



*Collingswood and Oaklyn Public School Districts*



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**SCOTT OSWALD, Ed.D.**  
Superintendent

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**BETH ANN COLEMAN, RSBA**  
Business Administrator

MEMORANDUM

TO: All Full-Time Staff, Part-Time Staff and Substitutes  
FROM: Kathleen Reed – Payroll  
RE: Employee Portal  
Date: September 13, 2019

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The Oaklyn School District introduced an employer portal in the beginning of 2019. This portal is an automated process that stores all of your paystubs and W-2's. The portal may be found at the following link: [www.doculivery.com/systems3000-oaklyn](http://www.doculivery.com/systems3000-oaklyn).

You may log in now to set it up. You will need your employee ID#. That number is located on your pay stub next to your name. Please refer to the quick start guide that is enclosed for directions on how to access, set-up and use the portal.

Your tax forms will be available on the portal as soon as we have completed processing them. We will only print paper tax forms, if requested, as of the date required by Federal Law. All of the forms will be maintained safely and securely online, in your private accounts on the portal for at least 10 years.

We hope you enjoy the convenience of having your pay stubs and tax forms available 24 hours a day, 7 days a week for viewing, printing and saving under your control.

Should you have any questions, please do not hesitate to contact the business office at extension 1007.

Thank you.