

Employee Portal-External Guide

Accessing the employee portal – **This can only be done after you receive your first paycheck**


- 1) Open your internet
- 2) Type the following in your address bar:
my.doculivery.com/systems3000-denville. This will bring you to your log in screen.
(The coordinating documentation can be found on our Website. And there is a 'User Guide' in the Portal-see bottom of this page).

To log into the employee portal

- 1) Enter your '**User Id**'

Your last name
(as it appears on your pay stub), and the
four digits of your social security number.

(example: Smith1234)



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) This will be your last 4 digits of SS#.

(example: 1234 or 4000)
 - b) Once logged in you will go through the prompts to answer 4 security questions and change the password.
- 3) Click on the '**Log In**' button

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.*
- 2) Change the password
 - a) *Enter in the old password which is the last four digits of your social security number.*

SYSTEMS 3000
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Welcome:

PLEASE ANSWER 4 SECURITY QUESTIONS.

(1) In what city did you grow up? Save

(2)

(3)

(4)

- b) *Enter in a new password-the new password must be at least six characters in length, and contain one digit (example: Happy1).*
 - c) Confirm the new password.
- 3) Enter an email address
 - a) *The email address must be valid, it can be an email address that you regularly use.*
- 4) Click 'Save Information' button.

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:

PLEASE ENTER YOUR EMAIL ADDRESS.

Email Address:

Save Information







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 step-by-step on the next page.

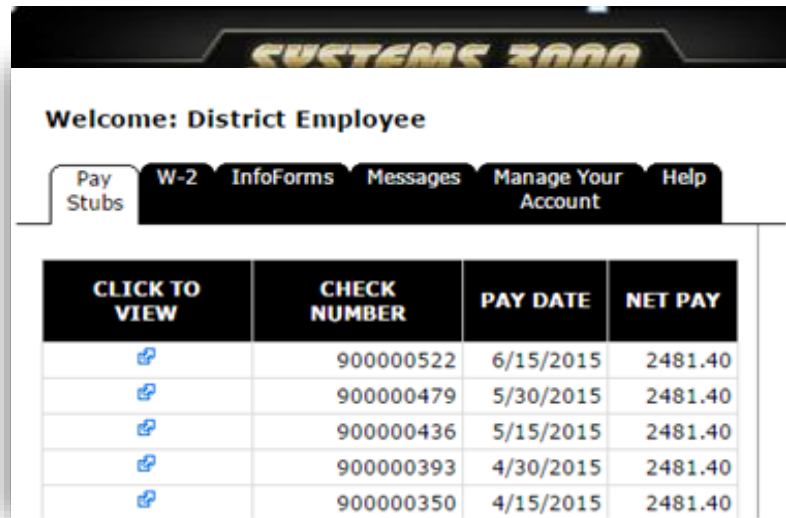
When you first log into the system, the 'Pay Stub' tab is your first view. Here houses your pay stubs from the most recent, to the least recent. To view the pay stub do the following...






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

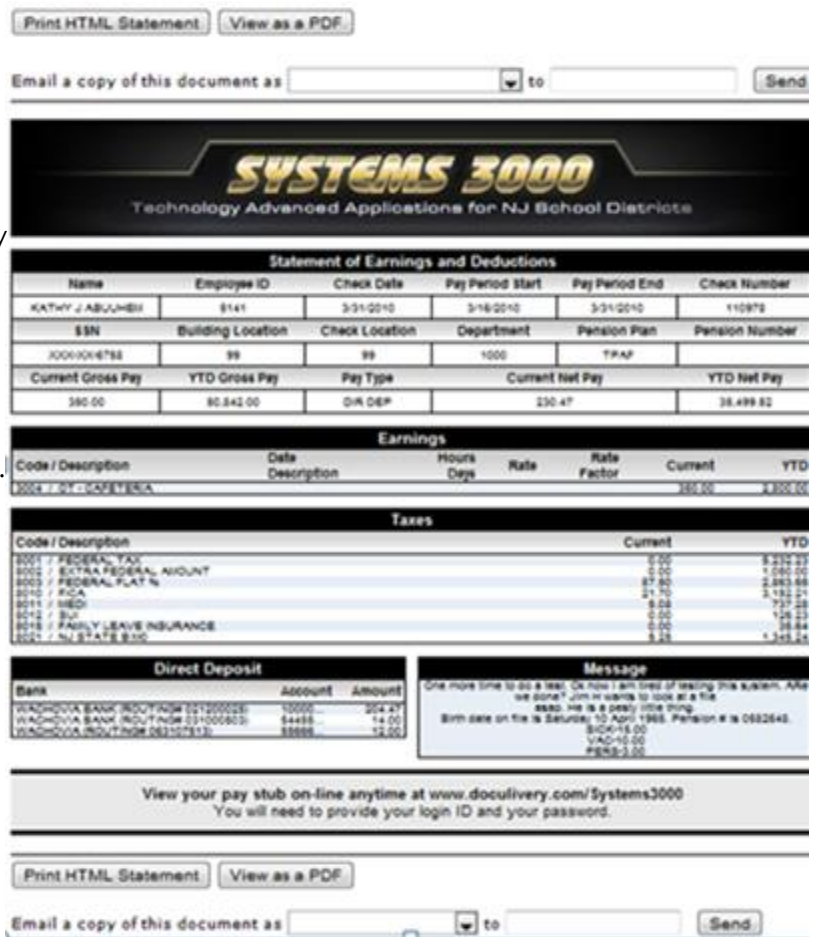
1) Click 'Print this document' icon this will print the pay stub.

2) Click 'View this document as a PDF' icon 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 an option from the 'Email a copy of this document' icon.

The three options are...

- a) Encrypted PDF
(Password required)
- b) Unencrypted PDF
(No password required)
- c) Embedded HTML PDF
(Web format)



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
KATHY J ABUJIBI	8141	3/31/2015	3/16/2015	3/31/2015	110979
SSN	Building Location	Check Location	Department	Pension Plan	Pension Number
J000004788	99	99	1000	TRAF	
Current Gross Pay	YTD Gross Pay	Pay Type	Current Net Pay	YTD Net Pay	
390.00	80,842.00	DIR DEP	230.47	38,499.82	

Earnings

Code / Description	Date	Hours	Rate	Rate Factor	Current	YTD
0001 / REGULAR PAY					230.47	3,300.00

Taxes

Code / Description	Current	YTD
0001 / FEDERAL TAX	0.00	8,334.00
0002 / STATE FEDERAL AMOUNT	0.00	1,080.00
0003 / FEDERAL FLAT %	87.80	2,481.40
0010 / FICA	21.50	3,152.00
0011 / MED	8.08	737.28
0012 / SUP	0.00	126.23
0013 / FAMILY LEAVE INSURANCE	0.00	38.84
0014 / NJ STATE BAC	3.18	1,315.24

Direct Deposit

Bank	Account	Amount
WACHOVIA BANK (02017004 021000020)	10000	204.27
WACHOVIA BANK (02017004 021000020)	34451	14.00
WACHOVIA BANK (02017004 021000020)	33888	12.20

Message

One more time to go & test. Or how I am tired of testing this system. After we done? Jim he wants to look at a file
 8880. He is a party like being
 Birth date on file is SATUR 15 APR 1965. Pension # is 0832648.
 BICK-15.00
 VAC-15.00
 PERS-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

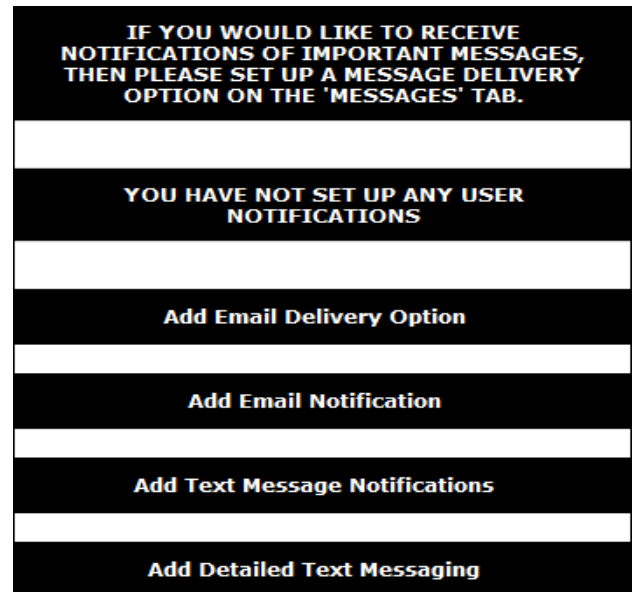
Email a copy of this document as to Send

Pay stub Notifications

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

It is 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 a valid email address.
- 3) Click on the 'Test Email' button.
 - a. An email confirmation will be sent from Doculivery.
 - 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) Confirm check mark in the box 'Notify me when my pay stub is available'.
- 5) Click on the 'Save' button.

A screenshot of a web form titled "Add Email Notification". The form has a black header with the title in white. Below the header is a section titled "EMAIL INFORMATION" with a white background. It contains a label "Email Address:" followed by a white text input field. Below the input field is a grey button labeled "Test Email". Below this is another section titled "ALERT OPTIONS" with a white background. It contains a checkbox labeled "Notify me when my pay stub is available". At the bottom left of the form is a grey button labeled "Close".

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 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. Needs 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 body of 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 Notification' field.
- 2) Enter your cell phone number.
- 3) Enter your cell phone provider from the drop down selection.
- 4) Click on the 'Test Cell Phone' button.
- 5) Confirm 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 through 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 illustration below is just a sample)
- 2) Place a check mark in the 'Selected' box for the item(s) of your choice.
 - a. Once the item is selected, it will appear in the 'Categories Selected' box.
- 3) Enter in your cell phone information.
- 4) Click the 'Save Text Messages' button.

Pick from available items by placing a check mark in the 'SELECTED' box

Enter in your cell phone number, provider, and MMS option

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

Click on 'Save Text Messages' to save

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

Please Select up to 3 Items for Text Delivery

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"/>

You will incur normal text messaging charges from your provider.

CELL PHONE INFORMATION

Enter your cell phone number: () -

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

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. **Paper W-2s will no longer be available, beginning with 2022 tax year.**

- 1) Click on the following wording: '[Click here to opt-in for electronic W-2s!](#)'
 - a. This will open a new screen, allowing you to opt-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.
- 8) Validate email address.

Recommended delivery.

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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!](#)

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.

If you cannot view download the Adobe Reader. It's free.

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.
 - c. Click on 'Open file'.
- 2) Enter in your password.
 - a. When you enter your social security number, just enter in the nine digits without any dashes or spaces.
- 3) Click on the 'Ok' button.
 - a. Once the W2 is available, you can print or save right from here.

The screenshot shows the SYSTEMS 3000 web portal. At the top, there is a navigation bar with links for 'Log Out', 'Contact Us', and 'English'. Below the navigation bar, there is a 'Welcome:' message. A menu bar contains 'Pay Stubs', 'W-2', 'InfoForms', 'Messages', 'Manage Your Account', and 'Help'. The 'W-2' tab is selected. Below the menu bar, there is a section titled 'You have the following W-2 documents available for view:' with a table:

CLICK TO VIEW	DOCUMENT
	2010 W-2.

To the right of the table is a black box with white text that says 'OPT-IN FOR ELECTRONIC DELIVERY!'. Below this box is a text block that says 'Opt in now for W-2 electronic delivery! There are many advantages, including being able to see your latest W-2 online immediately!' and a link that says 'Click here to opt-in for electronic W-2s!'. At the bottom left of the screenshot, there is a small icon for 'Get ADOBE READER'.

2222		Employee's social security number		OMB No. 1545-0048		SAMPLE W-2	
b Employer identification number (EIN)				1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code				3 Social security wages		4 Social security tax withheld	
District Name 123 Main Street New Jersey, NJ 07245				5 Medicare wages and tips		6 Medicare tax withheld	
				7 Social security tips		8 Allocated tips	
				9 Advance EIC payment		10 Dependent care benefits	
d Control number				11 Nonqualified plans		12a	
e Employer's first name and initial				13 Statutory employee		12b	
Last name				14 Other		12c	
Buff.				15 414h		12d	
Employee Name				SUI/PLI		12e	
200 E. Main Street				NUEA DUES		12f	
New Jersey, NJ 07012				DISD/1.5%HB/125		12g	
f Employer's address and ZIP code				16 State wages, tips, etc.		17 State income tax	
15 State		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.	
NJ		51,647.00		942.85		19 Local income tax	
						20 Locality name	
Form		W-2		Wage and Tax Statement		20 XX	

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 your W2 delivery method.

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

The screenshot shows the SYSTEMS 3000 user interface. At the top, there is a navigation bar with 'SYSTEMS 3000' and 'Technology Advanced Applications for NJ School Districts'. Below this, a 'Welcome: District Employee' message is displayed. A menu bar includes 'Pay Stubs', 'W-2', 'InfoForms', 'Messages', 'Manage Your Account', and 'Help'. The main content area shows a table of W-2 documents available for view:

CLICK TO VIEW	DOCUMENT
	2010 W-2.
	2009 W-2.

Below the table is a 'Get Adobe Reader' button. To the right, a notification box states: 'CONGRATULATIONS! YOU ARE OPTED IN FOR W-2 DELIVERY! 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'.

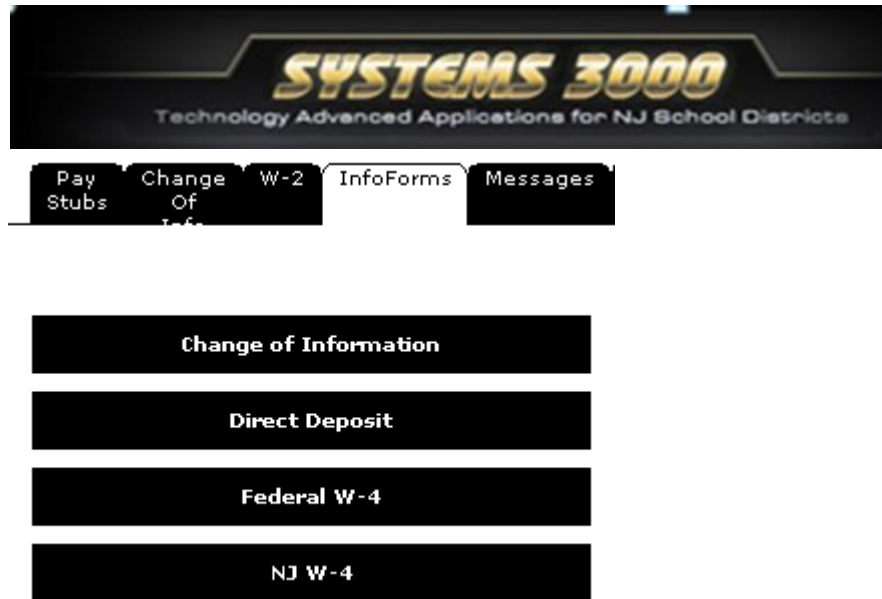
To change or add an email delivery option.

- 1) Click on the 'Change W-2 Delivery Email' field.
- 2) A box will display for you to type in an email address.
- 3) Confirm the email address.
- 4) Click the 'Save New Email' button
- 5) Validate email address.

The screenshot shows a form titled 'CHANGE W-2 DELIVERY EMAIL'. It contains two text input fields: 'Enter the new email address that you want the W-2 delivered to:' and 'Confirm the email address:'. Below the fields are two buttons: 'Cancel' and 'Save New Email'.

InfoForms

The following forms are made available through the employee portal 'InfoForms' tab: Change of Information, Direct Deposit, Federal W-4, and NJ 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.
- 2) Click on the 'Submit Direct Deposit Agreement' button.

Federal W-4

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

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.

The screenshot displays the 'SYSTEMS 3000' portal interface. At the top, it says 'Technology Advanced Applications for NJ School Districts'. Below this, a 'Welcome:' message states 'You have 1 new message'. A navigation bar includes 'Pay Stubs', 'W-2', 'InfoForms', 'Messages', 'Manage Your Account', and 'Help'. A table lists messages with columns for 'MESSAGE', 'READ', and 'DATE CREATED'. One message is shown: 'Test message to Test Employee' with a 'READ' status of 1 and a 'DATE CREATED' of 11/10/2010. To the right, a section titled 'YOU HAVE NOT SET UP ANY USER NOTIFICATIONS' contains buttons for 'Add Email Notification' and 'Add Text Message Notifications'. A yellow callout box points to the 'Messages' tab with the text 'To read messages click light.' Another yellow callout box points to the notification setup buttons with the text 'To set up email/text notifications, click on field(s), then fill in the appropriate information and save.' Below the main content, there is a 'Contact Us' link and a language dropdown set to 'English'. The bottom section of the page shows a 'Welcome: DISTRICT EMPLOYEE' message and a 'You have no messages.' notification. It also features a 'YOU HAVE NOT SET UP ANY USER NOTIFICATIONS' section with buttons for 'Add Email Notification' and 'Add Text Message Notifications'. The 'Add Text Message Notifications' section includes a 'CELL PHONE INFORMATION' form with fields for 'Cell Phone Number' (with a format () -) and 'Cell Phone Provider', a 'Test Cell Phone' button, and a warning: 'You will incur normal text messaging charges from your provider.' Below this is an 'ALERT OPTIONS' section with a checkbox for 'Notify me when I have a new message.' and 'Close' and 'Save' buttons.

MESSAGE	READ	DATE CREATED
Test message to Test Employee	1	11/10/2010

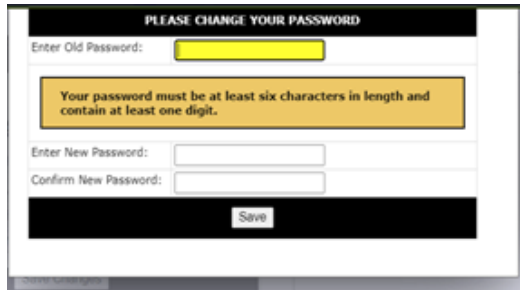
Manage Your Account

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 email address

- 1) Highlight the email address, and then enter in the new email address.
- 2) Click 'Save Changes' button.

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

Change encryption password used when PDF's are emailed

- 1) Click on the 'Change Encryption Password Used When PDF's Are Emailed'.
 - a. A new window will display.
- 2) Enter new encryption password.
- 3) Confirm new encryption password.
- 4) Click on the 'Save' button.

Change the security questions

- 1) Click on the 'Change My Security Questions'.
 - a. A new window will display.

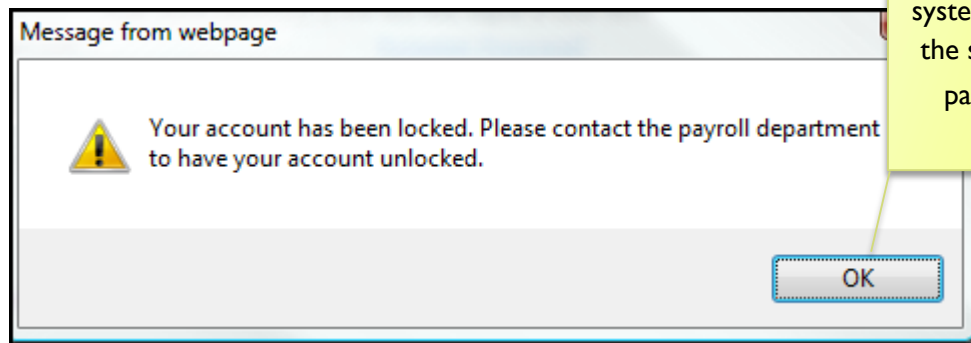


- 2) To change the security question, click on the 'Remove' button.
- 3) Select a question from the drop down menu (at bottom).
- 4) Answer the question in the open field.
- 5) Click on the 'Save' button to store your question and answer.
- 6) Click on the 'Save Changes' to save your changes.

When to notify your payroll department

There are a few things that will not be controlled by you as the user such as 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 out 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.



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

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?](#)

Log In

If you forgot your password, but are not locked out of the portal, click on the 'Forgotten Password' field to change your password. Use this if you have tried entering your password 2x unsuccessfully.