in the appropriate information. (See paystub notifications for step by step instructions).

To setup a text message notification, click on the 'Add Text Message Notifications' field, then fill in the appropriate information. (See paystub notifications for step by step instructions).

Click the 'Save' button. This will complete the setup.

Manage Your Account

The 'Manage Your Account' tab allows you to change your password, email address and your security questions. To change any of these do the following...

Change the password

- 1) Click on the 'Change Password' field.
 - a. A new window will display.
- 2) Enter in your old password
- 3) Enter in a new password.

The new password must be at least six characters in length, and contain one digit (example: Happy1).

- 4) Confirm the new password.
- 5) Click on the 'Save Information' button.

Change the email address

- 1) Highlight the email address, and then enter in a new email address.

Change the security questions

- 1) Click on the 'Change My Security Questions'.
 - a. A new window will display.
- 2) To change the security question, click on the 'Remove' button.
- 3) Select a question from the drop down menu.
- 4) Answer the question in the open field.
- 5) Click on the 'Save' button to store your question and answer.
- 6) Click on the 'Save Changes' to save your changes.


PLEASE PROVIDE ANSWERS TO 4 OF THE FOLLOWING QUESTION(S).		
(1) What is the first name of your best friend?	na	Remove
(2) What is the name of your hometown paper?	na	Remove
(3) What was the model of your first car?	na	Remove
(4) Who was your childhood hero?	me	Remove

When to notify your payroll department

There are a few things that will not be controlled by you the user such a name change, or user name change. Another thing out of your control is the ability to unlock yourself from the system. This is a security feature within the portal to protect you the user. You will need to contact your payroll department for these matters as well as issues with your paystub in general.

In the event that you get locked of the system, contact your payroll department to unlock you so that you may access the portal again. You will have several attempts at logging in, however if continued unsuccessfully, it will lock you out of the portal.

Message from webpage

 **Your account has been locked. Please contact the payroll department to have your account unlocked.**

OK

After several failed attempts at logging in, the system will lock you out of the system. Contact your payroll administrator for access into the system.

SYSTEMS 3000
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PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is identified here.

User ID:

Your initial password is identified here.

Password: [Forgotten Password?](#)

Log In

If you forgot your password, but not locked out of the system, click on the 'Forgotten Password' field to change your password. It is wise to use this if you have tried entering your password 2x unsuccessfully.