

SAP ePayroll for Retirees

Quick Reference Guide



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Introduction

The SAP ePayroll system is available to all UP retirees. It offers 24x7 access to:

- W-4 Information
- Direct Deposit Information
- Paystubs (requires participation in direct deposit and enrollment)
- W-2 Statement
- 1099-R Statement

When you enroll to view your paystubs on-line with SAP ePayroll, you will no longer receive a paper paystub mailed to your home.

Why Use SAP ePayroll?

SAP ePayroll is a secure, convenient, easy and timely method to obtain payroll information. Using SAP ePayroll you can:

- View and print detail pay information, including year-to-date information for all earnings and deductions.
- Update your direct deposit account information.
- Access historical pay information up to 16 months old. This allows access to an entire year's detail through the April 15th tax filing deadline.

SAP ePayroll Paystub Review Requirements

To use the SAP ePayroll system to view your paystub, you must first participate in direct deposit. If you are not already participating in direct deposit, you can use the SAP ePayroll system to enroll in direct deposit. If you want more information about signing up for direct deposit, see the "Enroll in Direct Deposit" section of this document.

Requirements to use SAP ePayroll

To access the SAP ePayroll system, you must have:

- Internet access
- Microsoft Internet Explorer (IE) 6.0 or higher/Firefox 3.5 or later
- JavaScript enabled (default for most browsers)
- Adobe Reader 8.0 or higher
- Monitor settings of 800 x 600, 256 colors

Getting Started

How to Log in to the SAP ePayroll System

Once you are enrolled, follow the steps below to access SAP ePayroll:

- Go to www.up.com and click on "Employees", then "Retirees and Families", then "SAP ePayroll for Retirees".

Then,

- Choose one of the following:
 - **Former-Employee Login** (to view payroll information for your time worked as an employee, including your final W-2 Statement)
 - **Qualified Pension Login** (to view Pension payroll information)
 - **Non-qualified Pension Login** (to view Supplemental Pension payroll information)

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The following login window is returned:

Login

User ID:

Password:

*NOTE: Cookies must be enabled in your browser. For more information, read our [Explanation of Cookies](#).

If you are having problems with your [User ID and password](#) (or don't have one), read our [Help/Info](#) page.

To log in to the SAP ePayroll system you will need to know your 7 digit employee/retiree ID. If you do not know your employee/retiree ID, it can be found at the top of your paystub or you can call Online Systems Services (OSS) at 800-621-8953

1. Type your 7 digit employee/retiree ID in the User ID field.
2. Type your password in the Password field.
3. Click on the <Log in> button.
4. Click the Payroll tab.

NOTE: See the following instructions if this is your first time to log in to the SAP ePayroll System.

Once you have successfully logged in, the *Payroll Overview* is returned.

First Time Log In

If this is the first time you have logged in to the SAP ePayroll system, you will need to use the default password scheme to log in. The default password is an 8-digit string composed of:

The letters "UPRR"

The last 4 digits of your Social Security Number

EXAMPLE: John Doe
SSN = 123-45-**6789**
Default Password = UPRR6789

Once you have logged in using this default password, you will be prompted to change your password.

Payroll Overview

Overview

[View My Paystubs & Trainslips](#)
Review, print or save a copy of your paystub and trainslip. Please note that if you have not already consented to online delivery of your paystub and trainslip, you will be prompted to do so before you will be able to view them.

To review paychecks or trainslips dated prior to 1/1/2009, please click the [ePayroll History \(non-SAP\)](#) link to the right under Payroll Resources and you will be transported to the old ePayroll site.

[View My W-2](#)
Review, print or save a copy of your W-2. If you have not yet consented for online delivery of your W-2, please help us save paper waste and mailing costs by consenting for online delivery. You'll never have to search for a copy of your W-2 again!

To review a W-2 for 2008 or earlier, please click the [ePayroll History \(non-SAP\)](#) link to the right under Payroll Resources and you will be transported to the old ePayroll site.

[Enroll or Change Direct Deposits](#)
Sign-up for direct deposit or change your current direct deposit bank accounts. You can now create a Main bank and up to three Other banks where you can have a portion of your paycheck deposited. Please note that the Other bank elections will be satisfied first and any remaining amount from your paycheck will be sent to the Main bank account.

[Review or Change W-4 Elections](#)
Review or change your federal or state (if applicable) W-4 withholding elections.

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From this menu you can:

- Click on **View My Paystubs & Trainslips** to view the details of your pay.
- Click on **View My W-2** to view your W-2 or 1099R on-line at the end of the year, where applicable.
- Click on **Enroll or Change Direct Deposits** to enroll and/or change your direct deposit details.
- Click on **Review or Change W-4 Elections** to modify your withholding elections.

Enroll in Direct Deposit

You must be enrolled in direct deposit to be able to view your paystub and payroll register on-line. You can enroll in direct deposit in one of two ways:

- Click on the Enroll or Change Direct Deposit link on the SAP ePayroll Overview.

Or

- Contact Banking Operations at 888-241-2764 and request a Direct Deposit Enrollment Form.

Paystub Review

To review your paystub:

From the Payroll Overview, click on the **View My Paystubs & Trainslips** link.

Your latest paystub is displayed. Click the **Show Overview** link to view a list of your paystubs:

Overview			
Payment Date	Gross	Payment Amount	PrintStatus
11/10/2008	10,000.00 USD	5,991.60 USD	

To view the details of your paystub, select the paystub you wish to view.

The paystub is returned. On this window you can:

- Click the **Print** button to print your paystub