



# GFA: Payroll Online

<https://sngfa.com>

You will receive an email from [noreply@softwareservices.net](mailto:noreply@softwareservices.net) with a temporary username and password.

**GFA Online Payroll: Your account is ready**

 GFA Online Payroll <noreply@softwareservices.net>  
To

 [Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Your Account Is Now Ready**

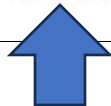
Dear ,

Your account for GFA Online Payroll has been set up by your payroll administrator.

**Username**

**Password**

You can active your account by clicking [here](https://www.sngfa.com/Account/Verify) (<https://www.sngfa.com/Account/Verify>).



Click [here](#) to go to the online site.

You will have to enter your birthdate, the last 4 digits of your social security number, the temporary username and password, as well as, set up a new username and password and confirm your email address.

**Verify Account**

Please take a moment to verify your account. In the interests of protecting your information, we require a couple of details before we can activate your account. You'll also need to give us a permanent user name and password to use in order to access your account.

**Verification Info**

Date of Birth

Last 4 Digits of Social Security Number

**Temporary Account Info**

This is the account information that you received in your email or from your payroll administrator.

Temporary User Name

Temporary Password

**Permanant Account Info**

New User Name

New Password

Confirm New Password

Permanant Email Address

**NEED TO KNOW INFO:**

**Date of Birth Format:**  
01/01/2020

**Username:** no spaces

**Password:** 6 or more characters

After entering this information, you can opt in to receiving notifications when your account is updated and review and agree to the Terms of Service.

Then click Verify

### Receive Account Update Notifications

Do you wish to receive emails when your account is updated? We promise to only email you when your payroll administrator makes a change to your account, such as adding a new document or check stub, or updating your demographic information.

Be Notified of Account Changes

I accept the [Terms of Service](#)

Employees will now be able to view payroll check data, W-2 information, as well as, Leave Balances, current Demographic information and Tax Status information on this secure portal.

Checks:

**Checks**

Date	Amount	
4/26/2024	\$ ,207.47	<a href="#">View</a>
3/28/2024	\$ ,207.47	<a href="#">View</a>
2/23/2024	\$ ,207.47	<a href="#">View</a>
1/26/2024	\$ ,207.47	<a href="#">View</a>
1/12/2024	\$597.51	<a href="#">View</a>

**Leave**

Type	Days Used	Balance
SICK	0.00	12.00
ANNUAL	1.50	3.50
COVID -19	0.00	0.00
ESL	0.00	90.00
PERSONAL	0.00	0.00

**W2s**

**Tax Status**

**Demographics**

### Checks

Checks				
Date	Gross Amount	Deductions	Net Amount	
4/26/2024	\$ ,209.82	\$ ,002.35	\$ ,207.47	<a href="#">View Check</a>
3/28/2024	\$ ,209.82	\$ ,002.35	\$ ,207.47	<a href="#">View Check</a>
2/23/2024	\$ ,209.82	\$ ,002.35	\$ ,207.47	<a href="#">View Check</a>
1/26/2024	\$ ,209.82	\$ ,002.35	\$ ,207.47	<a href="#">View Check</a>
1/12/2024	\$768.18	\$170.67	\$597.51	<a href="#">View Check</a>
1/12/2024	\$ ,000.00	\$444.35	\$ ,555.65	<a href="#">View Check</a>
12/22/2023	\$ ,209.82	\$ ,017.20	\$ ,192.62	<a href="#">View Check</a>
12/1/2023	\$ ,522.32	\$782.43	\$ ,739.89	<a href="#">View Check</a>
11/17/2023	\$ ,209.82	\$ ,022.68	\$ ,187.14	<a href="#">View Check</a>
10/27/2023	\$ ,209.82	\$ ,084.42	\$ ,125.40	<a href="#">View Check</a>

1 2 3 4 5 6 7 8 9 10 11 12 13 14

1. By clicking on the *Checks* option, you can view check/direct deposit stubs.
2. By clicking on *View Check*, you will be able to view and print check/direct deposit stubs.

## Leave:

The Leave screen allows you to view your current sick and/or annual leave balances.

Checks			
Date	Amount		
4/26/2024	\$ ,207.47	<a href="#">View</a>	
3/28/2024	\$ ,207.47	<a href="#">View</a>	
2/23/2024	\$ ,207.47	<a href="#">View</a>	
1/26/2024	\$ ,207.47	<a href="#">View</a>	
1/12/2024	\$597.51	<a href="#">View</a>	

Leave			
Type	Days Used	Balance	
SICK	0.00	12.00	
ANNUAL	1.50	3.50	
COVID -19	0.00	0.00	
ESL	0.00	90.00	
PERSONAL	0.00	0.00	

W2s	
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Tax Status	
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Demographics	
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## Leave Balances

Leave Activity				
Leave Type	Beginning Bal	Accrued	Used	Balance
SICK	4.00	8.00	0.00	12.00
ANNUAL	0.00	1.50	1.50	3.50
COVID -19	0.00	0.00	0.00	0.00
ESL	90.00	0.00	0.00	90.00
PERSONAL	0.00	0.00	0.00	0.00

Leave Type	Leave Activity	Date	Earned	Taken
SICK	PROFESSIONAL DEV.	4/11/2024	0.00	0.00
SICK	PROFESSIONAL DEV.	3/22/2024	0.00	0.00
SICK	PROFESSIONAL DEV.	3/21/2024	0.00	0.00
SICK	PROFESSIONAL DEV.	3/20/2024	0.00	0.00
SICK	PROFESSIONAL DEV.	3/19/2024	0.00	0.00
ANNUAL	ANNUAL LEAVE	2/13/2024	0.00	0.50
ANNUAL	ANNUAL LEAVE	2/6/2024	0.00	0.50
ANNUAL	ANNUAL LEAVE	10/23/2023	0.00	0.50
SICK	NEW SICK DAYS	7/1/2023	4.00	0.00
SICK	SICK BEGINNING BALANCE	7/1/2023	4.00	0.00
ANNUAL	NEW VAC DAYS	7/1/2023	1.50	0.00
ANNUAL	ANNUAL BEGINNING BALANCE	7/1/2023	0.00	0.00
COVID -19	COVID - 19 BEGIN	7/1/2023	0.00	0.00
ESL	ESL BEGINNING BALANCE	7/1/2023	90.00	0.00
PERSONAL	PERSONAL BEGINNING BALANCE	7/1/2023	0.00	0.00

1 2 3

## W2s:

Checks			
Date	Amount		
4/26/2024	\$4,207.47	<a href="#">View</a>	
3/28/2024	\$4,207.47	<a href="#">View</a>	
2/23/2024	\$4,207.47	<a href="#">View</a>	
1/26/2024	\$4,207.47	<a href="#">View</a>	
1/12/2024	\$597.51	<a href="#">View</a>	

Leave			
Type	Days Used	Balance	
SICK	0.00	312.00	
ANNUAL	1.50	13.50	
COVID -19	0.00	0.00	
ESL	0.00	90.00	
PERSONAL	0.00	0.00	

W2s	
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Tax Status	
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Demographics	
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## W2s

W2s	
2015	<a href="#">View</a>
2016	<a href="#">View</a>
2017	<a href="#">View</a>
2018	<a href="#">View</a>
2019	<a href="#">View</a>
2020	<a href="#">View</a>
2021	<a href="#">View</a>
2022	<a href="#">View</a>
2023	<a href="#">View</a>

1. By clicking W2s, you can see a list of which W2s are available for viewing.
2. By clicking View, you will be able to view and print that year's W2.

## Tax Status:

Tax Setup for the payroll system can only be viewed on this screen. If you would like to change your setup, please complete a new W4 or contact the payroll department for assistance.


Checks		
Date	Amount	
4/26/2024	\$ ,207.47	<a href="#">View</a>
3/28/2024	\$ ,207.47	<a href="#">View</a>
2/23/2024	\$ ,207.47	<a href="#">View</a>
1/26/2024	\$ ,207.47	<a href="#">View</a>
1/12/2024	\$597.51	<a href="#">View</a>

Leave		
Type	Days Used	Balance
SICK	0.00	12.00
ANNUAL	1.50	3.50
COVID -19	0.00	0.00
ESL	0.00	90.00
PERSONAL	0.00	0.00

W2s
<a href="#">Tax Status</a>
<a href="#">Demographics</a>



## Tax Status

\*\*\* To make changes to taxes, please contact your payroll department \*\*\*

Tax Status					
Tax	Calculation Method	Adjustment	Marital Status	Exemptions	Dependents
Federal Taxes	Standard + Adjustment	\$ 0.00	M	0	
LA State Taxes	Standard + Adjustment	\$ 0.00	S		0
Medicare	Standard				
FICA	No FICA Tax				

## Demographic:

Demographic information for the payroll system can only be viewed on this screen. If you need to update your information, please contact the payroll department for assistance.


Checks		
Date	Amount	
4/26/2024	\$ ,207.47	<a href="#">View</a>
3/28/2024	\$ 207.47	<a href="#">View</a>
2/23/2024	\$ ,207.47	<a href="#">View</a>
1/26/2024	\$ ,207.47	<a href="#">View</a>
1/12/2024	\$597.51	<a href="#">View</a>

Leave		
Type	Days Used	Balance
SICK	0.00	12.00
ANNUAL	1.50	3.50
COVID -19	0.00	0.00
ESL	0.00	90.00
PERSONAL	0.00	0.00

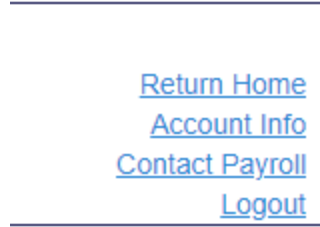
W2s
<a href="#">Tax Status</a>
<a href="#">Demographics</a>



## Demographic

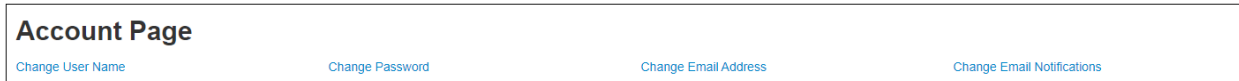
Demographic	
Employee Number	
Employee Status	
Department	
Name	
Address	
City/State/Zip	
Main Phone	
Email Address	
Emergency Contact	
Birth Date	
Hire Date	
Term Date	

In the top right corner of the screen, you will notice a return home option along with three additional options:



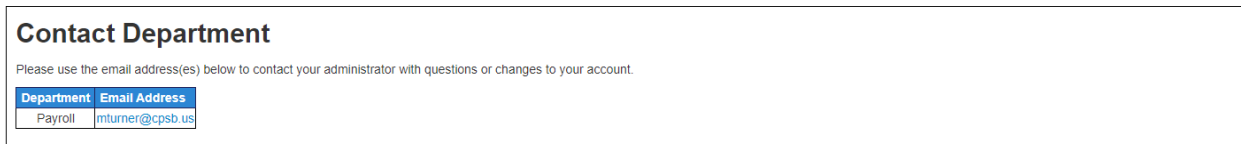
### Account Info:

This option allows basic account updates such as email address and password



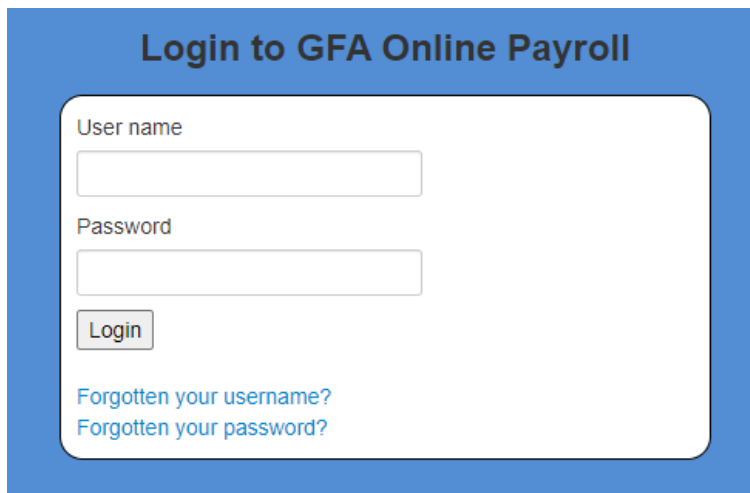
### Contact Payroll:

This option allows you to send an email directly to your payroll administrator



### Logout:

When you can log out of the website and it will take you back to the login screen. Be sure to log out after each session and sensitive information should not be shared with others.



## Troubleshooting:

- If for any reason, you are unable to access your account, be sure to use the “forgot” options on the login screen.



**Login to GFA Online Payroll**

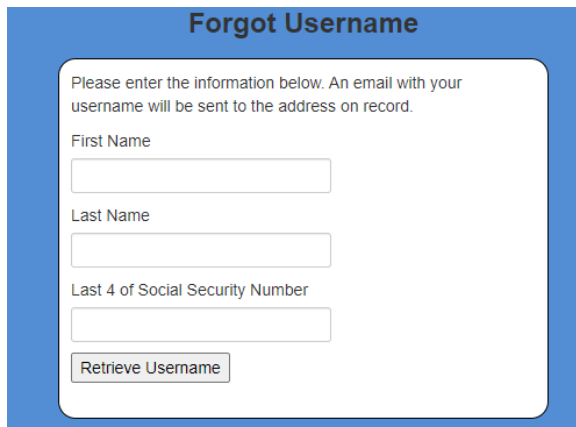
User name

Password

Login

[Forgotten your username?](#)  
[Forgotten your password?](#)

- In the situation you forget your username, enter your first and last name as known to the system (Williams instead of Bill), as well as, the last 4 of your social security number.



**Forgot Username**

Please enter the information below. An email with your username will be sent to the address on record.

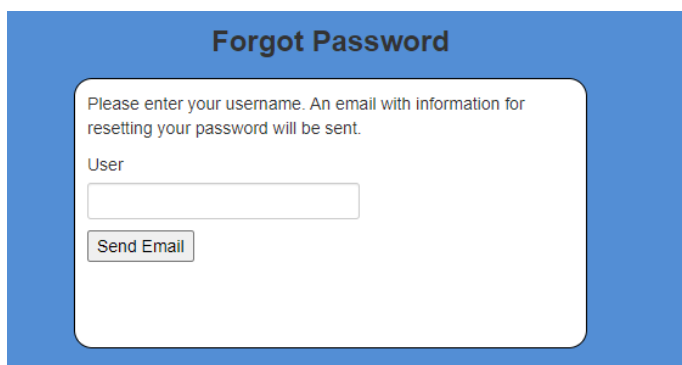
First Name

Last Name

Last 4 of Social Security Number

Retrieve Username

- Forgetting your password will only ask for your username and will send a password reset link to your email address on file.



**Forgot Password**

Please enter your username. An email with information for resetting your password will be sent.

User

Send Email