

# SAP ePayroll & My Profile for Retirees



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**Quick Reference Guide - For assistance, please contact HR Services at 544-4000**

## Introduction

The SAP ePayroll and My Profile system is available to all UP retirees. It offers 24x7 access to:

- W-4 Information Paystubs (requires participation in direct deposit and enrollment)
- W-2 Statements
- 1099-R Statements
- Direct Deposit Information
- Address Information

## Why Use SAP ePayroll and My Profile?

SAP ePayroll and My Profile is a secure, convenient, easy and timely method to obtain payroll information. Using SAP ePayroll and My Profile you can:

- View and print detailed pay information, including year-to-date information for all earnings and deductions.
- Access historical pay information up to 16 months old. This allows access to an entire year's detail through the April 15th tax filing deadline.
- Update your direct deposit account information. • Update your address.

## 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 can use the SAP My Profile system to enroll in direct deposit. If you want more information about signing up for direct deposit, see the "**My Profile Overview**" section of this document.

## Requirements to use SAP ePayroll and My Profile

To access the SAP ePayroll system, you must have:

- Minimum Operating System Version: Windows XP / Macintosh 10.2
- Internet access
- Microsoft Internet Explorer (IE) 6.0 or higher / Firefox 3.5 or later
- JavaScript enabled (default for most browsers)
- Adobe Reader 8.0 or 9.0
- Temporarily disabled "pop-up blocker" (if applicable) to ensure all windows are displayed

## Getting Started

### How to Log in to the SAP ePayroll System

Once you are enrolled, follow the steps below to access SAP ePayroll:

- Go to [www.up.com](http://www.up.com) and click on "Employees", then "Retirees and Families", then "SAP ePayroll for Retirees".

Then, choose one of the following:

- Former-Employee Login (7 digit employee ID)
- Qualified Pension Login (7 digit employee ID)  
*For retirees receiving a standard pension from Union Pacific*
- Non-qualified Pension Login (7 digit employee ID)  
*For retirees receiving a supplemental pension from Union Pacific*

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The following login window is returned:

User IDs are assigned to a specific individual. Union Pacific's User ID Policy prohibits sharing User IDs or passwords with others in your organization. Each person in your organization needs a separate User ID.

NOTE: Cookies must be enabled in your browser to log in. [More Info](#)

You have reached a Union Pacific Railroad System which may not be used without, or in excess of, proper authority. All Union Pacific Railroad Company communication systems and applications are company property and intended for business-related purposes. Unauthorized access, use, or modification of may result in prosecution. By use of Union Pacific communication systems and applications, you hereby acknowledge and consent that: (i) all usage will be consistent with Union Pacific rules and policies, including its Business Conduct Policy, EEO Policy and Social Media Policy; (ii) your usage will not detract from safety, productivity or work responsibilities; (iii) you have no proprietary interest or expectation of privacy with respect to the content you generate, send, receive or store; and (iv) that Union Pacific reserves the right to monitor and audit usage and content of all electronic communications without prior notice.

To log in to the SAP ePayroll system you will need to know your 7 digit employee/retiree ID. User IDs can only be used by employees on leave for less than 30 days. If you do not know your employee/retiree ID, it can be found at the top of your paystub or you can call HR Services at (877) 275-8747 for assistance. For password assistance, you will need to contact Online Systems Support (OSS) at (800) 621-8953.

1. Type your 7 digit employee/retiree ID in the User ID field
2. Type your password in the Password field.
3. Click on the <Log in> button.
4. Click the ePayroll tab.

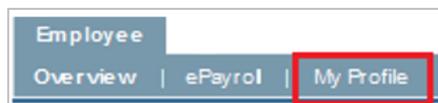
NOTE: If this is your first time logging into the SAP ePayroll system, see the instructions on page 3 for assistance.

Once you have successfully logged in:

- Click the ePayroll tab for paystubs, W-2 information, 1099-R information, and W-4 information



- Click the My Profile tab for your direct deposit information and address information



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## First Time Log In

If this is the first time you have logged 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:       John Doe  
                  SSN = 123-45-6789  
                  Default Password = UPRR6789

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

## ePayroll Overview

Employee > ePayroll > Overview

- Overview
- ▶ My Paystubs & Trainslips
- My Direct Deposit
- My Garnishments
- ▶ My W-2
- My W-4
- Unlock Personnel Number

### Overview

[My Paystubs & Trainslips](#)  
Review, print or save a copy of your paystub and trainslip. Please note that if you have not already consented to online delivery of your paystub and trainslip, you will be prompted to do so before you will be able to view them.

[My Direct Deposit](#) **NEW**  
Sign-up for direct deposit or change your current direct deposit bank accounts. You can now create a Main bank and up to three additional banks where you can have a portion of your paycheck deposited. Please note that the Other bank elections will be satisfied first and any remaining amount from your paycheck will be sent to the Main bank account.

[My W-2](#)  
Review, print or save a copy of your W-2. If you have not yet consented for online delivery of your W-2, please help us save paper waste and mailing costs by consenting for online delivery.

[My W-4](#) **NEW**  
Review or change your federal or state (if applicable) W-4 withholding elections.

[Employment and Income Verification](#)

From this menu you can:

- Click on **My Paystubs & Trainslips** to view the details of your pay.
- Click on **My W-2** to view your W-2 and/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 ePayroll Overview page, click on the **My Paystubs & Trainslips** link.

Your latest paystub is displayed. Click the **Show Overview** link to view a list of your paystubs.

Note: Pay received for your time worked as an employee, for your qualified pension, and/or for your non-qualified pension will all be listed in the Overview regardless of which log in you used.

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

The paystub is returned. On this window you can:

- Click the **Print** button to print your paystub

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## **My Profile Overview**

You must be enrolled in direct deposit to be able to view your paystub and payroll register on-line. You can enroll in direct deposit in one of two ways:

- Click on Add (  ) or Edit (  ) Bank Information in the SAP My Profile tab.  
Or
- Contact Banking Operations at 888-241-2764 and request a Direct Deposit Enrollment Form.

You can also edit your Permanent Address and/or your mailing address in the SAP My Profile tab.