

## MEMORANDUM

TO: STAFF

FROM: JULIE PHELPS, PAYROLL

RE: ELECTRONIC PAY STUBS

Your pay stubs can be accessed on our Doculivery system. Details on how to log in are on the Doculivery Quick-Start Guide. In order to view Doculivery, point your Internet browser to <https://my.doculivery.com/External/scs/Login.aspx> or you can find the links on the SCS Main Page under the Faculty tab. Also the SCS Employee Page has a link under Online Resources. Click on the link from one of these places and it will bring you to the log-in screen.

Your USER ID will be SCS and your employee ID number, all as one word. Your password is the last four digits of your social security number. You can change your password when you sign in if you wish. If you choose to do this and forget your password it will allow you 3 attempts, then it will lock you out. At that point you will need to contact me so that it can be reset to your final four SSN.

You will also be asked to provide your email address.

You can set up Email Notifications if you wish at the Messages tab and also Manage Your Account once you are logged in.

I have also included a W-2 Opt-in Guide. Once you are logged into Doculivery there is a tab for W-2. Click that tab and follow the on-screen instructions to complete the one-time opt-in process.

I will have your USER ID once I have your payroll paperwork and enter your information into the payroll system. I will send you that information as soon as it is completed. If your paperwork is already processed, your Employee ID will be shown on the DOCULIVERY Quick-Start Guide.

**You will not be able to log in until your first payroll has been posted to Doculivery.**

If you have any problems logging into the Doculivery System , please feel free to contact me at [jrpelps@shelbycs.org](mailto:jrpelps@shelbycs.org) at 317-392-2505 extension 1261.

# DOCULIVERY

## Quick-Start Guide

This guide provides you with the basic quick-start information needed to log in and access your electronic documents in no time at all. The instructions below highlight the steps for logging into the Doculivery system with a unique User ID and Password to access your online pay stubs and setup notification options with just a few quick clicks!

### Getting Started

1. Point your internet browser to the following url:

www.doculivery.com/scs

2. Enter your User ID. **1**

Your USER ID is:

SCS plus your Employee ID

3. Enter your Password. **2**

Your PASSWORD is:

The last four digits of you SSN

4. Click the Log In button. **3**

5. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab **4** to see a list of all pay dates for which you have a pay stub. To see the entire pay stub for a particular date click on the view icon in the Click To View column on the left side of the screen. **5**

### Setting Up Notification Options

1. Click on the Pay Stubs tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

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

User ID help information will appear here when you visit the url noted in step one.

User ID:

Password help information will appear here when you visit the url noted in step one.

Password:

**3** Log In

**4** Pay Stubs Messages Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE
<b>5</b>	07/24/2006	07/10/2006	07/21/2006
	07/10/2006	06/26/2006	07/03/2006
	06/26/2006	06/12/2006	06/23/2006
	06/12/2006	05/29/2006	06/09/2006
	05/29/2006	05/15/2006	05/26/2006
	05/01/2006	04/17/2006	04/28/2006

**CURRENT NOTIFICATION OPTIONS**

Email my new paystub [tylerr@natpay.com] (as HTML). [Remove](#)

Email my new paystub [tylerr@natpay.com] (as HTML). [Remove](#)

Text Message of Categories by sending a text message to the phone number: (813) 222-0333 (AT&T) [Remove](#)

Email my new paystub [123@abc.com] (as HTML). [Remove](#)

Notify me when my paystub is delivered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELESS) [Remove](#)

Notify me when my paystub is delivered by sending an email to the email address: test@test.com [Remove](#)

**6** Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging



# DOCULIVERY

## W-2 Opt-in Guide

This W-2 opt-in guide provides you with the basic information needed to log in and begin the opt-in process in order to access your electronic W-2 documents online.

### Getting Started

1. Point your internet browser to the following url:  
[www.doculivery.com/NAFCS](http://www.doculivery.com/NAFCS)
2. Enter your User ID. **1**
3. Enter your Password. **2**
4. Click the Log In button. **3**
5. Once logged in, you will see the main screen which is organized by tabs. Click on the W-2 tab **4**.

### Completing the One-time Opt-in Process

6. Follow the on-screen instructions to complete the one-time opt-in process.

You will be required to do the following steps to complete the opt-in process:

1. Verify that you can view your W-2 as a PDF.
  2. Agree to the terms of use.
  3. Enter your Social Security Number.
  4. Enter a valid email address and verify it.
  5. Choose your delivery method.
7. After you have completed the five steps outlined above, click the Save Opt-In button to finish the Opt-in process **5**.

The next time that you log in to the Doculivery system, and click on the W-2 tab, all of your available W-2s will be listed and viewable like your online pay stubs.

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

User ID help information will appear here when you visit the url noted in step one.

User ID:  **1**

Password help information will appear here when you visit the url noted in step one.

Password:  **2**

**3** Log In

Statements 941 927009 1999 **W-2** Informs Payment Message Manage Your Group  
Summary Account Administration

**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 consent.

☐ 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.

**5** Save Opt-In Cancel