Quick Start Guide for First Time Users



Login to ePayroll and set up your security questions

- A. Go to www.sfgov.org/paystub and select "CLICK HERE TO REVIEW YOUR PAY INFORMATION"
- B. Enter your 5 or 6 digit **DSW#** as **Employee ID**and click **Continue**
- No leading zeroes!
- Ask your department Human Resources or Payroll Staff if you don't know it.



- C. Enter your personal identification number (PIN) and click Log In.
 - First time users will enter the last 4 digits of your Social Security number.

PIN:	
Forgot your PIN?	
Remember my com	puter
< Back	Log in

Enrollment Steps 1 – 5

- 1. Remember this computer...Would you like us to remember this computer? Select "Yes" for a personal computer or "No" for a shared computer.
- 3. Contact Information Phone/Fax. Enter at least one phone number where you can be reached when you access ePayroll, then click Continue.



Person update your contact it your identity in the future.	formation. The information may	the Load to Herify
Work Phone		
Surey	1-U.S. Cereta, etc.	100
Nortec	4167013555	
Enterwise		
Horse Phone		
Covey	1 - U.S., Celvida, etc.	101
Nortec	1106080000	
Cell		
Deetly	1 - U.S., Cenada, etc.	13

- 2. Security Questions.

 Select your six security questions from the drop-down lists and provide answers you will remember, then click Continue.
- 4. Review Security
 Selections. This is
 your opportunity to
 confirm or change
 your security
 questions.

Enrollment	
Step 2 of 4: Sec	curity Questions
answer a security que	a computer we do not recognize, you may be asked to abon in order to verify your identity. Select questions and and type in your answers.
* Question 1:	-
* Answer 1:	

PIN	Change		
Current PIN not displayed for security purposes			
'Ren	nember My Computer' Options Change		
	Remember this computer: No		
Secu	rity Questions and Answers Change		
	What is the name of the first company you worked for?		
	2. What was the name of your first pet?		
	3. What was the name of your High School?		
	4. In what city was your high school? (full name of city only)		
	What was the name of your junior high school? (Enter only Riverdale" for Riverdale Junior High School)		
	6. What was your high school mascot?		

5. Create a New PIN. You will be prompted to create a new PIN. (Must be 8 to 16 digits, NUMBERS only!). Your "Current PIN" is the last 4 digits of your Social Security number. Enter your new PIN, re-enter you new PIN, and click **Save**.

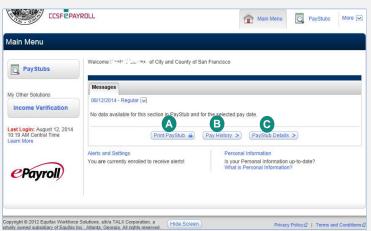
You've set up your ePayroll account!



Using ePayroll

To use ePayroll, go to www.sfgov.org/paystub, select "CLICK HERE TO REVIEW YOUR PAY INFORMATION", then enter your Employee ID and PIN to log in!

- A To print your current paystub, select **Print PayStub** from the Main Menu. This button opens a new Adobe Acrobat window with a PDF document showing your most current paystub
- B To view historical pay information, select the **Pay History.** Select the desired pay date using a drop-down box.
- To view your current pay information, select **PayStub**Details



Additional Features

- Use the **Hide Screen** button shown at the top and bottom of all the ePayroll pages to quickly hide your pay information.
 This is a privacy feature that allows you to quickly hide your information when using ePayroll, but will not log you out of your session
- o To change your PIN, click the **Personal Information** or **My Account** link on the Main Menu. Under the My Account screen, go to the "Security" section and then click "Change PIN". PIN must be an 8 16 digit number. **Do not change anything other than your PIN, security image, security questions, and "remember my computer" options. Do not update any personal information through the My Account screen.**

Getting Help Using ePayroll

- o Online from the Main Menu screen, click "Help" located near the top of the page.
- o Phone Call 1-866-314-3729. Available 6:00 a.m. through 6:00 p.m. PST Monday through Friday. Enter your ePayroll Employee ID (your DSW # with no leading zero). If you forgot your PIN enter "0" (do not press #) when prompted for it.
- By email or phone Contact the Paperless Pay Specialist in the Controller's office <u>PaperlessPay@sfgov.org</u> or (415) 701-3409