



Document Self-Service (Online Pay Stubs)

Quick Reference Guide



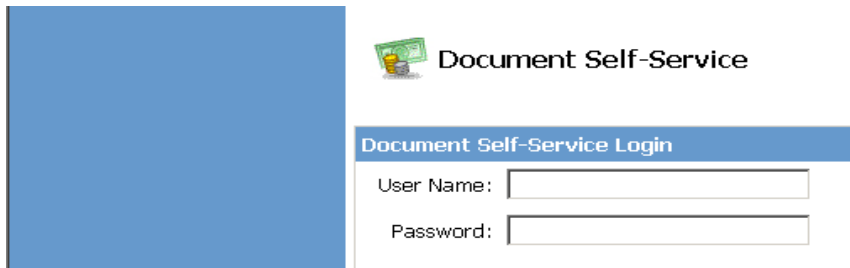
Document Self-Service

Document Self-Service allows co-workers to view their direct deposit or pay stub information online through the Mypay.Mercy or Baggot Street intranet site in the Pay & Perks section.

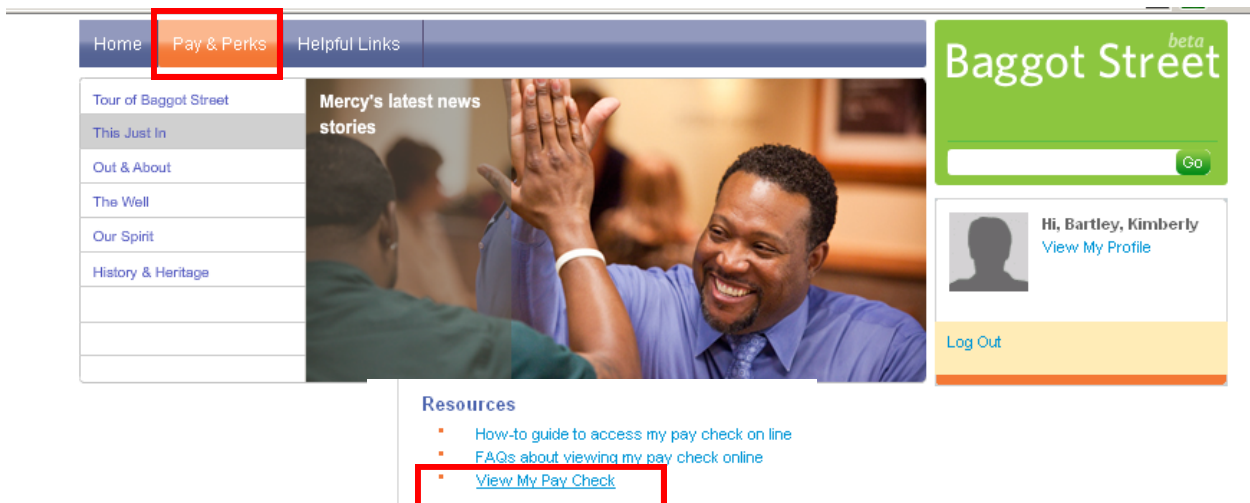
Accessing Self Service

There are two ways to access your pay stub information. Pick the best way based on your needs:

1. From any computer, anywhere using information on your printed pay stub: Visit Mypay.Mercy.Net. Have your most recent printed pay stub handy. The site will ask for a user name and a password. The user name is your employee ID found on your printed pay stub. Co-workers who do not regularly use a computer in their Mercy role will appreciate option 1.



2. From Baggot Street, the Mercy co-worker intranet site Baggotstreet.mercy.net features the Pay and Perks section that will continue to be a growing resource for co-worker benefit information in the future. If you haven't visited Baggot Street before, you will be asked for your Mercy user name and password. These are the same ones you use to log into your computer or access systems like Epic or Kronos. Once logged into Baggot Street, navigate to the Pay and Perks section. Then click on the "View My Paycheck" link



Logging In

Co-workers will log into Document Self-Service using their User Name and Password. This will not be the same as their network User Name and Password. Co-workers will be required to change their password after the initial login. In order to protect their confidential information and provide added security, they will only be allowed five invalid attempts to log in. After that, a wait period of 15 minutes is required before co-workers may attempt to log in again.



User Name: The Document Self-Service User Name will consist of the co-worker's employee ID number. A co-worker can find their ID number in two ways. They can log onto Kronos to look up their ID number or look on a previously mailed pay stub. Just to the right of the co-worker's name a nine digit number starting with three zeros is displayed on the pay-stub. The employee ID number begins after the three zeros and is six digits long.


| | |
|------------------|-----------|
| Support Ser | |
| JASON D EARNINGS | 000123456 |

Example: Co-Worker: Jason Earnings, Co-worker ID number of 123456 will have a User ID of: 123456

Password: The Document Self-Service password will be a randomly assigned password that will be located on the co-worker's pay stub.

| | | | | | |
|-----------------------|--------|----------|-------|------------|-------------------|
| Mercy Physician Group | | | | Amount | \$490.50 |
| JASON D EARNINGS | 123456 | | | Number | 11330851 |
| | | | | Check Date | 04/23/10 |
| | | | | Pay Period | 04/04/10-04/17/10 |
| kr4bZm7u | | | | | |
| HOURS AND EARNINGS | | | | | |
| | POS 1 | | POS 2 | | POS 3 |
| Description | Hours | Earnings | Hours | Earnings | Hours Earnings |
| Regular | 80.00 | 744.81 | | | |

Co-workers will be required to change their password after logging in for the first time. This will add even more security to their private information. See more details on page 5. If you forget your password, please call the MTS Service Center at 866.440.3399.



Change Password

This page is used to change your current password.
If you need assistance, please call the MTS Service Center at 866.440.3399.

| | |
|---------------------------------------|--------------------------|
| Username: | <input type="text"/> |
| Password: | <input type="password"/> |
| New Password: | <input type="password"/> |
| Confirm New Password: | <input type="password"/> |
| <input type="button" value="Submit"/> | |

Please create a strong password by including:

- One uppercase character
- One lowercase character
- One numeric character
- Minimum of 8 characters

View Pay Stubs in Document Self-Service

Pay stubs can be viewed by following the directions below:

1. Click on the **View Pay Stubs** option on the menu bar.
2. Click **PDF Format** for the applicable pay stub date you would like to view. This will open the pay stub for viewing.

Document Self Service

Home

Electronic Delivery Options

- ✓ Download from Self-Service
- ✓ Send via an Email

[Password Maintenance](#)

[Change Secondary Email](#)

1 [View Pay Stubs](#)

[View My Documents](#)

[Log Out](#)

MERCY

Document Self-Service - Welcome Test Employee --

| Your Online Pay Stubs | | | | | |
|-----------------------|------------|--------------|------------|---------------|----------------------------|
| Check Number | Check Date | Gross Amount | Net Amount | Attachments | View Format |
| 11423248 | 06/04/2010 | \$1,080.38 | \$865.03 | No Disclosure | PDF Format |
| 11423248 | 06/04/2010 | \$1,080.38 | \$865.03 | No Disclosure | PDF Format |
| 11392308 | 05/21/2010 | \$1,483.94 | \$1,143.55 | No Disclosure | PDF Format |

2

Document Self-Service Authorization - Sisters of Mercy Health System

File Edit View Favorites Tools Help

Address: http://mypaytest.mercy.net:8000/main.VAL

MERCY

Document Self-Service - Welcome Test Employee --

| Mercy Health Center | | Amount | \$865.03 | POS 1 | POS 2 | POS 3 | SUMMARY | | | | |
|----------------------|-------------------|----------|-------------|----------|--------|----------------|-----------------|----------|--------------------|---------|--------|
| Number | 11423248 | JOB | | | | | Gross Pay | 1,080.38 | 11,976.39 | | |
| Check Date | 06/04/10 | DEPT | | | | | Pre-tax dedns | 0.00 | 0.00 | | |
| Pay Period | 05/16/10-05/29/10 | FTE | | 0.00 | 0.00 | | Fed'taxable | 1,080.38 | 11,976.39 | | |
| | | BASE | | 0.00 | 0.00 | | Taxes | 192.89 | 2,210.53 | | |
| HOURS AND EARNINGS | | | | | | | After-tax dedns | 22.46 | 239.10 | | |
| PAY PERIOD | | | | | | | Net Pay | 865.03 | 9,525.76 | | |
| Description | POS 1 | | POS 2 | | POS 3 | | POS 4+ | | PRE-TAX DEDUCTIONS | | |
| | Hours | Earnings | Hours | Earnings | Hours | Earnings | Hours | Earnings | Description | Current | YTD |
| Regular | 73.75 | 1,032.50 | | | | | 73.75 | 1,032.50 | | | |
| Shift 2 | 15.00 | 21.00 | | | | | 15.00 | 21.00 | | | |
| Shift 3 | 15.00 | 26.88 | | | | | 15.00 | 26.88 | | | |
| TAXES | | | | | | | | | | | |
| Description | | | | | | | | | | Current | YTD |
| Federal WH | | | | | | | | | | 76.62 | 894.35 |
| Medicare EE | | | | | | | | | | 15.66 | 173.64 |
| State KS | | | | | | | | | | 33.63 | 400.07 |
| Soc Sec EE | | | | | | | | | | 66.98 | 742.47 |
| AFTER-TAX DEDUCTIONS | | | | | | | | | | | |
| Description | | | | | | | | | | Current | YTD |
| Meals | | | | | | | | | | 22.46 | 227.22 |
| Pharmacy | | | | | | | | | | | 11.88 |
| DIRECT DEPOSIT | | | TAX OPTIONS | | | Fed | State | | | | |
| Type | Account | Amount | Type | Account | Amount | Marital Status | Single | Single | | | |
| CHECKING | | \$865.03 | | | | Exemptions | 2 | 2 | | | |

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MHC Software, Inc.

1 of 2

Local intranet

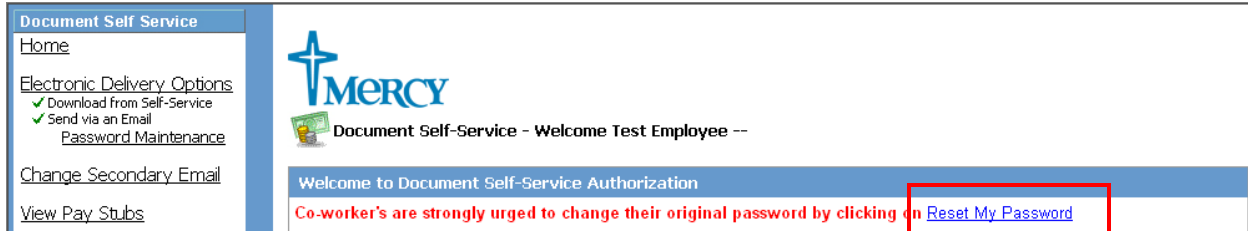
Start | Inbox - Microsoft Outlook | Self Service Quick Refer... | Document Self-Servic... | 1:00 PM



Co-workers can click on the printer icon to print a copy of their pay stub. After printing, co-worker will need to logout to ensure they have logged out of their account. See page 10 for logout information.

Reset My Password

Co-workers will be required to change their password after their initial login to Document Self Service. Co-workers may reset their password using the **Reset My Password** link from the Home screen



The screenshot shows the Document Self-Service Home page. On the left is a navigation menu with links like 'Home', 'Electronic Delivery Options', and 'Change Secondary Email'. The main content area features the Mercy logo and a welcome message. A blue banner at the bottom contains the text 'Welcome to Document Self-Service Authorization' and a red-bordered box around the 'Reset My Password' link.

The Reset My Password link will open the Password Self-Service screen allowing the co-worker to choose their own unique password. The password must contain the below criteria:

- * One uppercase character
- * One lowercase character
- * One numeric character
- * Minimum of 8 characters

Co-workers will need to enter their Username, Initial Password, New Password and Confirm the New Password and then click on Submit to create their own unique password for Document Self-Service.



Change Password

This page is used to change your current password. Remember the requested Username and Password below are used to access the MyPay website.

If you need assistance, please call the MTS Service Center at 866.440.3399.



The form contains four input fields: 'Username:', 'Password:', 'New Password:', and 'Confirm New Password:'. Below the fields is a 'Submit' button. The entire form is enclosed in a red rectangular border.

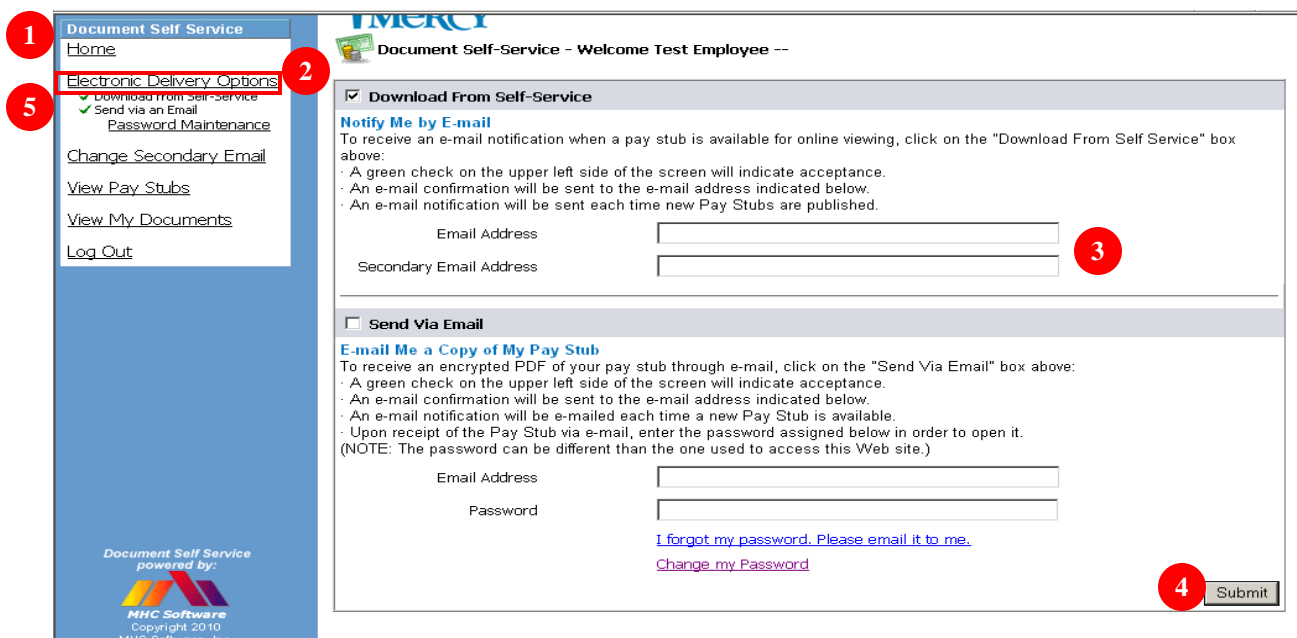
Electronic Delivery Options

Document Self-Service allows co-workers to request an e-mail notification when they have paystubs available for viewing. It also allows co-workers to request a copy of their paystub be e-mailed to them in an encrypted PDF format.

Notify Me By E-mail

The Document Self-Service program will automatically send an e-mail notification to the co-workers Mercy e-mail address (if they have one) when they have a new paystub available for viewing. Co-workers may follow the below steps to request e-mail notification at a different e-mail address. They may also choose a home e-mail address to receive notifications if they don't have Mercy e-mail. Co-workers can also cancel e-mail notification entirely.

1. Click on the **Electronic Delivery Options** from the Document Self-Service menu.
2. The **Download from Self-Service** box will already be check marked. Co-workers may opt out of receiving an e-mail notification when they have a pay stub ready for viewing by uncheckmarking the **Download from Self Service** option.
3. The co-worker's Mercy e-mail address will auto-populate in the E-mail Address field. Co-workers can enter a personal e-mail address in the Secondary E-mail Address field to have the e-mail notification sent to another e-mail address in addition to the Mercy address.
4. Click **Submit** to save changes.
5. A Green Checkmark will appear next to the **Download from Self-Service** under the Electronic Delivery Options on the menu bar to indicate that the co-worker has elected to receive an e-mail notification when they have paystubs ready for viewing. Co-workers will receive an e-mail notification when they have new pay stubs ready for viewing.

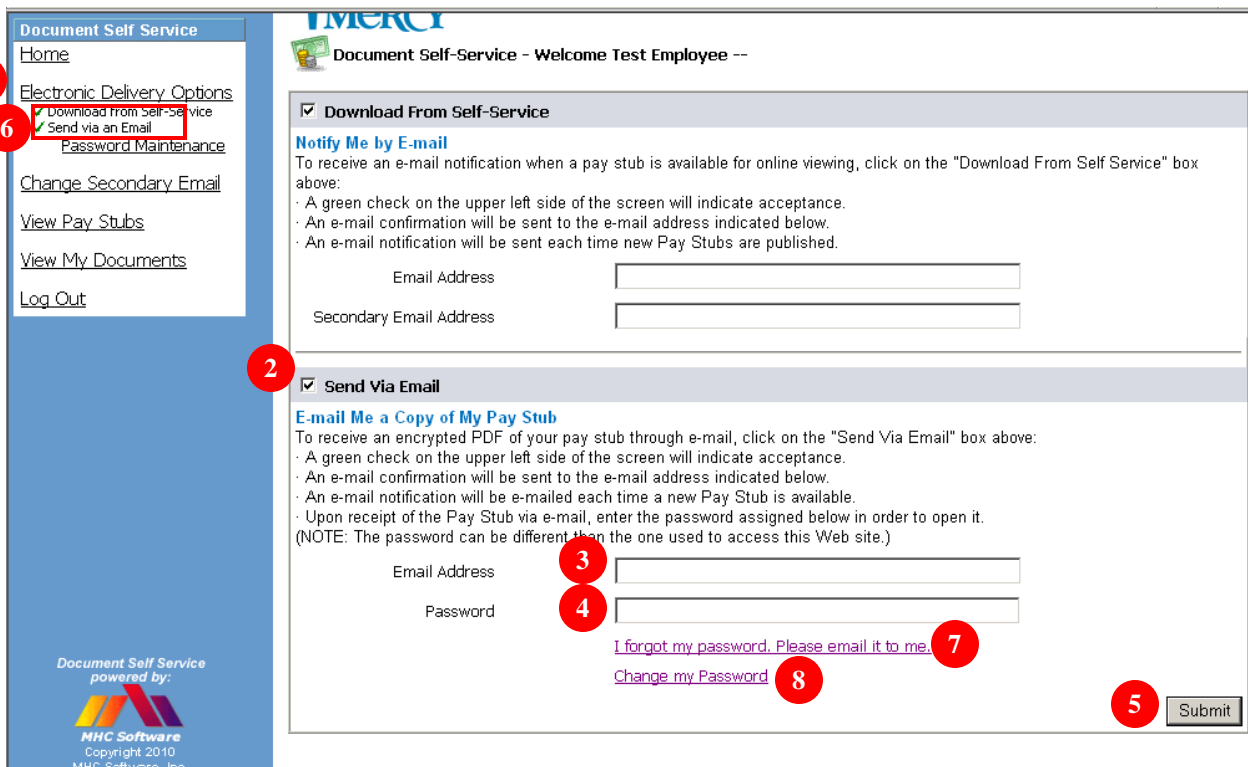


The screenshot shows the 'Document Self-Service' web interface. On the left is a navigation menu with items: Home, Electronic Delivery Options, Download from Self-Service, Send via an Email, Password Maintenance, Change Secondary Email, View Pay Stubs, View My Documents, and Log Out. The 'Electronic Delivery Options' menu item is highlighted with a red circle 2. The main content area is titled 'Document Self-Service - Welcome Test Employee --'. It features a section for 'Download From Self-Service' which is checked, and a 'Notify Me by E-mail' section. The 'Notify Me by E-mail' section includes instructions and two input fields: 'Email Address' and 'Secondary Email Address'. The 'Email Address' field is highlighted with a red circle 3. Below this is a 'Send Via Email' section with an 'E-mail Me a Copy of My Pay Stub' sub-section, which includes instructions and two input fields: 'Email Address' and 'Password'. At the bottom right of the main content area is a 'Submit' button, highlighted with a red circle 4. A red circle 1 highlights the 'Home' link in the navigation menu, and a red circle 5 highlights the 'Download from Self-Service' checkbox in the navigation menu.

Send Copy of Pay Stub Via E-mail

Co-workers should follow the below steps to request a copy of their paystub be e-mailed to them in an encrypted PDF format to the e-mail address of their choice.

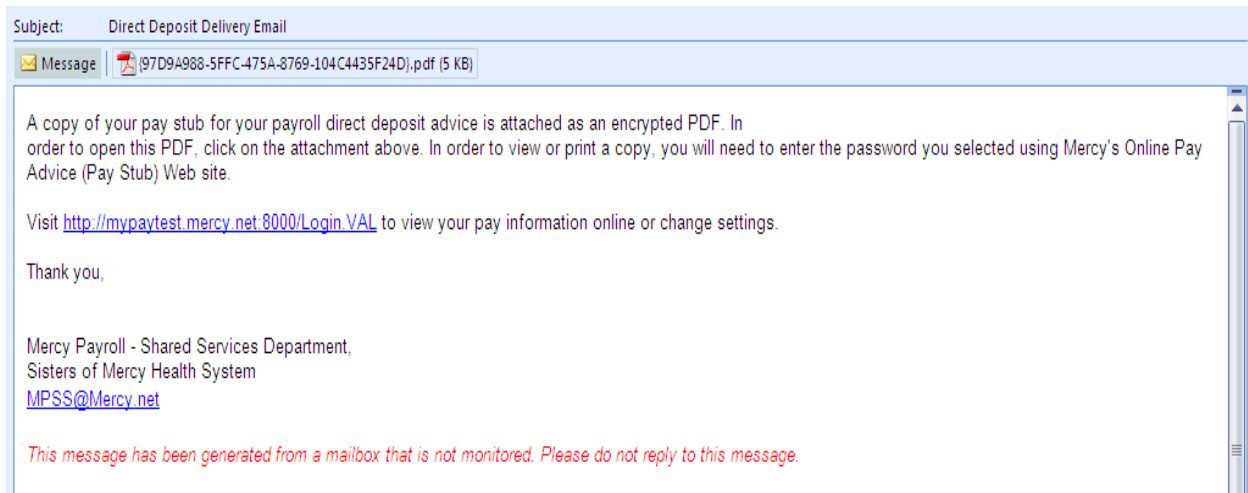
1. Click on the **Electronic Delivery Options** from the Document Self-Service menu.
2. Click in the box next to **Send Via E-mail**.
3. Co-workers will enter the e-mail address they would like the encrypted PDF copy of their paystub sent to in the **E-mail Address** field
4. Co-workers will choose a password and enter it in the **Password** field. This password can be different than the password used to access the Document Self-Service site. This password will be required to open the encrypted PDF copy of the co-workers paystub that will be sent via e-mail.
5. Click **Submit** to save changes.
6. A Green Checkmark will appear next to **Send Via An E-mail** under the Electronic Delivery Options on the menu bar to indicate that the co-worker has elected to receive an e-mail notification when they have paystubs ready for viewing. An e-mail notification will also be sent to the co-workers Mercy e-mail address (if they have one) or the home e-mail address they designated, to notify them that their request is being processed.
7. If the co-worker has forgotten their password to open their e-mailed pay stub, they can click on the [I forgot my password. Please e-mail it to me](#) link.
8. If the co-worker would like to change their password used to open the e-mailed paystub, they can click on the Change my Password link.



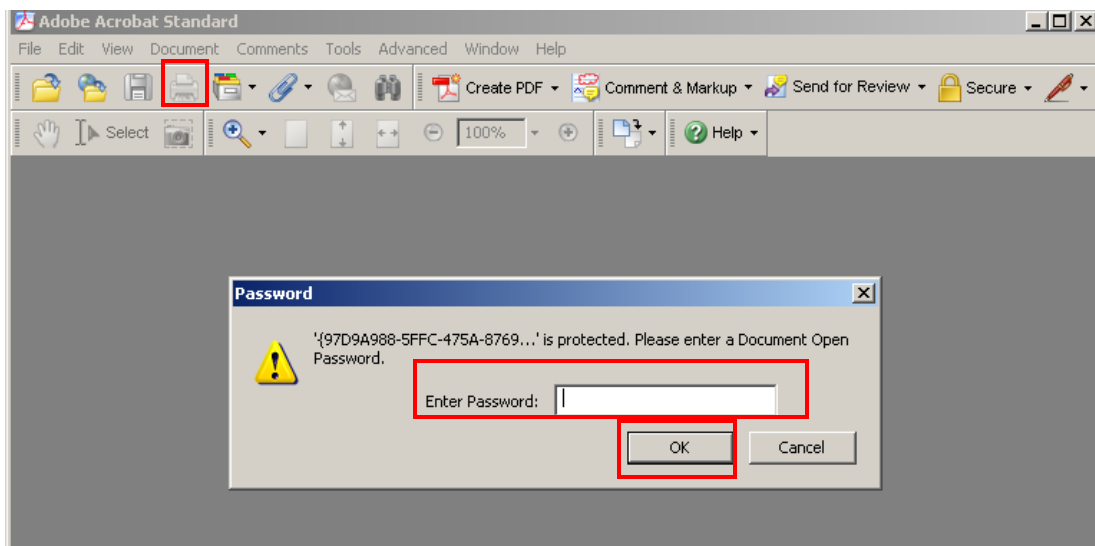
The screenshot displays the 'Document Self-Service' interface. On the left, a navigation menu includes 'Home', 'Electronic Delivery Options', 'Download from Self-Service', 'Send via an Email', 'Password Maintenance', 'Change Secondary Email', 'View Pay Stubs', 'View My Documents', and 'Log Out'. The 'Send via an Email' option is checked. The main content area shows 'Document Self-Service - Welcome Test Employee --' with a 'Download From Self-Service' section containing a checked checkbox and instructions for email notifications. Below this is an 'Email Address' and 'Secondary Email Address' input field. The 'Send Via Email' section is also checked and includes instructions for receiving an encrypted PDF pay stub, with an 'Email Address' and 'Password' input field. At the bottom, there are links for 'I forgot my password. Please email it to me.' and 'Change my Password', and a 'Submit' button.

View Pay Stubs via E-mail

Co-workers that elect to have their pay stub e-mailed to them in an encrypted PDF format will receive the below e-mail notification.



Clicking on the attachment will open the encrypted pay stub. A prompt will appear asking for the password the co-worker selected. Enter the password and click OK.

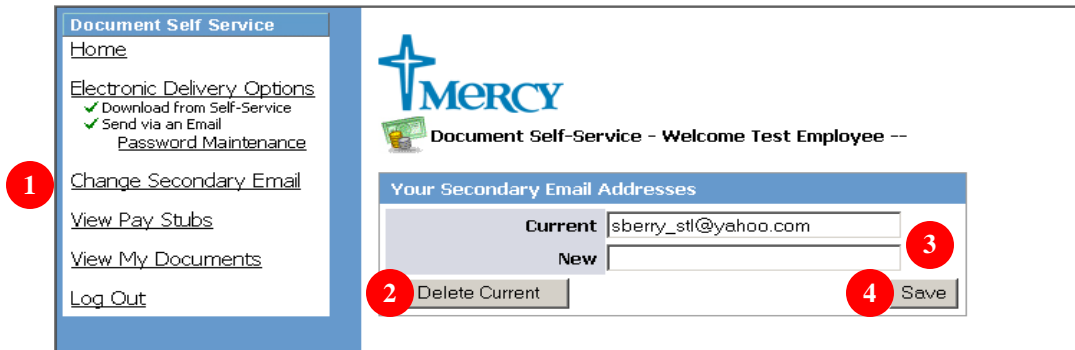


The pay stub will open an encrypted PDF format that the co-worker can print by clicking on the printer icon.

Change Secondary E-mail

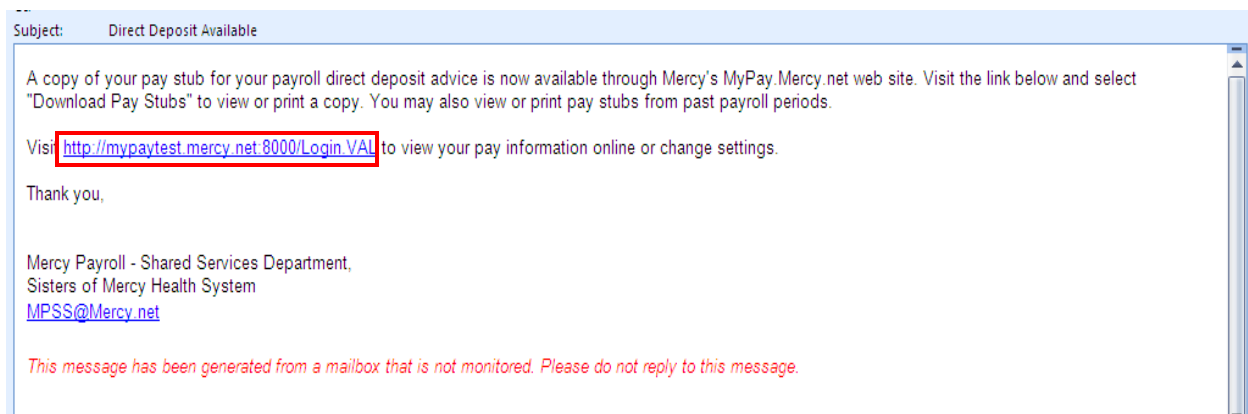
Co-workers may update or delete their secondary e-mail address in Document Self-Service at any time by following the steps below:

1. Click on the **Change Secondary E-mail** option on the menu bar.
2. Click on **Delete Current** to delete your current secondary E-mail address.
3. Enter your new secondary e-mail address in the **New** field to update your secondary e-mail address
4. Click **Save**.



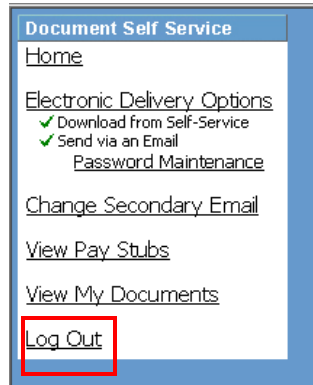
View Pay Stubs

Co-workers that elect to have an e-mail notification sent to them when they have new pay stubs available for viewing will receive the below e-mail notification. Co-workers can click on the Document Self-Service link in the e-mail notification to get to the Document Self-Service login screen. They will need to login to the Document Self-Service program to view their pay stub.



Log Out

Co-workers **must** click the **Log Out** option on the menu bar when they are finished with Document Self-Service. This will ensure that they have logged out of their account and will return them to the login screen.



Questions?

Technical questions regarding functionality and access to the online pay site should be directed to the MTS Service Center at 866-440-3399.