

Doculivery for Payroll - Log-In Example

- Internet website: www.Doculivery.com/NW - A link to this website can be found through the Northwest Allen County Schools website at www.nacs.k12.in.us, and going to the Staff or Personnel page.
- User ID - "NW" plus your Employee ID
 Your Employee ID can be found on a past Deposit Advice in the upper left hand corner, as circled below in the Employee No. box.
 After the NW, enter the first four or five digits before the decimal point.

The User ID for the example below is: NW12345

- Password - Enter the last four digits of your social security number.
 When you log in the first time, change your password.

| NORTHWEST ALLEN COUNTY SCHOOLS | | | | | | | DEPOSIT NO. | |
|--------------------------------|---------------|-----------------------------|------------|------------|------------|--------------|----------------|----|
| EMPLOYEE NO. | EMPLOYEE NAME | SSN | PERIOD END | CHECK DATE | LOCATION | | | |
| 12345.67 | | | | | | | | |
| EARNINGS | HOURS | PAY RATE | CURRENT | DEDUCTIONS | CURRENT | YEAR-TO-DATE | FILING STATUS | |
| | | | | | | | FEDERAL | IN |
| | | | | | | | M/S | |
| | | | | | | | M | M |
| | | | | | | | EXEMPTIONS | |
| | | | | | | | 00 | 00 |
| | | | | | | | DEPENDENTS | |
| | | | | | | | | 00 |
| | | | | | | | ADDITIONAL TAX | |
| | | | | | | | | |
| | | | | | | | PCT. | |
| | | | | | | | | |
| LEAVE TYPE | SICK | PERSONAL | VACATION | FUNERAL | PROFESSION | FAMILY ILL | | |
| | | | | | | | | |
| EARNED USED BALANCE | | | | | | | | |
| | | | | | | | | |
| GROSS EARNINGS THIS PERIOD | | GROSS EARNINGS YEAR TO DATE | | NET PAY | | | | |
| | | | | | | | | |



FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR NORTHWEST ALLEN COUNTY SCHOOLS - 2009

DEPOSIT NO.
FUND

| BANK NAME | AMOUNT |
|-----------|--------|
|-----------|--------|

DEPOSIT ADVICE

NON-NEGOTIABLE