SAP ePayroll

Quick Reference Guide

For assistance, please contact 1-888-241-2764

Introduction

The SAP ePayroll system is available to all UP employees. It offers 24/7 access to
- Paystubs (requires participation in direct deposit)
- W-2 Details
- W-4 Information

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

Requirements to use SAP ePayroll

To access the SAP ePayroll system, you must have:
- Internet access (Web TV is not an option)
- Microsoft Internet Explorer (IE) 6.0 or higher/Firefox 1.5 or later
- JavaScript enabled (default for most browsers)
- Adobe Reader 6.0.4 or higher
- Monitor settings of 800 x 600, 256 colors

When you access the link via the employees section at www.up.com, a new internet browser window should open. If you have "pop-up blocker" enabled on your PC, you will need to temporarily disable it in order for the second window to open. You can do this by holding down the <Ctrl> key as you click on the link to SAP ePayroll.

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 must enroll by going to My Profile in SAP.

Getting Started

How to Log in to the SAP ePayroll System

- Go to www.up.com and click on "Employees". Then, click on "Employees Site" and then click on the ePayroll link on the left.

Or

- Access one of the following URLs:
  On the intranet: https://sap.www.uprr.com/irj
  Outside the network: https://employees.www.uprr.com/irj

The login window is returned

To log in to the SAP ePayroll system you will need to know your TCS user ID. If you do not know your TCS User ID, call Online Systems Services (OSS) at 1-800-621-8953

1. Type your TCS user ID in the User ID field.
2. Type your TCS password in the Password field.
3. Click on the Log in button.
4. Click the ePayroll tab.

First Time Log In

If it is the first time you are logging 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: SSN = 123-45-**6789**
             Default Password = UPRR6789

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

SAP ePayroll

Quick Reference Guide

For assistance, please contact 1-888-241-2764

Payroll Overview

In SAP ePayroll you can:

- Click on **My Paystubs & Trainslips** to view the details of your pay.
- Click on **My W-2** to view your W-2 or 1099R on-line at the end of the year, where applicable.
- Click on **My W-4** to modify your withholding elections.

Paystub Review

To review your paystub:

From the Payroll Overview, click on the **My Paystubs & Trainslips** link. Your latest paystub will be shown.

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

The paystub is returned. Hold your mouse on the paystub to show the toolbar:
• Click the **Save** button to save your paystub.
• Click the **Print** button to print your paystub.

My W-2 Review

To review your W-2:

From the Payroll Overview, click on the **My W-2** link. Your latest W-2 will be shown.

To view the details of your W-2, select the year you wish to view.

Hold your mouse on the W-2 to show the toolbar:
• Click the **Save** button to save your W-2.
• Click the **Print** button to print your W-2.

My W-4 Review/Update

To view or change your W-4 tax withholdings, click on the **My W-4** link. Your Federal and State tax withholdings will be displayed. You must click on the line in order to edit the withholdings.

You must check the declaration statement box for your change to be accepted. This acts as your electronic signature.