



State of Delaware ePay



Employee Packet

A Message to All Employees

TO: All State Employees
DATE: April 6, 2009
SUBJECT: ePay Notice

Effective April 24, 2009 the State will begin issuing electronic payroll information for all state employees. We have received several inquiries about this plan, and therefore we wanted to let you know some basic information regarding this procedure.

There are several advantages of an electronic direct deposit advice or paycheck stub data beyond the obvious; one example is the elimination of printing and stuffing hundreds of thousands of paper pay advices per year. Employees will be able to view their payroll data on the Wednesday before Friday payday; therefore you will be able to view what your net pay will be before you will be paid. Most importantly, your payroll information will be more secure.

You will be able to view copies of each of your direct deposit pay advices or live paycheck stubs for the current pay period and up to 18 months of prior pay date information. The online payroll view will not show your social security number or banking information. The payroll information will only be available to you by using your unique Login ID and password.

The online payroll information is expected to save the State of Delaware hundreds of thousands of dollars per year in reduced printing and distribution costs and was one of the many cost savings ideas received by the Governor.

A list of frequently asked questions is included in this packet and will also be available on our new Employee Communications web site at <http://omb.delaware.gov/epay>. Should you have specific questions regarding this process please contact your Human Resources or Payroll Office.

ePay Key Points

- An electronic view of pay information that offers on time, simultaneous delivery of pay data to all employees.
- A cost-effective tool introduced in Budget Epilogue language in 2008 to help the State of Delaware **GO GREEN!**
- Reduces statewide printing costs associated with production, sorting and distribution of paper pay advices.
- Easy login and navigation steps, very similar to the eBenefits and Time & Labor Self-Service.
- Login ID and password are unique to each employee.
- Offers the ability to view and print current or prior advice or live paycheck data, by providing access to a minimum 18-month-history of prior pay data.
- Employees can “sneak” preview or access current earnings, taxes, deductions, year-to-date totals, and distribution of net pay prior to payday.
- Social Security Numbers and banking information are safe-guarded and not viewable.
- Secure online access 24 hours a day, 7 days a week.
- Requires Internet Explorer 6 or higher for Windows users and Fire Fox for MAC users.
- Offers a toll-free Call Center for login questions and password resets.
- Employees must contact their Human Resources and/or Payroll Office specific questions regarding personal pay data.
- The Employee Communication web site is available to all employees for important information, announcements, messages and an ePay video tutorial.
 - <http://www.omb.delaware.gov/epay>

How to Access ePay

To view current advice and/or live paycheck data:

- Go to the Employee Self-Service web site: <https://phrstrapd.spo.state.de.us>
 - Used for ePay, eBenefits, and Time & Labor Self-Service
- Enter **EMPL ID** (6-digit Employee ID number) in *User ID* box
- Enter **Default Password** or **Unique Personal Password** in *Password* box
- Logging in for the **First Time**?
 - Use the **Default Password**: Used when logging in the first time **only**
 - Enter **de\$mmd#####** in *Password* box (See instructions below)
 - The system automatically prompts you to change the Default Password to a strong Unique Password when you click **Sign In** the first time you login

Explanation of Default Password: (**de\$mmd#####**):

de = de (Lower Case letters de for Delaware)

\$ = \$ (Dollar Sign Symbol on Keyboard)

mm = your two-digit birth month (Example: 04 for April birth month)

dd = your two-digit birth day (Example: 26 for the 26th day of birth month)

(Do not enter your birth year)

= last four digits of your Social Security Number

- Logging in **after** changing the Default Password?
 - Use your **Unique Personal Password**: Used for all subsequent logins
 - Enter **Unique Personal Password** you created in *Password* box

Explanation of Strong Password Criteria:

- Case sensitive and must be a minimum of eight characters long
- Must contain at least one character from each of the following types:
 - Alpha Characters
 - Westernized Arabic Numerals: 1, 2, 3, 4, 5, 6, 7, 8, 9.
 - Special Characters: (! @ # \$ % ^ ?)
- Other password characters may be upper or lower case alpha characters, additional numeric and special characters
- Passwords **may not** contain your User ID (EMPL ID) or the Special Characters < ' & " >
- You are prompted to change your **Unique Personal Password** every 90 days

- Click **Sign In**
- Click **Employee Self Service**
- Click **Payroll & Compensation**
- Click **View Paycheck**

Sample ePay Paycheck View

View Paycheck

Joe Employee

Company:
State of Delaware
Address:
820 Silver Lake Blvd, S
Dover, DE 19904

Employee
Personal &
Job
Information

Click to Print

[Printer Friendly](#)

Net Pay: \$1,158.96
Pay Begin Date: 02/01/2009
Pay End Date: 02/14/2009
Check Date: 04/01/2009

Click for History

[View a Different Payment](#)

General			
Name:	Joe Employee	Business Unit:	STDBU
Employee ID:		Pay Group:	State of Delaware
Address:		Department:	100202020 - Office of Mgmt & B
		Location:	Robbins Building
		Job Title:	State Accountant II
		Pay Rate:	\$1,437.92 Biweekly

Tax Data			
Fed Marital Status:	Married	DE Marital Status:	Married, joint return
Fed Allowances:	5	DE Allowances:	5
Fed Addl Percent:	0.000	DE Addl Percent:	0.000
Fed Addl Amount:	\$0.00	DE Addl Amount:	\$0.00

Paycheck Summary					
	Gross Earnings	Fed/St Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,437.92	1,318.19	127.89	151.07	1,158.96
YTD	7,189.60	6,796.71	795.50	547.59	5,846.51

Earnings			
Description	Hours	Amount	YTD Amount
RegularPay	75.00	1,437.92	7,189.60
Total:	75.00	1,437.92	7,189.60

Taxes		
Description	Amount	YTD Amount
Fed Withholding	1.05	145.06
Fed MED/EE	19.63	99.07
Fed OASD/EE	83.94	423.61
DE Withholding	23.27	127.76
Total:	127.89	795.50

Before-Tax Deductions		
Description	Amount	YTD Amount
RegPenCd	35.69	35.69
Medical BT	13.20	52.80
Dental BT	24.52	98.08
HltCareSp	46.32	206.32
Total:	119.73	392.89

After Tax Deductions		
Description	Amount	YTD Amount
MINNLIFE	8.16	40.80
SupBen	21.18	105.90
UWay/SECC	2.00	8.00
Total:	31.34	154.70

Employer Paid Benefits		
Description	Amount	YTD Amount
Medical BT	358.85	1,435.40
Total:	358.85	1,435.40

Net Pay Distribution			
Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit	Advice Distribution	Checking	1,158.96

View a Different Payment

To view prior advice and/or live paycheck data:

- Click **View a Different Payment** on the current pay data page
 - Click the **Pay Period End Date** for the pay data you want to view
 - Dates provided on the Employee Communications web site.

Year-to-Date Totals:

- The Year-to-Date totals are available on the most current view only.
- The *View a Different Payment* history will not display Year-to-Date totals.

Print Instructions

Printing Pay Information

- Print pay information at home or on a secure printer.
- Protect personal information and maintain confidentiality when printing pay information on a shared printer. Pick up printed documents immediately after selecting print.

ePay Printing

- Click **Printer Friendly** button
 - Click **Print Page** button
 - Opens **Print** option window
 - Click **Print**

Delaware Public Libraries

Delaware Public Library computers meet the requirements to view ePay securely online and are available to employees who do not have a home computer or access to a State of Delaware computer at their work location. For the most current list of Delaware Public Library locations, visit www.state.lib.de.us and click **Find a Delaware Public Library** in the **Services** section.

FAQ's

Frequently Asked Questions

QUESTION:	ANSWER:
What is ePay?	A secure online electronic view of pay information, advice or live paycheck data.
What is my EMPL ID?	Your EMPL ID is a six-digit employee identification number assigned by the State of Delaware.
Where do I find my EMPL ID?	Locate your six-digit EMPL ID on a previous printed advice or live paycheck stub or contact your Human Resources and/or Payroll Office for assistance.
How do I access ePay to view my paycheck?	Follow the instructions on "How to Access ePay" page in the Employee Packet, the ePay Quick Reference Guide or the Employee Wallet Card.
How soon will I be able to view my current advice or live paycheck data?	Employees are able to view pay data online on the Wednesday before a Friday payday. If payday Friday is a Federal/State holiday, the data is available prior to the scheduled payday.
Can I access the system from home?	ePay is a secure online access available 24 hours a day, 7 days a week from any computer with internet access with Internet Explorer 6 or higher or Firefox.
What if I do not have access to a computer?	Contact your Human Resources and/or Payroll Office for further instructions or visit a local public library. For a current list of Library locations, please visit www.state.lib.de.us .
What if my paycheck is wrong?	Contact your Human Resources and/or Payroll Office.
What happens if my direct deposit is not posted to my account(s) on payday?	Contact your Human Resources and/or Payroll Office.
What if I work for more than one State Agency or School District?	You can view all earnings for all jobs using ePay. The View Paycheck summarizes all earnings from all jobs.
What if I work for more than one State Agency or School District? How will I see my earnings?	Earnings from individual jobs are not reflected separately. The View Paycheck summarizes all earnings from all jobs per earnings type (Regular Pay, Overtime, etc.) by the hourly rate.
With the new early ePay view, will payday always be on Friday?	Payday has not changed and is bi-weekly on Friday, unless there is a Federal/State holiday on payday Friday.
Will my direct deposit be available sooner?	Direct deposit transactions and funds are posted on payday Friday, unless payday Friday is a Federal/State holiday.

QUESTION:	ANSWER:
What happens if my direct deposit is not correct?	Contact your Human Resources and/or Payroll Office.
What if I need a copy of my advice or pay-stub for proof of income?	Access your pay data securely online and print a copy of the specific advice or live paycheck data.
Who do I contact with questions about my advice or live paycheck data?	Contact your Human Resources and/or Payroll Office.
Will ePay automatically log me out?	As a security measure, after 20 minutes of inactivity, the system automatically logs you out.
What is a strong password?	A strong password is case sensitive and must be a <u>minimum</u> of eight characters long and must contain alpha characters, which may be upper or lower case, at least one westernized Arabic numeral (1, 2, 3, 4, 5, 6, 7, 8, 9) and at least one non-numeric special character (! @ # \$ % ^ () ?).
Will my strong unique password automatically expire after a set number of days?	The system automatically prompts you to change your strong password every 90 days.
How long is my prior pay data available to view online?	Prior online pay data is available for a minimum of 18 months for active employees.
Will assistance be available if I have questions about logging in or accessing my pay data online?	The toll-free Employee Self-Service Call Center, 1-866-751-7833 provides an automated system for password resets. If additional assistance is required, choose Option #1 to leave a voicemail message. Or you may contact your Human Resources or Payroll Office.
What if I have entered the wrong password too many times and get locked out?	Contact the Employee Self-Service Call Center toll-free at 1-866-751-7833.
Can anyone else see or access my pay information online?	Access is employee-specific and only available to you. Protect your confidential pay data; do not share your login information. As always, your Human Resources and Payroll Offices have system access to your pay data.
Should I give my login information to anyone?	Access is employee-specific and only available to you with your user id and secure password. For security purposes, do not share your login information with others.
How do I view my final paycheck data after I leave State service?	Access to PHRST Self-Service, including ePay, eBenefits, and Time & Labor Self-Service, is inactivated when you terminate or retire. You may need to contact your Human Resource or Payroll Office to print your final pay data.
How do I view my pay data after I retire?	The State of Delaware Pension system is not linked to ePay or the Employee Self-Service web site. Contact the Pension Office for information.
Will my W-2 be electronic?	Your W-2 is mailed to your home address.