Howell Township Public Schools
PROUD OF OUR SCHOOLS – CONCERNED FOR OUR CHILDREN

(732) 751-2480
FAX (732) 919-7109

How to register on Systems 3000 to view pay statements & W2's

1. Please copy and paste the following link: www.doculivery.com/systems3000-howell
2. Your initial User ID is your last name plus the last four digits of your SSN
3. Your password is the last four of your social security number
4. Click Log In button

You will then be prompted to complete a one time registration process. You must answer a four security questions, change your temporary password and choose a preferred email address.
** Your new password must be at least 6 characters and must include at least one numeric digit.**

- Upon completing the registration process, you may access your pay statements at www.doculivery.com/systems3000-howell under the *Pay Stubs tab*.

- Under the *Manage Your Account tab* you can update your security questions, change your email address and/or change your password.

- Under the *W2 tab*- Please select the opt-in option to receive your W2's electronically. Once you have opted in you may view and print your W2's.

***Note if you do not remember your password, click Forgotten Password to reset your password.

***If you have entered an incorrect password more than twice and have locked your account, please contact Payroll at 732-751-2480.

Email and text message notifications allow you to be notified that a new pay stub is available
1. Under to *Pay Stubs tab* located on the right side of the screen.
2. Click the appropriate notification tab
3. Enter a valid email and/or phone number
4. Save

Notification Options:

Email Notification- Will notify you a pay stub is available
Email Delivery – will allow the pay stub to be sent as an attachment or in the body of the email.
Text Message Notification- allows you to be notified that you have a new pay stub.
Detailed Text Messages – Allows you to control the information sent you via text message.