



**How to Access your
Pay Voucher and W-2
using
Staff Document Self-Service**

Naperville 203 Document Self Service

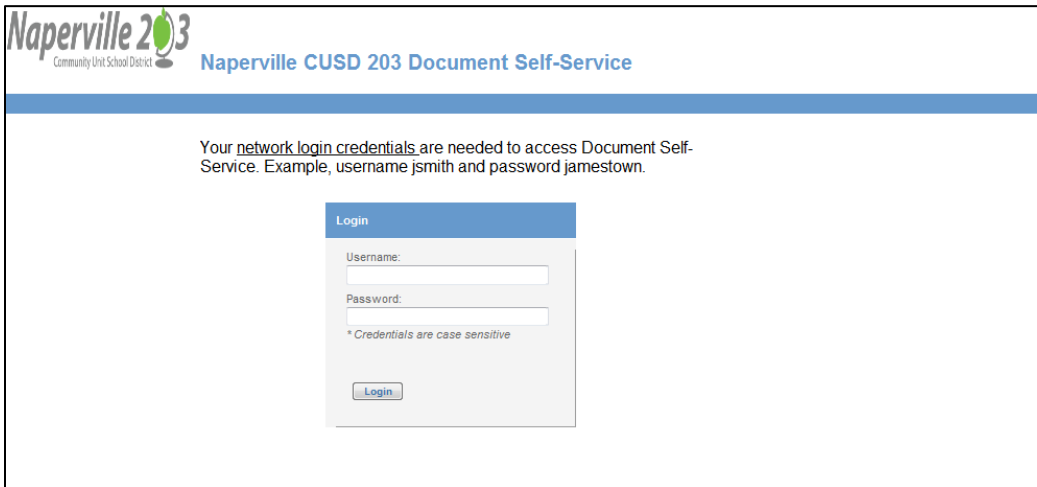
<https://staffselfserve.naperville203.org>

Naperville 203 Document Self Service is protected web based site where you can view and print your current and previous pay statements as well as your W-2s.

LOGIN

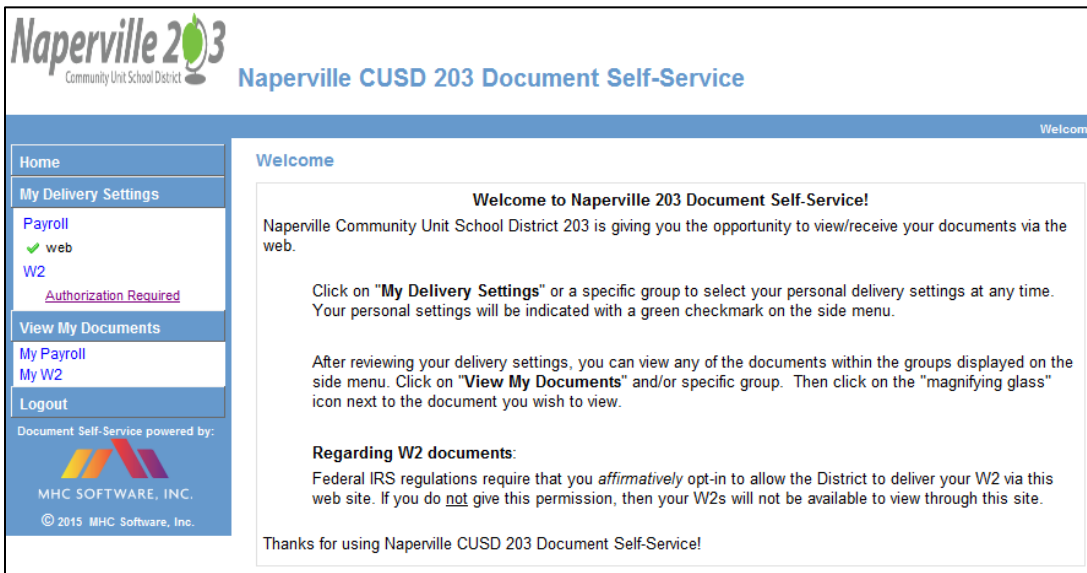
Login Screen: use your network login (as you would log on to a District computer);

Ex. Username: jsmith, Password: Jamestown



The screenshot shows the login page for Naperville CUSD 203 Document Self-Service. At the top left is the Naperville 203 logo with the text 'Community Unit School District'. To its right is the title 'Naperville CUSD 203 Document Self-Service'. Below the title is a blue horizontal bar. The main content area contains the text: 'Your network login credentials are needed to access Document Self-Service. Example, username jsmith and password jamestown.' Below this text is a 'Login' form with a blue header. The form has two input fields: 'Username:' and 'Password:'. Below the password field is a note: '* Credentials are case sensitive'. At the bottom of the form is a 'Login' button.

Welcome Screen: This screen provides instructions on how to select your various delivery settings for both your pay statement as well as your W-2.

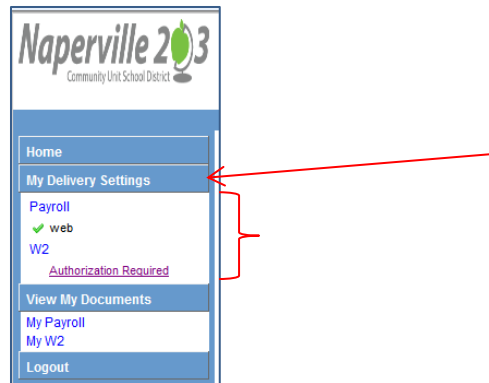


The screenshot shows the welcome screen for Naperville CUSD 203 Document Self-Service. At the top left is the Naperville 203 logo with the text 'Community Unit School District'. To its right is the title 'Naperville CUSD 203 Document Self-Service'. Below the title is a blue horizontal bar with the word 'Welcome' on the right. On the left side is a navigation menu with the following items: 'Home', 'My Delivery Settings', 'Payroll' (with a green checkmark and 'web' below it), 'W2' (with 'Authorization Required' below it), 'View My Documents', 'My Payroll', 'My W2', and 'Logout'. Below the menu is the text 'Document Self-Service powered by:' followed by the MHC Software, Inc. logo and '© 2015 MHC Software, Inc.'. The main content area has a 'Welcome' header and the following text: 'Welcome to Naperville 203 Document Self-Service! Naperville Community Unit School District 203 is giving you the opportunity to view/receive your documents via the web. Click on "My Delivery Settings" or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu. After reviewing your delivery settings, you can view any of the documents within the groups displayed on the side menu. Click on "View My Documents" and/or specific group. Then click on the "magnifying glass" icon next to the document you wish to view. Regarding W2 documents: Federal IRS regulations require that you *affirmatively* opt-in to allow the District to deliver your W2 via this web site. If you do not give this permission, then your W2s will not be available to view through this site. Thanks for using Naperville CUSD 203 Document Self-Service!

If you have already set up your delivery settings you may [click here](#) and go directly to the viewing and printing process.

DELIVERY SETTINGS

“My Delivery Setting” Screen: Click on the “My Delivery Settings” bar. This screen will give you access to your **delivery setting** for both the Pay Vouchers (Payroll) and the W-2s



Payroll Settings: The Payroll setting screen will automatically come up when you first go into the “My Delivery Setting” screen. You will also have the tab to go to the W-2 Setting screen.

Delivery Options: You have an email delivery option and a Web Delivery Option. The only field that you can edit is for a secondary (personal) email.

Emails: This is the email address that you will receive notice that an updated pay voucher is available for viewing. You will receive a notice to this email bi-weekly as your pay vouchers are posted to the Document Self-Service site.

- Your district email will be prefilled in for your primary email address. You **do not** have the option to change this primary email address.
- You may enter a secondary (personal) email address if you also want your notification to be emailed to a personal email account. Click on the Secondary email address box and enter your personal email address.

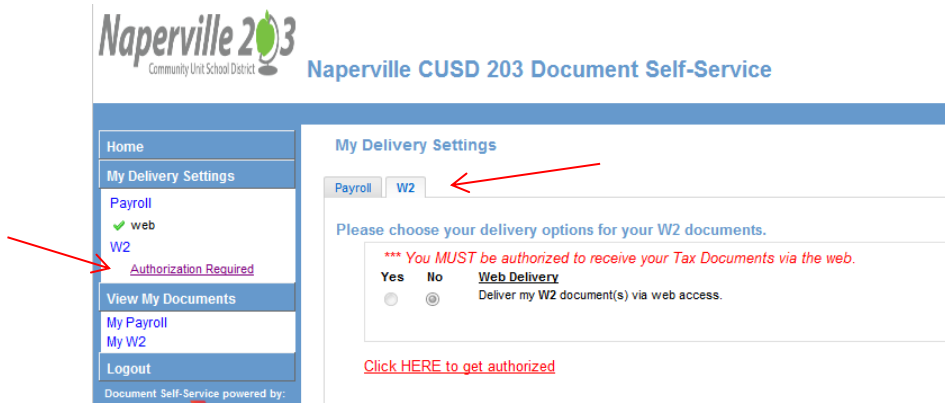
A screenshot of the Naperville 203 Document Self-Service 'My Delivery Settings' screen. The page has a blue header with the Naperville 203 logo and the text 'Naperville CUSD 203 Document Self-Service'. Below the header is a navigation menu on the left with buttons for 'Home', 'My Delivery Settings', 'Payroll', 'W2', 'View My Documents', 'My Payroll', 'My W2', and 'Logout'. The main content area is titled 'My Delivery Settings' and has two tabs: 'Payroll' and 'W2'. The 'Payroll' tab is selected. Below the tabs, there is a section titled 'Please choose your delivery options for your Payroll documents.' It contains a form with the following fields: 'You will receive emails at your primary email address:' with a text box containing 'dchristensen@Naperville203.org'; 'as well as your secondary email address:' with an empty text box; and a 'Web Delivery' section with 'Yes' and 'No' radio buttons. The 'Yes' radio button is selected. Below this is a paragraph of text: 'If you would like to receive copies of your pay stubs through Document Self-Service, select "Yes" to opt-in for web delivery. A green check mark in the left menu will indicate your acceptance. You will also receive an Email notification each time new pay stubs are published.' At the bottom right of the form are 'Submit' and 'Cancel' buttons.

Web Delivery Option: You **do not** have an option on posting any of your Payroll documents to the web. This setting has been preset to be “Yes” and it is not an option you can change.

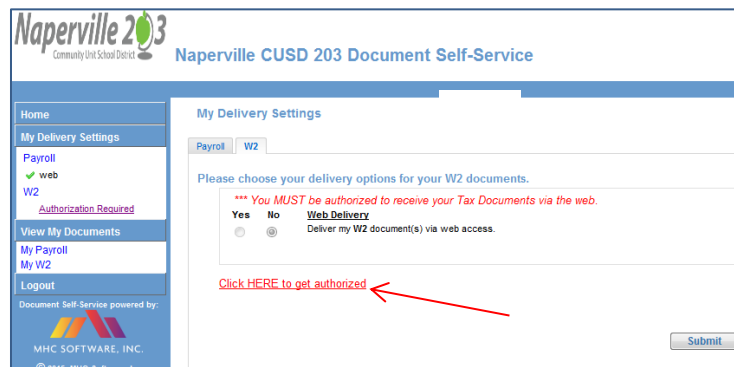
Submit: If you have added a secondary email address to this page you will need to click on the “Submit” button in order for the system to save this information. You can change this secondary email at any time.

W-2 Settings: The Federal IRS regulations require that you affirmatively “Opt-In” to allow the District to deliver your W-2 via this web site. If you do not give this permission, then your W-2s will not be available to view through this site. The system has been preset to No and your screen will indicate “[Authorization Required](#).”

Click on the W2 tab to access the Web Delivery option for your W2

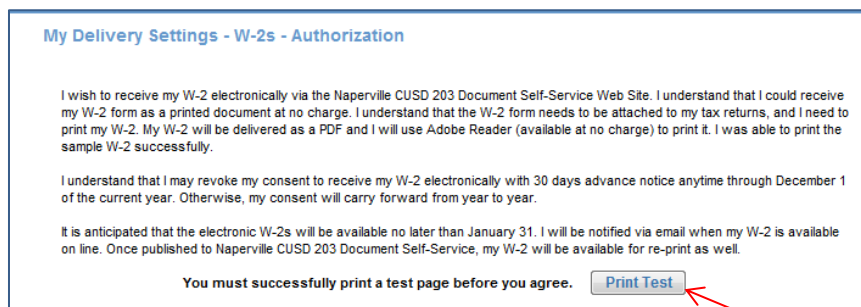


Web Delivery Option: In order to View and Print a W-2 in the future on this site you must click on the red link “[Click HERE to get authorized](#)”

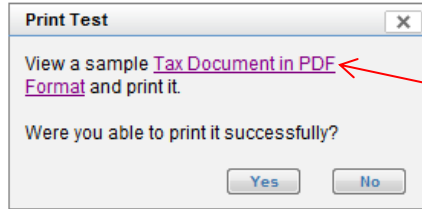


Authorization: Once you click on this link the system will present an Authorization document.

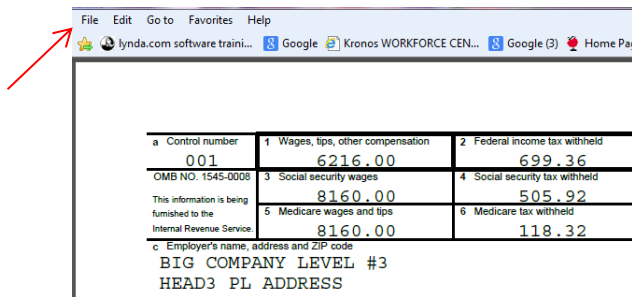
Print Test: You must click on the [Print Test](#) button. You must do a Print Test prior to being able to agree to the authorization.



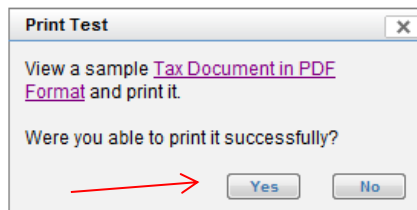
Print Test Continued: The Print Test Confirmation box will pop up.



Click on the “Tax Document in PDF Format”
A sample W-2 will come up on your screen in PDF format.
Go to the top of the screen and select File and Print.



Once it has printed, you can close the PDF file and the system will take you back to the Authorization Screen. If you were successfully able to print the document then you will select “Yes” in the Print Test box to proceed with the authorization process.



To Complete the Authorization Process: The Authorization page will now display an “I Agree” button. You must now **Click the “I Agree”** button and then System will take you back to the W-2 My Delivery Settings Page.

My Delivery Settings - W-2s - Authorization

I wish to receive my W-2 electronically via the Naperville CUSD 203 Document Self-Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that the W-2 form needs to be attached to my tax returns, and I need to print my W-2. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available no later than January 31. I will be notified via email when my W-2 is available on line. Once published to Naperville CUSD 203 Document Self-Service, my W-2 will be available for re-print as well.

You must successfully print a test page before you agree.

The final step in the authorization process is to hit the “Submit” button on the W2 authorization page.

My Delivery Settings [Home > My Delivery Settings](#)

Payroll **W2**

Please choose your delivery options for your W2 documents.

You will receive emails at your primary email address:

as well as your secondary email address:

Authorization Started - clicking **Submit** completes your authorization

Yes	No	<u>Web Delivery</u>
<input checked="" type="radio"/>	<input type="radio"/>	Deliver my W2 document(s) via web access. <i>Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.</i>

You have completed the W2 authorization and your “My Delivery Setting” screen will now show your W2 as checked in Green and **Authorized**. You will also receive an email to your primary Email address (District email). You will now see that you have the option to add a secondary email address to get you notices that future W-2s have been posted to the site. You can fill in that address and select submit like you did for your Payroll setting.

Naperville 203 Community Unit School District **Naperville CUSD 203 Document Self-Service**

Home **My Delivery Settings** Payroll web **W2** Authorized View My Documents My Payroll My W2 Logout

Document Self-Service powered by: **MHC SOFTWARE, INC.** © 2015 MHC Software, Inc.

My Delivery Settings [Home > My Delivery Settings](#)

Payroll **W2**

Please choose your delivery options for your W2 documents.

You will receive emails at your primary email address:

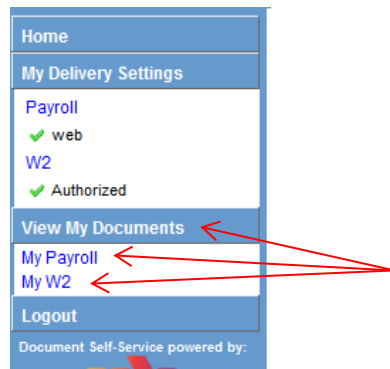
as well as your secondary email address:

Authorized

Yes	No	<u>Web Delivery</u>
<input checked="" type="radio"/>	<input type="radio"/>	Deliver my W2 document(s) via web access. <i>Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.</i>

VIEWING/PRINTING YOUR DOCUMENTS

Viewing your Documents: In order to view your W-2, a direct deposit pay statements, or non-negotiable copy of a live check, you can click on the “View My Documents” bar or click directly on the type of document you want to view (My Payroll or My W2).



Viewing “My Payroll” – The system will default to display documents from the current calendar year (2015). You can change this display by selecting the “Filter By Year” drop down button and selecting a specific year or selecting “Show All.” The system has been loaded with all pay statements back to July 1, 2013.

The screenshot shows the 'My Payroll Documents' page. At the top right is a breadcrumb: Home > My Payroll Documents. Below it is a message: Please click the Preview icon to view your pay stub. To the right of this message is a 'Delivery Options' link. Below the message is a 'Filter By Year' dropdown menu currently set to '2015'. Below the filter is a table with two rows of document data.

Document Date	Document #	Doc Type	View
1/23/2015	03659497	Direct Deposit	
1/9/2015	03656699	Direct Deposit	

To view an actual Pay statement you will need to click on the magnifying glass in the View column of that specific “Document Date.” The Document Date should correspond with the District Pay Dates.

The screenshot shows the 'My Payroll Documents' page with the 'Filter By Year' dropdown set to 'Show All'. The table below lists 15 documents from 2013 to 2015, each with a magnifying glass icon in the 'View' column. A red arrow points to the magnifying glass icon for the document dated 8/27/2014.

Document Date	Document #	Doc Type	View
1/23/2015	03659497	Direct Deposit	
1/9/2015	03656699	Direct Deposit	
12/26/2014	03653898	Direct Deposit	
12/12/2014	03651126	Direct Deposit	
11/28/2014	03648328	Direct Deposit	
11/14/2014	03645533	Direct Deposit	
10/31/2014	03642428	Direct Deposit	
10/17/2014	03639674	Direct Deposit	
10/3/2014	03636943	Direct Deposit	
9/19/2014	03634311	Direct Deposit	
9/5/2014	03631788	Direct Deposit	
8/22/2014	03629358	Direct Deposit	
8/8/2014	03627422	Direct Deposit	
7/11/2014	03625778	Direct Deposit	
6/27/2014	03624501	Direct Deposit	

Printing the Document: The PDF of the document will show on a separate window. It will provide instructions on what you need to do to print the document.

Online Viewing

Your document will appear in a separate window. In order to print your document, either right-click on the document and choose to print or use the Adobe toolbar icon showing a printer.

When you are done viewing and/or printing you can close this window and you will return to the Document Self-Service Page.

Viewing “My W2” - The system will default to “Show All” in the “Filter By Year” drop down. The system has been loaded with W-2s from Calendar year 2013 and 2014.

To view an actual W-2 you will need to click on the magnifying glass in the View column of that specific “Tax Year.”

My W2 Documents [Home > My W2 Documents](#)

Please click the Preview icon to view your W-2 and/or W-2c. Your document will display in a new window.

[Delivery Options](#)

Filter By Year: [Show All]

Tax Year	Doc Type	View
2014	W-2	
2013	W-2	

Printing the Document: The PDF of the document will show on a separate window. It will provide instructions on what you need to do to print the document.

Online Viewing

Your document may appear to the left of this message or open in a separate window. In order to print your document, either right-click on the document and choose to print or use the Adobe toolbar icon showing a printer. Use the browser back button to continue.

Please click the Preview icon to view your W-2 and/or W-2c. Your document will display in a new window.

Logout: When you are done with all your viewing and printing please remember to Logout of the system by clicking on the Logout prompt in the upper right corner of your Document Self-Service Screen.

Naperville 203
Community Unit School District

Naperville CUSD 203 Document Self-Service

[Logout](#)