Naperville 203 Document Self Service
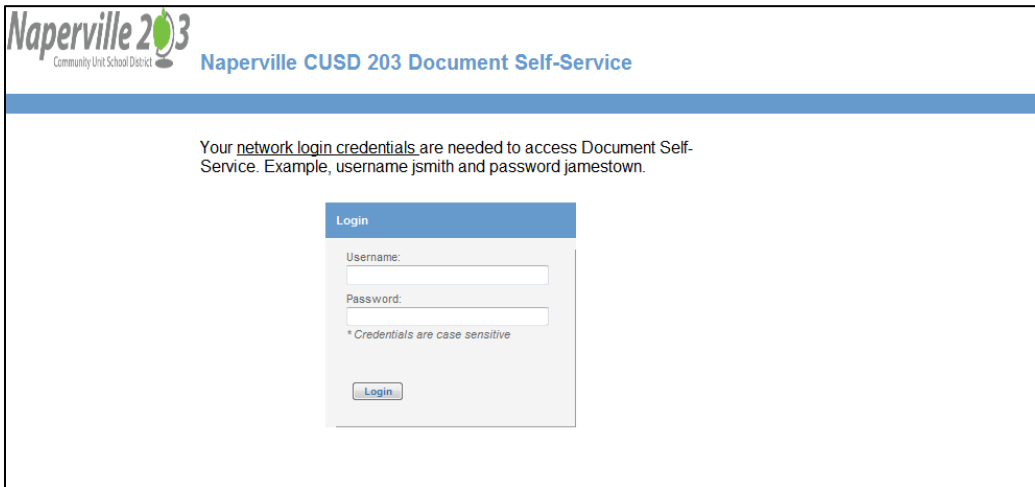### https://staffselfserve.naperville203.org

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.
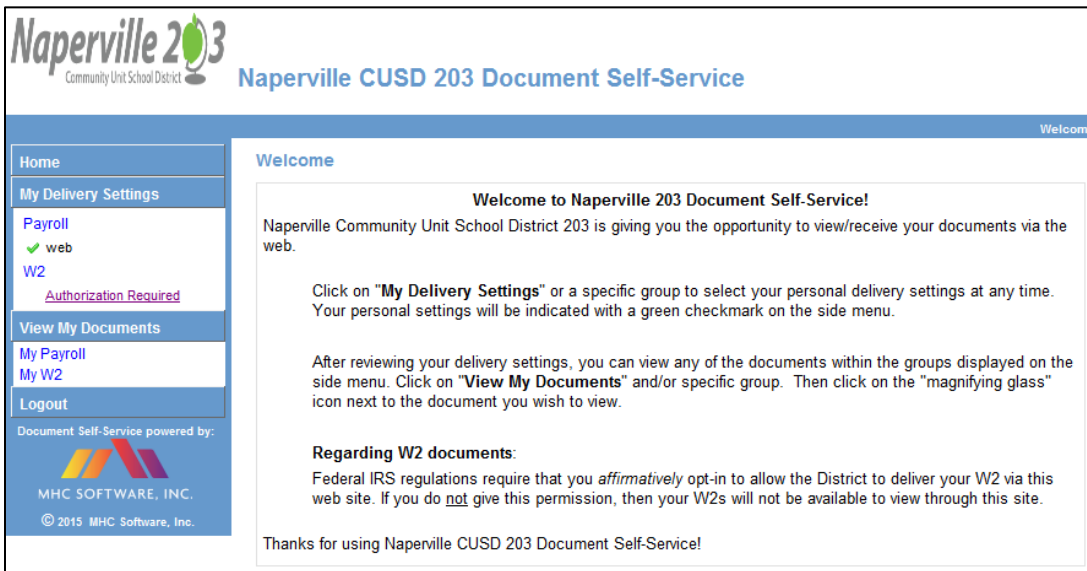
LOGIN

Login Screen: use your network login (as you would log on to a District computer);
Ex. Username: jsmith, Password: Jamestown

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.

If you have already set up your delivery settings you may <mark>click here</mark> 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.

> **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.
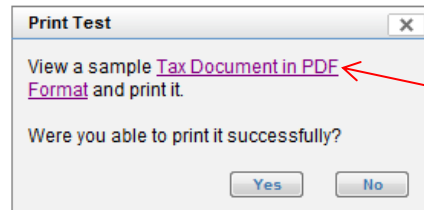
Click on the "Tax Document in PDF Format"
A sample W-2 will come up on your screen in PDF format.
Go to the top of the screen and select File and Print.
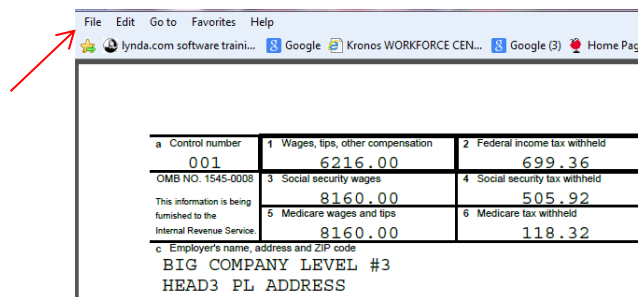
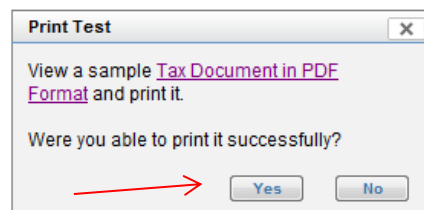Once it has printed, you can close the PDF file and the system will take you back to the Authorization Screen. If you were successfully able to print the document then you will select "Yes" in the Print Test box to proceed with the authorization process.

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.

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

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.

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).
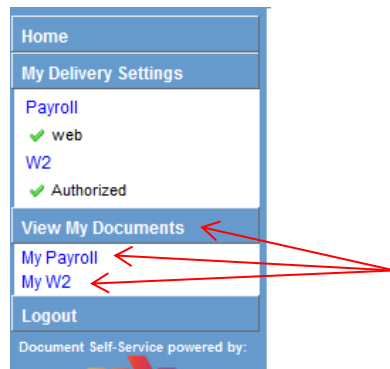
Viewing "My Payroll" – The system will default to display documents from the current calendar year (2015). You can change this display by selecting the "Filter By Year" drop down button and selecting a specific year or selecting "Show All." The system has been loaded with all pay statements back to July 1, 2013.
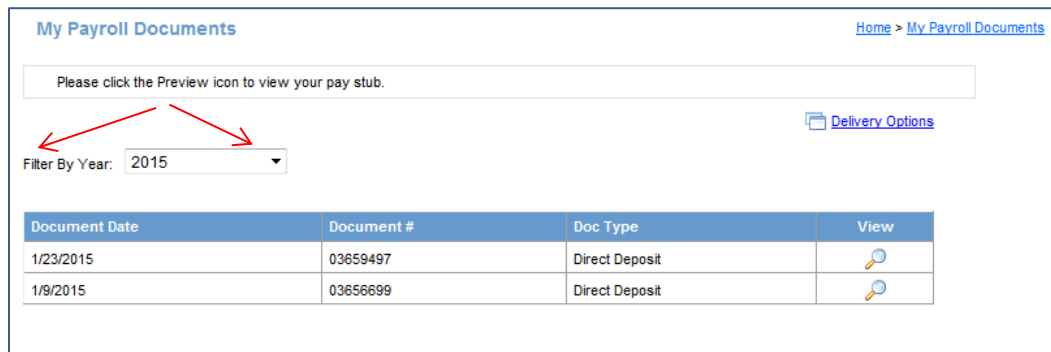
To view an actual Pay statement you will need to click on the magnifying glass in the View column of that specific "Document Date." The Document Date should correspond with the District Pay Dates.
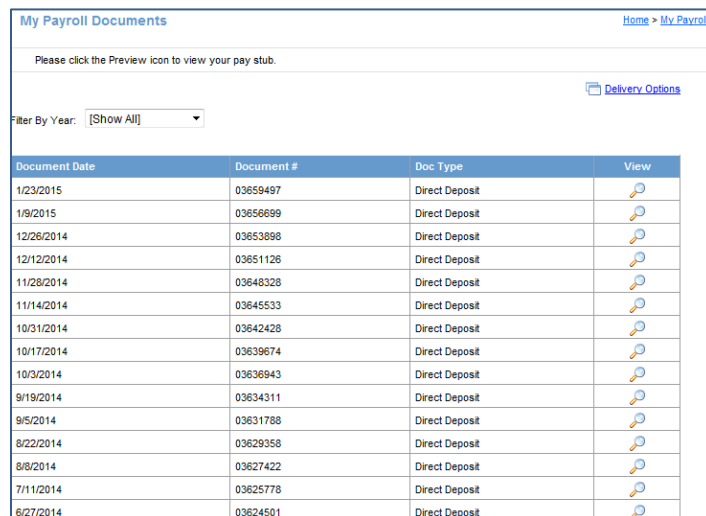
Printing the Document: The PDF of the document will show on a separate window. It will provide instructions on what you need to do to print the document.

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 cl

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