

# Hopewell Valley Regional School District <u>Direct Deposit Form</u>

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)	(New Participant) Change (Financial Institution and/or Account		
Employee Name		School		
Primary Accoun	<b>t</b> - This account will re	ceive all net earnings.		
Bank Name	<del></del>		☐ Checking  OR  ☐ Savings	
Bank Routing #		Account #		
deposit my net pay intaccount, I authorize Hacknowledge that the	to my account each payor VRSD to direct the bank to Hopewell Valley Regio	ool District (HVRSD) and the Bank L day. If funds to which I am not entitle to return said funds. nal School District is facilitating this ancial responsibility to me for any er	ed are deposited into my deposit as a convenience	
ignature		Date	and the second s	
II new direct deposi	ts and changes to acc	ount information on direct depos	its 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.

# DOCULIUM RU Quisk-Stant Guida

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**

- Point your internet browser to the following url: www.Doculivery.com/Systems3000-hvrsd
- 2. Enter your User ID. 🚮

Your USER ID is:

The first letter of your first name plus your last name plus your Employee 1D.

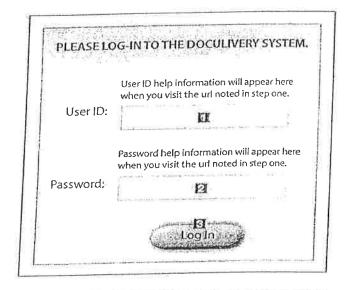
3. Enter your initial Password. 🛛

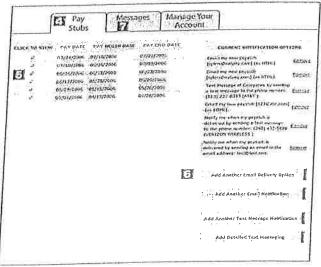
Your initial PASSWORD is: Your Employee ID.

- 4. Click the Log In button. S
- 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 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)

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







Miragliotta, Julia <juliamiragliotta@hvrsd.org>

## New Employee Portal

1 message

Thu, Jun 22, 2017 at 10:16 AM Nobile-Liskowacki, Gina <ginanobile@hvrsd.org> To: "HS Staff - All (Alerts)" <hs-staff-email-share@hvrsd.org>, "TL Staff - All (Alerts)" <tl-staff-email-share@hvrsd.org>, "BT Staff - All (Alerts)" <bt-staff-email-share@hvrsd.org>, "HW Staff - All (Alerts)" <hw-staff-email-share@hvrsd.org>, "TG Staff - All (Alerts)" <tgstaff-email-share@hvrsd.org>, "SB Staff - All (Alerts)" <sb-staff-email-share@hvrsd.org>, "BO Staff - All (Alerts)" <bo-staff-email-share@hvrsd.org>, "BO Staff - All (Alerts)" <bo-staffshare@hvrsd.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.

EMPLOYEE NAME  EARNINGS			1234 (CCATION			OC. SECURITY NO.	06/16-06/20	06/22/201	
			The state of the s			DEDUCTIONS			
TYPE	RATE	CURRENT	THIS YEAR	1 YPE	CURRENT	THIS YEAR	TYPE	CURRENT	THIS YEAR
FARK						-		1	

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

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 ext message notifications