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 jrphelps@shelbycs.org at 317-392-2505 extension 1261.

DOGULIVERY

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 you | ur internet | browser to | the | following | url: |
|----|-----------|-------------|------------|-----|-----------|------|
|----|-----------|-------------|------------|-----|-----------|------|

www.doculivery.com/scs

2. Enter your User ID.

Your USER ID is:

SCS plus your Employee ID

3. Enter your Password. 2

Your PASSWORD is:

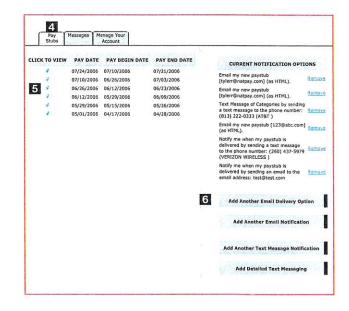
The last four digits of you SSN

- 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.

Setting Up Notification Options

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





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

- Point your internet browser to the following url: 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

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.

