

## Payroll Portal User Guide

All Employees will have access to the payroll portal regardless of whether or not they have already signed up for Direct Deposit.

### Payroll Portal Website

<https://my.doculivery.com/External/systems3000-ewrsd/Login.aspx>

### Logging in for the first time

- Your User ID is your last name plus the last four digits of your Social Security Number  
Example: doe1234
- Your Password (only for your very first login) is the last four digits of your Social Security Number  
Example: 1234

**East Windsor REGIONAL SCHOOLS**  
25A Leshin Lane, Hightstown, New Jersey 08520 609 443-7717

**SYSTEMS 3000**

[English](#)  
[Español](#)

**PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.**

Your initial User ID is your last name plus the last four digits of your SSN.

User ID:  Example: doe1234

Your initial password is the last four digits of your SSN.  This is ONLY for the first time you log in

Password:  [Forgotten Password?](#)  
Example: 1234

For assistance, contact Evangelina Sia at [esia@ewrsd.k12.nj.us](mailto:esia@ewrsd.k12.nj.us)

[Click here for User Guide](#)

- c. After you click on “Log In” you will be prompted to change your password  
**Password must be 6 characters and contain at least one number. It is encouraged that you write this password down and keep it in a safe place.**

**PLEASE CHANGE YOUR PASSWORD.**

Enter Old Password:	<input type="password"/>
Your password must be at least six characters in length and contain at least one digit.	
Enter New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

[Save Information](#)

- d. You will also be required to answer 4 security questions:

**PLEASE PROVIDE ANSWERS TO 4 OF THE FOLLOWING QUESTIONS.**

(1)	What is the name of your hometown paper?	<input type="text"/>	<a href="#">Save</a>
(2)	What was the model of your first car?	<input type="text"/>	
(3)	Who was your childhood hero?	<input type="text"/>	
(4)	In what city did you grow up?	<input type="text"/>	





[Cancel Changes](#)

### Pay Stubs Tab

When you login you will first see your pay stubs listed. Click on the blue arrow to see the complete pay stub.

<a href="#">Pay Stubs</a>	<a href="#">W-2</a>	<a href="#">InfoForms</a>	<a href="#">Messages</a>	<a href="#">Manage Your Account</a>	<a href="#">Help</a>
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CLICK TO VIEW	CHECK NUMBER	PAY DATE	NET PAY
	174807	1/31/2014	████████
	173746	1/15/2014	████████
	172749	12/20/2013	████████
	172750	12/20/2013	████████

You will still see all of the same information on the online paystub as you see on the printed paystub. You will be able to print or save this information as you see fit. Every paystub in the portal will be saved for 7 years.



Statement of Earnings and Deductions					
Name	Employee ID	Check Date	Pay Period Start	Pay Period End	Check Number
[REDACTED]	[REDACTED]	1/31/2014	1/16/2014	1/31/2014	174807
SSN	Building Location	Check Location	Department	Pension Plan	Pension Number
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TPAF	[REDACTED]
Current Gross Pay	YTD Gross Pay	Pay Type	Current Net Pay	YTD Net Pay	
[REDACTED]	[REDACTED]	DIR DEP	[REDACTED]	[REDACTED]	

Earnings							
Code / Description	Date Description	Hours Days	Rate	Rate Factor	Current	YTD	
1012 / PENS SAL 12-MONTH					[REDACTED]	[REDACTED]	

Deductions			
Code / Description	Balance	Current	YTD
7010 / TPAF PENSION		[REDACTED]	[REDACTED]
7011 / TPAF CI		[REDACTED]	[REDACTED]
7018 / TPAF BACK PENSION	[REDACTED]	[REDACTED]	[REDACTED]
7019 / TPAF BACK CI		[REDACTED]	[REDACTED]
7485 / HEALTH BEN CONTRIB CALC		[REDACTED]	[REDACTED]

Taxes			
Code / Description	Current	YTD	
8001 / FEDERAL TAX:S3	[REDACTED]	[REDACTED]	
8010 / FICA	[REDACTED]	[REDACTED]	
8011 / MEDI:S0	[REDACTED]	[REDACTED]	
8012 / SUI	[REDACTED]	[REDACTED]	
8015 / FAMILY LEAVE INSURANCE	[REDACTED]	[REDACTED]	
8020 / NJ STATE A:S3	[REDACTED]	[REDACTED]	

Direct Deposit		
Bank	Account	Amount
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

**Message**  
 EXTRA, HOURLY, & SUBSTITUTE PAY  
 12/29/13 - 01/11/14  
 FI [REDACTED]  
 PERSON [REDACTED]  
 SICK [REDACTED]  
 VAC [REDACTED]

View your pay stub on-line anytime at [www.doculivery.com/Systems3000-EWRSD](http://www.doculivery.com/Systems3000-EWRSD)  
 You will need to provide your login ID and your password.

You will also be able to add email and text notifications so that as soon as your paystub is posted online you will be able to login and see it. You can even have your paystub sent directly to your email.

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

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**CURRENT NOTIFICATION OPTIONS**

Send me selected items from my new pay stub by sending a text message to the phone number: [REDACTED]	<a href="#">Remove</a>
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**Add Email Delivery Option**

**Add Email Notification**

**Add Another Text Message Notification**

**Change Detailed Text Messaging**

### W2 tab

You can opt in for electronic delivery of your W2 under the W2 tab. Your W2s will be saved under this tab for 7 years!

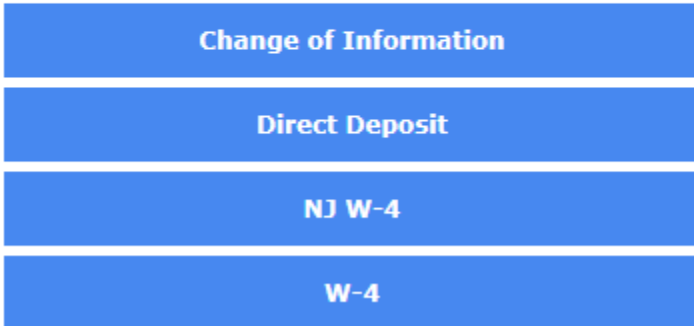
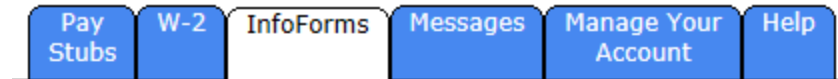
<a href="#">Pay Stubs</a>	<a href="#">W-2</a>	<a href="#">InfoForms</a>	<a href="#">Messages</a>	<a href="#">Manage Your Account</a>	<a href="#">Help</a>
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You currently have no W-2's available for viewing.

**OPT-IN FOR ELECTRONIC DELIVERY!**

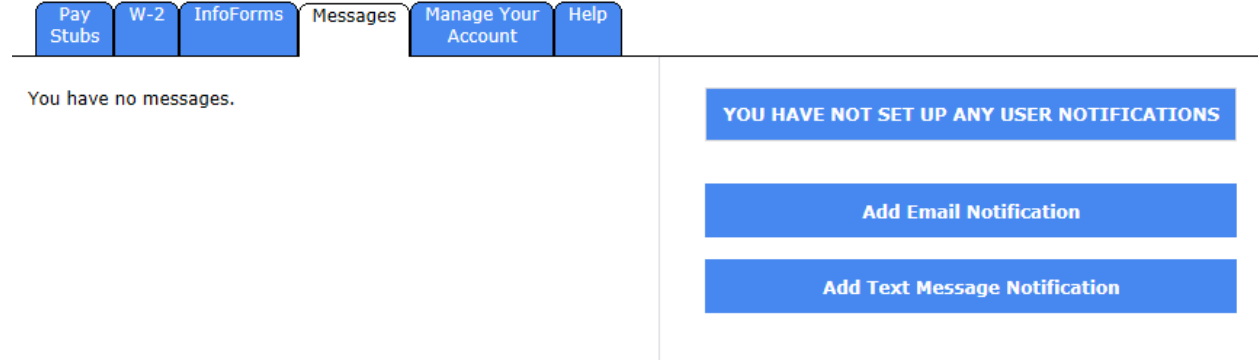
Opt in now for W-2 electronic delivery! There are many advantages.  
[Click here to opt-in for electronic W-2s!](#)

## InfoForms



- a. Request updates to your address and phone number under the “Change of Information” button
- b. Request updates to your direct deposit
- c. Submit changes for your tax withholding under NJ W-4 and Federal W-4

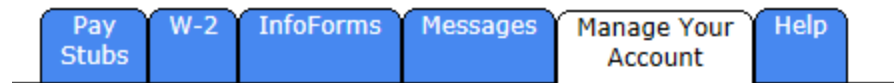
## Messages



You can set up Email and Text Message notifications for any messages that may go out in the Payroll Portal.

## Manage Account

You can update your primary email address, change your password and change your security questions



USER INFORMATION	
Login ID:	<input type="text" value="REDACTED"/>
First Name:	<input type="text" value="REDACTED"/>
Last Name:	<input type="text" value="REDACTED"/>
Primary Email:	<input type="text" value="REDACTED"/>
<input type="button" value="Save Changes"/>	

[Change Password](#)

[Change My Security Questions](#)