

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**.

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.

2. Security Questions. Select your six security questions from the drop-down lists and provide answers you will remember, then click **Continue**.

3. Contact Information – Phone/Fax. Enter at least one phone number where you can be reached when you access ePayroll, then click **Continue**.

4. Review Security Selections. This is your opportunity to confirm or change your security questions.

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**.

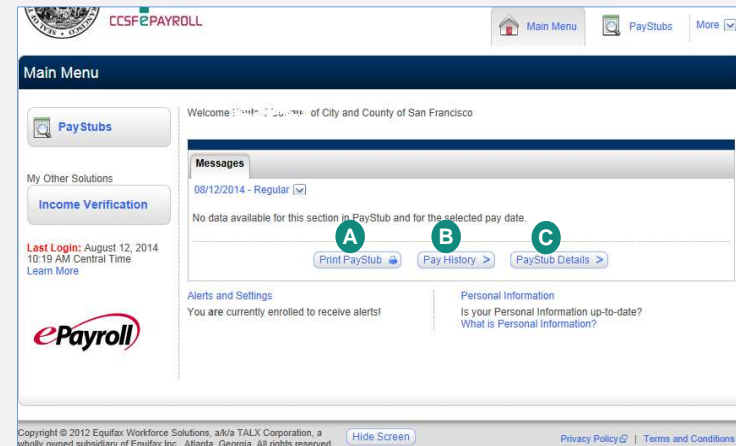
You've set up your ePayroll account!



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.
- C** 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
- 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

- Online – from the Main Menu screen, click “Help” located near the top of the page.
- 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 - PaperlessPay@sfgov.org or (415) 701-3409