SAP ePayroll & My Profile for Retirees

Quick Reference Guide - For assistance, please contact <u>HR Services</u> 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 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:

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"
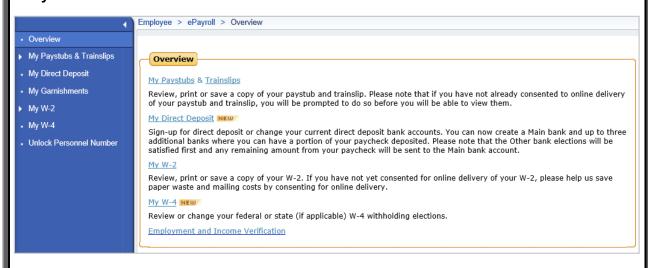> The last 4 digits of your Social Security Number

> 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

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 (🗋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.