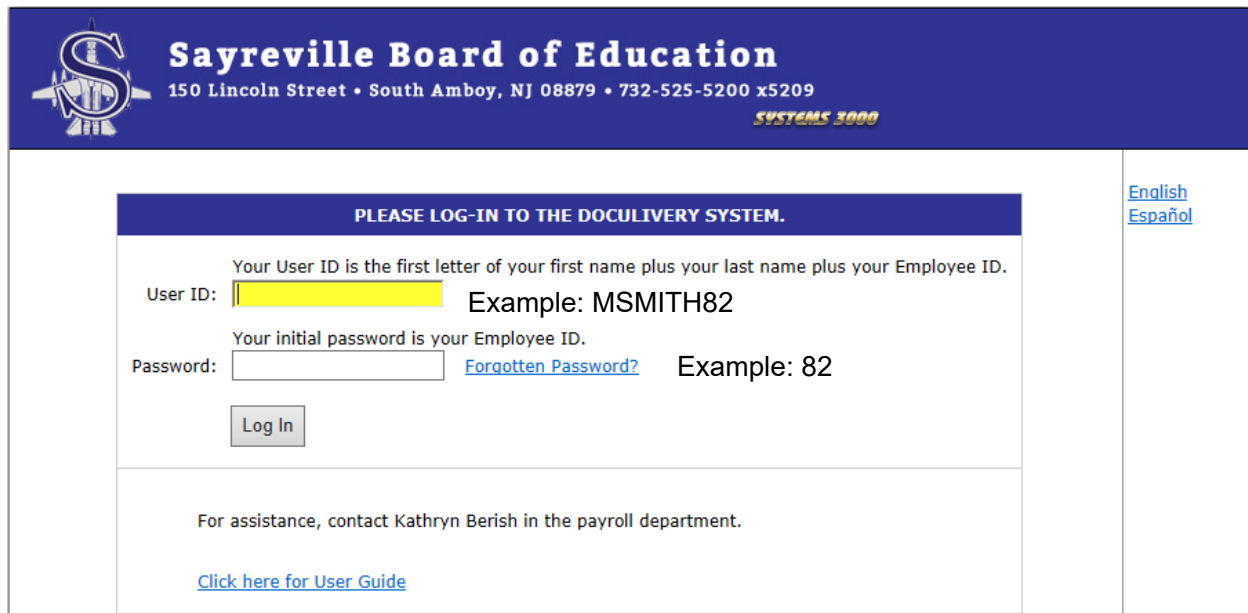


Accessing the new Employee Payroll Portal

Step 1: Access the new online system at: <https://my.doculivery.com/External/systems3000-sayreville/Login.aspx>

Your User ID will be - First Initial + Last Name + Employee ID Number. If your employee # has preceding zeroes, do not use them. For example, if your ID number is 0082 just use 82.

For your first login, your password will be your Employee ID Number.



The screenshot shows the login interface for the Sayreville Board of Education's Systems 3000 payroll portal. At the top, there is a blue header with the school's logo, name, address, phone number, and the text "SYSTEMS 3000". Below the header is a white login box with a blue title bar that reads "PLEASE LOG-IN TO THE DOCULIVERY SYSTEM." The login form includes instructions for the User ID and Password, input fields, a "Log In" button, and a "Forgotten Password?" link. To the right of the login box are links for "English" and "Español". At the bottom of the login box, there is contact information for Kathryn Berish and a link to the "User Guide".

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SYSTEMS 3000

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is the first letter of your first name plus your last name plus your Employee ID.
User ID: Example: MSMITH82

Your initial password is your Employee ID.
Password: [Forgotten Password?](#) Example: 82

For assistance, contact Kathryn Berish in the payroll department.
[Click here for User Guide](#)

[English](#)
[Español](#)

Step 2: Set up security questions and change your password

You will need to fill out 4 security questions. This will enable you to reset your password in the future if you forget it.

You will also need to fill in your email address and update your password.

| PLEASE ANSWER 4 SECURITY QUESTIONS. | |
|---|--|
| (1) | <input type="text"/> <input type="button" value="Save"/> |
| (2) | <input type="text"/> |
| (3) | <input type="text"/> |
| (4) | <input type="text"/> |
| Email Address: <input type="text"/> | |
| PLEASE CHANGE YOUR PASSWORD. | |
| Enter Old Password: | <input type="text"/> |
| Your password must be at least six characters in length and contain at least one digit. | |
| Enter New Password: | <input type="text"/> |
| Confirm New Password: | <input type="text"/> |
| <input type="button" value="Save Information"/> | |

Step 3: Opt In for Tax Forms

This will only come up on your first login. If you wish to get electronic delivery (recommended) for your tax forms, click Yes, Opt me in now! Please keep in mind, that this will be for 2019. Your 2018 tax documents will be on the previous HR Portal.

The screenshot shows a web portal interface with a navigation bar at the top containing tabs for Pay Stubs, Tax Forms, InfoForms, Messages, Manage Your, and Help. Below the navigation bar, there is a table with columns for 'CLICK TO VIEW' and 'CHECK NUM'. A modal dialog box is overlaid on the page, containing the following text: 'Opt-In for Electronic Tax Forms for faster and secure delivery. To view your current year Tax Forms as soon as they are available, you need to Opt-In for electronic delivery. Please click on the Tax Forms tab and follow Opt-In instructions.' The dialog has two buttons: 'Yes, opt me in now!' and 'No, thanks.' To the right of the dialog, there is a section titled 'RECEIVE NOTIFICATIONS' with a sub-header 'PLEASE SET UP YOUR PREFERENCE OPTION ON THE 'PREFERENCES' TAB.' Below this, there is a section titled 'YOU HAVE NOT SET UP ANY USER NOTIFICATIONS' with four buttons: 'Add Email Delivery Option', 'Add Email Notification', 'Add Text Message Notification', and 'Add Detailed Text Messaging'.

Step 4: Verify Opt In (skip to step 5 if you chose to opt out)

If you choose to opt in to the electronic tax delivery, you'll need to fill out the next screen to verify your identity. You'll also be able to choose your delivery options.

1. Verify that you can view your Tax Form as a PDF.

[Click here to view a sample Tax Form.](#)

If you cannot view your Tax Form, 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 Tax Form sample. If you agree to the Terms of Use, and can view the Tax Form sample, then select the checkbox below.

The Internal Revenue Code allows Tax Forms to be furnished in an electronic format provided it conforms to all applicable legal requirements. By meeting these requirements, your employer is considered to have furnished your Tax Forms to you, the recipient, in a timely manner.

IRS Regulations pertaining to electronic delivery of Tax Forms:

W - 2 : Reg. 31.6051-1 (referenced in Pub. 1141)
1095-C : IRS Publication 5223 Section 1.2

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.

Save Opt-In

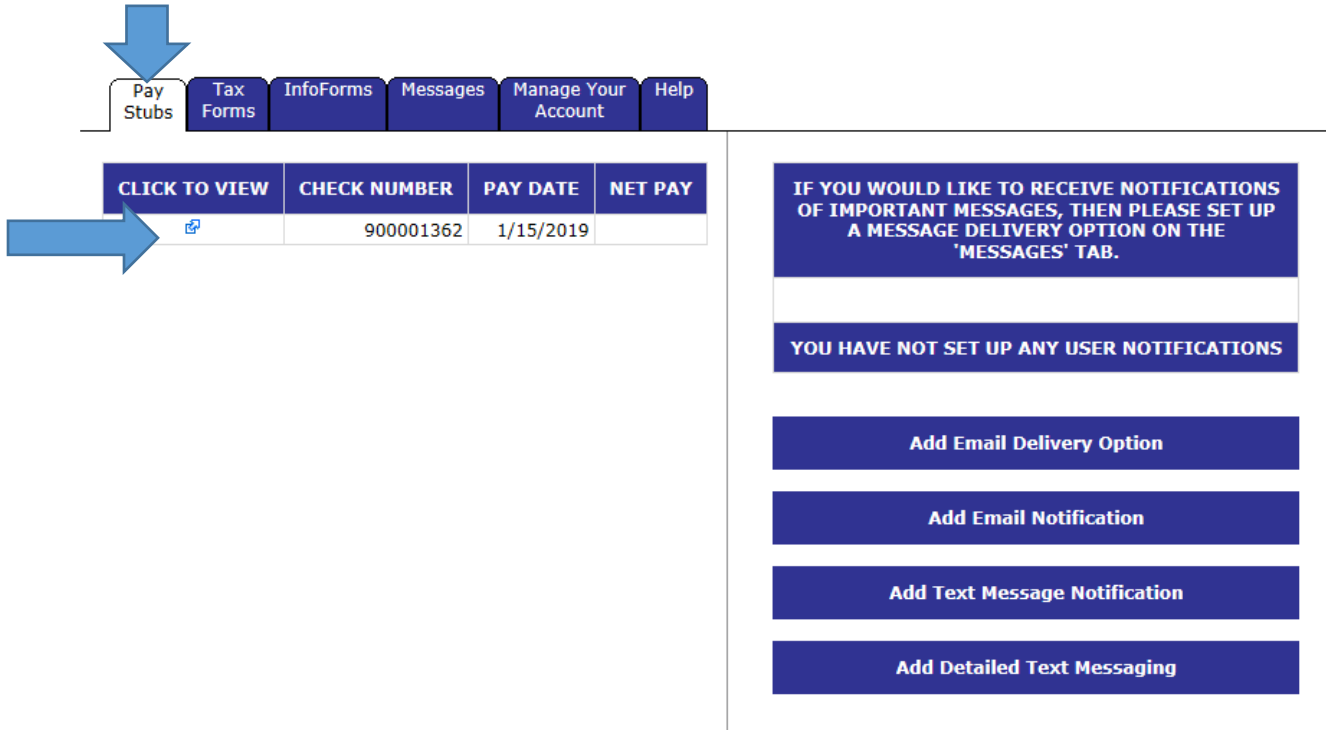
Cancel

You'll get an email to confirm with a validation code, you can enter it immediately or later on at your convenience


| PLEASE VALIDATE YOUR EMAIL ADDRESS |
|---|
| <p>A validation code has been sent to kathryn.berish@sayrevillek12.net. Entering this code confirms that you can receive emails from Tax Form@doculivery.com. If you do not get an email from Tax Form@doculivery.com, then please check your spam box.</p> <p>Please enter your validation code:</p> <input data-bbox="217 646 521 688" type="text"/> <input data-bbox="217 709 331 751" type="submit" value="Submit"/> |
| <p>If you cannot access your email at this time, you may bypass validation at this time by clicking the button below.</p> <input data-bbox="217 835 456 877" type="button" value="Bypass validation"/> |
| <p>If you mistyped your email address, or if you are not receiving your email, then you can cancel the current opt-in process and opt-in under a different email address.</p> <input data-bbox="217 993 402 1035" type="button" value="Cancel opt-in"/> |

Step 5: View your paystub

Click on Pay stubs and then the blue icon to open your paystub. You can view it from here but if you want to print it or save it as a pdf you will have those options.



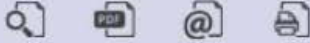
The screenshot shows a navigation bar with the following tabs: Pay Stubs, Tax Forms, InfoForms, Messages, Manage Your Account, and Help. Below the navigation bar is a table with the following columns: CLICK TO VIEW, CHECK NUMBER, PAY DATE, and NET PAY. The table contains one row with a blue icon in the 'CLICK TO VIEW' column, a check number of 900001362, and a pay date of 1/15/2019. To the right of the table is a sidebar with a message: 'IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.' Below this message is a section titled 'YOU HAVE NOT SET UP ANY USER NOTIFICATIONS' with four buttons: 'Add Email Delivery Option', 'Add Email Notification', 'Add Text Message Notification', and 'Add Detailed Text Messaging'.

| CLICK TO VIEW | CHECK NUMBER | PAY DATE | NET PAY |
|---|--------------|-----------|---------|
|  | 900001362 | 1/15/2019 | |

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

- Add Email Delivery Option
- Add Email Notification
- Add Text Message Notification
- Add Detailed Text Messaging



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SYSTEMS 3000

Statement of Earnings and Deductions

| Name | Employee ID | Check Date | Pay Period Start | Pay Period End | Check Number |
|-------------------|-------------------|----------------|------------------|----------------|----------------|
| [REDACTED] | [REDACTED] | 1/15/2019 | 1/1/2019 | 1/15/2019 | 900001362 |
| SSN | Building Location | Check Location | Department | Pension Plan | Pension Number |
| [REDACTED] | 01 | 01 | | PERS | [REDACTED] |
| Current Gross Pay | YTD Gross Pay | Pay Type | Current Net Pay | YTD Net Pay | |
| [REDACTED] | [REDACTED] | DIR DEP | [REDACTED] | [REDACTED] | |

Earnings

| Code / Description | Date Description | Hours Days | Rate | Rate Factor | Current | YTD |
|--------------------------|------------------|------------|------|-------------|------------|------------|
| 1012 / PENS SAL 12-MONTH | | | | | [REDACTED] | [REDACTED] |

Deductions

| Code / Description | Balance | Current | YTD |
|--------------------------------|------------|------------|------------|
| 7020 / PERS PENSION | | [REDACTED] | [REDACTED] |
| 7021 / PERS CI | | [REDACTED] | [REDACTED] |
| 7022 / PERS LOAN | [REDACTED] | [REDACTED] | [REDACTED] |
| 7200 / NJEA DUES MEMBERS-SEA | | [REDACTED] | [REDACTED] |
| 7485 / HEALTH BEN CONTRIB CALC | | [REDACTED] | [REDACTED] |

Taxes

| Code / Description | Current | YTD |
|-------------------------------|---------|--------|
| 8001 / FEDERAL TAX:M0 | 187.72 | 187.72 |
| 8010 / FICA | 148.17 | 148.17 |
| 8011 / MEDI:M0 | 34.65 | 34.65 |
| 8012 / SUI | 11.26 | 11.26 |
| 8015 / FAMILY LEAVE INSURANCE | 2.12 | 2.12 |
| 8021 / NJ STATE B:M0 | 52.89 | 52.89 |

Direct Deposit

| Bank | Account | Amount |
|------------|------------|------------|
| [REDACTED] | [REDACTED] | [REDACTED] |

Message

OT, Hourly, Daily and Substitute Employees paid for weeks: 12/17/18 and 12/24/18.
 Please remember that the Tax Tables have changed for 2019!
 SUI and FLI will start coming out again.
 Pension # is [REDACTED]

View your pay stub on-line anytime at www.doculivery.com/System3000/Sayreville
 You will need to provide your login ID and your password

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 Payroll Department: (732) 525-5200 ext 5209 or 5223

Be sure to check the messages section.