



Hopewell Valley Regional School District

Direct Deposit Form

Direct Deposits cannot be processed without either a voided check or
a Direct Deposit Enrollment form from your bank.

Please complete this form and forward it to the Administrative Office, Attn. Payroll.

☐ Add (New Participant)

☐ Change (Financial Institution and/or Account #)

Employee Name _____

School _____

Primary Account - This account will receive all net earnings.

Bank Name _____

☐ Checking

OR

☐ Savings

Bank Routing # _____ Account # _____

I authorize the Hopewell Valley Regional School District (HVRSD) and the Bank Listed to automatically deposit my net pay into my account each payday. If funds to which I am not entitled are deposited into my account, I authorize HVRSD to direct the bank to return said funds.

I acknowledge that the Hopewell Valley Regional School District is facilitating this deposit as a convenience to me and agree that they will not have any financial responsibility to me for any errors, fees, etc. resulting from this authorization.

Signature _____

Date _____

All new direct deposits and changes to account information on direct deposits must go through a successful pre-note (account validation) to become effective. One full payroll cycle is needed to perform this pre-note.

You will be issued checks while your direct deposit account is being validated.

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/Systems3000-hvrsd

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

Your USER ID is:

The first letter of your first name plus your last name plus your Employee ID.

3. Enter your initial Password. **2**

Your initial PASSWORD is:

Your Employee ID.

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

5. Once you have logged in, follow the on-screen instructions to setup your security questions.

6. 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**

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

4 Pay Stubs **7** Messages **8** Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE
5	03/24/2006	03/13/2006	03/24/2006
	03/24/2006	03/13/2006	03/24/2006
	03/24/2006	03/13/2006	03/24/2006
	03/24/2006	03/13/2006	03/24/2006
	03/24/2006	03/13/2006	03/24/2006
	03/24/2006	03/13/2006	03/24/2006

6 CURRENT NOTIFICATION OPTIONS

Enable my notifications (System Default) (Yes/No) **6** ☐

Enable my email alerts (System Default) (Yes/No) **6** ☐

Text Message of Calendar by sending to text message to the phone number: (248) 432-5529 **6** ☐

Enable my text alerts (System Default) (Yes/No) **6** ☐

Notify me when my paystub is delivered by sending a text message to the phone number: (248) 432-5529 **6** ☐

Notify me when my paystub is delivered by sending an email to the email address: test@test.com **6** ☐

6 Add Another Email Delivery Option **7**

Add Another Email Notification **7**

Add Another Text Message Notification **7**

Add Detailed Text Messaging **7**

Setting Up Notification Options (Pay Stubs & Messages)

1. Click on the Pay Stubs tab **4**, or Messages tab **7**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.



Miragliotta, Julia <juliamiragliotta@hvrds.org>

New Employee Portal

1 message

Nobile-Liskowacki, Gina <ginanobile@hvrds.org>


Thu, Jun 22, 2017 at 10:16 AM

To: "HS Staff - All (Alerts)" <hs-staff-email-share@hvrds.org>, "TL Staff - All (Alerts)" <tl-staff-email-share@hvrds.org>, "BT Staff - All (Alerts)" <bt-staff-email-share@hvrds.org>, "HW Staff - All (Alerts)" <hw-staff-email-share@hvrds.org>, "TG Staff - All (Alerts)" <tg-staff-email-share@hvrds.org>, "SB Staff - All (Alerts)" <sb-staff-email-share@hvrds.org>, "BO Staff - All (Alerts)" <bo-staff-email-share@hvrds.org>

Dear Staff,

As we indicated in the Technology Newsletter that was sent out on Friday, June 9, there is now an Employee Portal available for you to access your June pay stubs as well as future pay stubs and W2 forms. As of July 15, hard copies of pay stubs will no longer be distributed. Attached is a Quick-Start Guide to accessing the Employee Portal.

In order for you to be able to access the portal, you will need your Employee Number which is printed on your current pay stub. Below is a sample pay stub indicating where you can access your number.

BOARD OF EDUCATION OF THE HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT							PENNINGTON, NJ		
EMPLOYEE NAME				EMP. NO.	LOCATION / DEPT.		SOC. SECURITY NO.	PAY PERIOD	PAY DATE
				1234				05/16-06/20	06/22/2017
EARNINGS						DEDUCTIONS			
TYPE	RATE	CURRENT	THIS YEAR	TYPE	CURRENT	THIS YEAR	TYPE	CURRENT	THIS YEAR
EARN									

To access your account, go to www.doculivery.com/systems3000-hvrds

1-Your Username ID: The first letter of your first name plus your last name plus your Employee Number(found on your pay stub)



Example: Dana Jones-Smith-Username ID =djones-smith1234

Password: Employee Number(found on your pay stub) 1234

Click on Login

2-Once you have logged in, follow the on-screen instructions to setup your security questions. It will prompt you to change your password.

3-Once logged in, you will see the main screen which is organized by 4 tabs. Click on the Pay Stub tab 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 (Pay Stubs & Messages)-(You have the option to send notifications of your pay stubs to your email or as a text message)

1. Click on the Pay Stubs tab 4, or Messages tab 7. On the right side of the screen, select the appropriate bar 6 to setup email or text message notifications

[/mail.google.com/mail/u/0/?ui=2&ik=bf9552f4a6&jsver=IEZPUTRTfxI.en.&view=pt&q=portal&qs=truc&search=query&th=15cd02a49882ae57&siml=15cd...](https://mail.google.com/mail/u/0/?ui=2&ik=bf9552f4a6&jsver=IEZPUTRTfxI.en.&view=pt&q=portal&qs=truc&search=query&th=15cd02a49882ae57&siml=15cd...) 1/2