

Employee Portal-External Guide

DO NOT USE FIRE FOX

Accessing the employee portal

- 1) Open your internet.
- 2) Type the following in your address bar:
www.doculivery.com/systems3000-RIH

This will bring you to your log in screen.

To log into the employee portal

- 1) Enter your **User ID**.
- 2) Enter your **password**.

*If you don't know your User ID and/or password, send an email from your RIH email address to **nmarshall@rih.org**.*

2) Click on the **Log In** button.

3) New users may be promoted to answer security questions and change your password.

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: [Forgot 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.*
- 2) Change the *password*.
 - a) Enter in the *old password*.



Welcome:

PLEASE ANSWER 4 SECURITY QUESTIONS.

(1) In what city did you grow up?



Save

(2)

(3)

(4)

- 3) Enter in a email address
 - a) *The email address must be valid. It can be any email address that you regularly use.*
 - b) Enter in a *new password*. It must be at least six characters in length, and contain one digit (example: Happy1).
 - c) Confirm the *new password*.
- 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.

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 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

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Welcome: District Employee

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

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 [dropdown] to [dropdown] (Send)

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Statement of Earnings and Deductions

Name	Employee ID	Check Date	Pay Period Start	Pay Period End	Check Number
KATHY RICHMOND	8741	5/15/2015	5/15/2015	5/15/2015	112973

SSN	Building Location	Check Location	Department	Pension Plan	Pension Number
000-00-6732	99	99	1002	9999	

Current Gross Pay	YTD Gross Pay	Pay Type	Current Net Pay	YTD Net Pay
357.00	37442.00	D-R 267	238.47	31499.82

Code / Description	Date Description	Hours	Rate	Rate Factor	Current	YTD
0000-00-00000000000000					357.00	37442.00

Code / Description	Current	YTD
1001 FEDERAL TAX	0.00	6732.77
1002 STATE FEDERAL W/O-INT	17.50	1750.00
1003 FEDERAL PLAN	17.50	3500.00
1010 FICA	17.50	3500.00
1011 MED	0.00	3500.00
1012 BU	0.00	126.21
1018 FICA/STATE INSURANCE	0.00	3500.00
1019 STATE BOND	0.00	126.21

Bank	Account	Amount
WACHOVIA BANK	30017000000000000000	302.27
WACHOVIA BANK	30017000000000000000	74.00
WACHOVIA BANK	30017000000000000000	61.20

Message: One more time to go & see... CA how I am doing of seeing this system. All...
 8/30/15 10:15 AM
 8/30/15 10:15 AM
 8/30/15 10:15 AM
 8/30/15 10:15 AM
 8/30/15 10:15 AM
 8/30/15 10:15 AM
 8/30/15 10:15 AM

View your pay stub on-line anytime at www.docufivery.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 [dropdown] to [dropdown] (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:

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

Add Email Delivery Option

Add Email Notification

Add Text Message Notifications

Add Detailed Text Messaging

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.

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 checked="" 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:

Test my cell phone information: *

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

Categories Selected

NET PAY

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 StubsW-2InfoFormsMessagesManage Your AccountHelp

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.

If you cannot view your W2 sample download the Adobe Reader. It's free.

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.

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

Log Out
Contact Us
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

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 SOCIAL READER

78722		DISTRICT NAME AND ADDRESS		CMB No. 15AE-0028		SAMPLE W-2	
1. Employer identification number (EIN)				3. Wages, tips and other compensation		2. Federal income tax withheld	
4. Employer name, address and ZIP code				5. Social security wages		4. Social Security tax withheld	
District Name 123 Main Street New Jersey, NJ 07245				6. Medical wages and fees		4. Medicare tax withheld	
7. State and local taxes				7. Social Security taxes		4. Accrual pay	
8. Compensation				9. Advance payment		10. Supplemental wages	
11. Employee name and address				11. Retrol pay (bonus)		12a. C 12b. E 12c. N	
Employee Name 200 E. Main Street New Jersey, NJ 07012				13. Statutory employee <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		12d. C 12e. N	
14. Employer's federal EIN				14. Other		12f. C 12g. N	
				14a. 2,956.70			
				14b. 143.56			
				14c. 1,241.40			
				14d. 756.96			
15. State and local taxes				17. Total income tax		18. Total income tax	
15a. State wages, tips, etc.				17a. Total income tax		18a. Total income tax	
42 61,647.00				942.85		18b. Total income tax	
W-2				Wage and Tax Statement		20XX	

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 web portal. At the top, it says "SYSTEMS 3000 Technology Advanced Applications for NJ School Districts". The user is logged in as a "District Employee". There are navigation tabs for "Pay Stubs", "W-2", "Infoforms", "Messages", "Manage Your Account", and "Help". Below the tabs, it says "You have the following W-2 documents available for view:". There is a table with two columns: "CLICK TO VIEW" and "DOCUMENT". The table shows one document: "2010 W-2" with a "2009 W-2" link below it. To the right of the table, there is a congratulatory message: "CONGRATULATIONS! YOU ARE OPTED IN FOR W-2 DELIVERY!". Below this message, it says "You will receive a notification as soon as your W-2 is available at the email address jharrington@systems3000.com.". At the bottom right, there 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 bar that says "CHANGE W-2 DELIVERY EMAIL". Below the title bar, there are two text input fields. The first field is labeled "Enter the new email address that you want the W-2 delivered to:". The second field is labeled "Confirm the email address:". At the bottom of the form, there are two buttons: "Cancel" and "Save New Email".

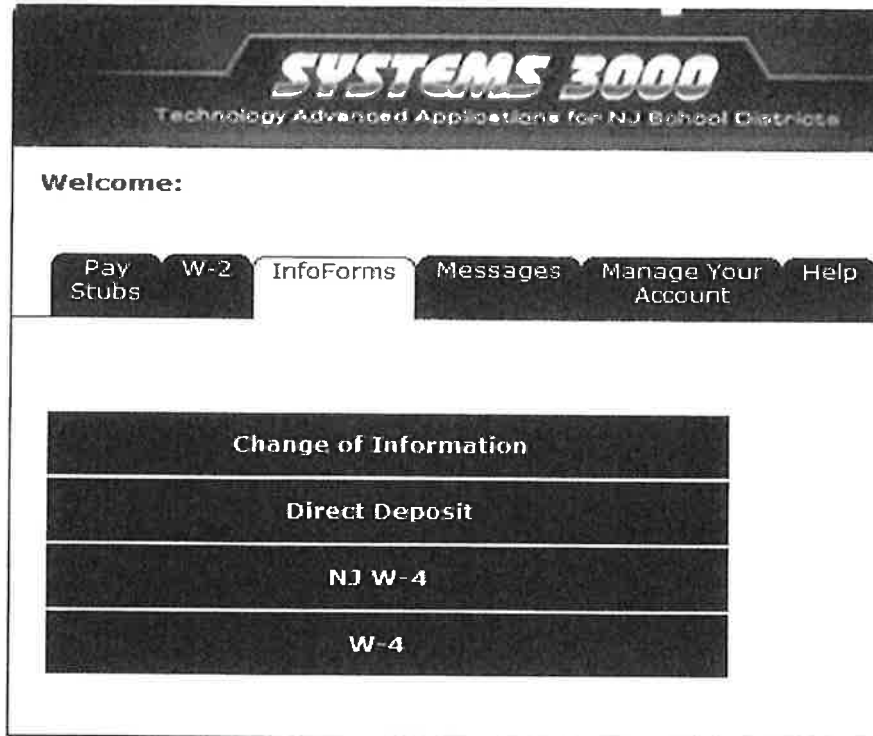
To opt-out of receiving the W2's electronically.

- 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 bar that says "OPT OUT OF W-2 DELIVERY". Below the title bar, there is a text input field with the text "If you wish to opt-out of electronic W-2 delivery, then please read and and agree to the below statement.". Below this field, there is a checkbox followed by 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 of the form, 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.

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).

SYSTEMS 3000
Technology Advanced Applications for NJ School District

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 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.

SYSTEMS 3000
Technology Advanced Applications for NJ School Districts

Welcome: DISTRICT EMPLOYEE

Pay Stubs InfoForms Messages Manage Your Account

USER INFORMATION

User Name: [field]
Change Password: [Change Password](#)
User First Name: [field]
User Last Name: [field]
Primary Email Address: distemp@yourschool.org

[Save Changes](#)

[Change My Security Questions](#)

The ghosted information is controlled by the payroll department. Please follow regular rules in place by the payroll department for name changes.

PLEASE CHANGE YOUR PASSWORD

Enter Old Password: [field]

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

Enter New Password: [field]

Confirm New Password: [field]

[Save Information](#)

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

[Save Changes](#) [Cancel Changes](#)


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.

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.

Message from webpage

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

OK

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.

SYSTEMS 3000
Technology Advanced Applications for NJ School Districts

PLEASE LOG-IN TO THE DOCUMENTARY SYSTEM.

Your User ID is identified here.

User ID:

Your initial password is identified here.

Password: [Forgotten Password?](#)

Log In