SuccessFactors (SF) Quick Guide:
Payroll Information

Instructions for: Employee Files, Payroll Information, Pay statement, W2, Tax Info, etc

**What need to be done prior:** Activated SF Account

Tools needed: Internet connection

Recommended for: All team members

Important Note: Make sure you are viewing all payroll information in a <mark>private</mark> location.
Accessing SF as if you are at NAL

1. From your SuccessFactors Home page, Select the drop-down arrow then select "My Employee File".
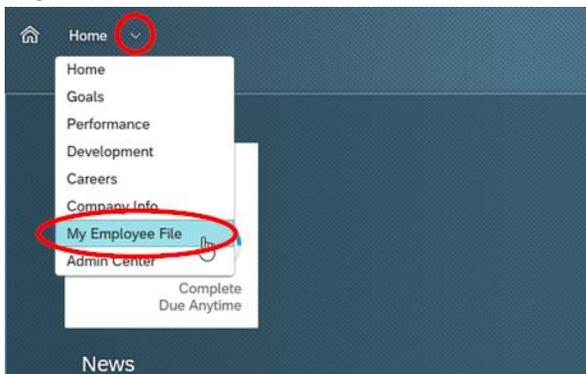
2. Over to the right, select "Payroll information".
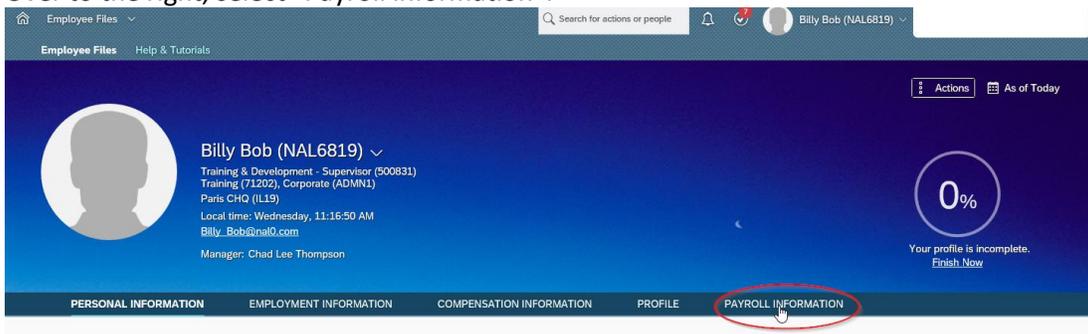
3. The page will scroll down to the "Payroll Information" section of the page. Click on "Pay Statement" link located under Earnings and Deductions to view your recent pay stub. **Important Note:** Make sure you are viewing all payroll information in a private location.

Payroll Information		
Payroll Information	Earnings and Deductions	Tax
	Pay Statement	BSI TaxProfileFactory - Employee
	W2	
	Online Selection	
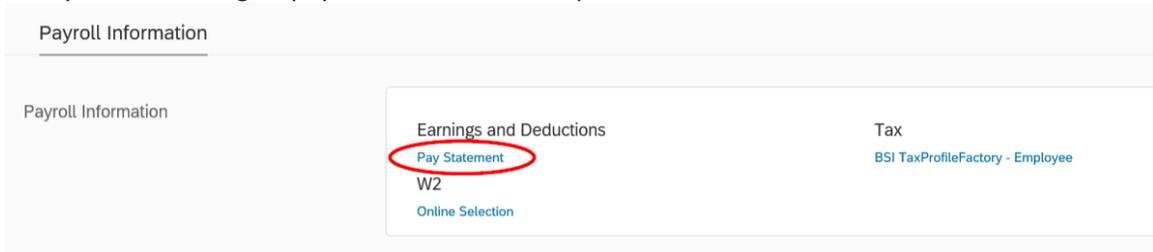
4. After clicking, you will be directed to your pay statement for review:

Pay Statement

	NORTH AMERICAN LIGHTING, INC.	Name	
NAL®	2275 S. Main Street	Personnel No.	0000___
	Paris, IL 61944	Employee Location	CORPORATE HQ
		Cost Center	Training
		Manager	I___

Payroll Area	12	Semi-monthly
Pay Period	Oct 1, 2019	Oct 15, 2019
Period No.	2019/19	

Check Date	Check Number	Total Earnings	Pre-Tax Deductions	Taxes	Post-Tax Deductions	Net Pay
		YTD Earnings	YTD Pre-Tax Ded	YTD Taxes	YTD Post-Tax Ded	YTD Net Pay

Earnings			Rate	Hours	Current Amount	YTD Amount

5. If you need a printed copy, please use a private computer such as your home computer. Use the following login url or link.

https://performancemanager4.successfactors.com/sf/start#/login

6. When first going in, enter the Company ID: nalP (case sensitive)

SAP SuccessFactors ♡

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7. Then follow the same login instructions you use while at NAL.

8. From your pay statement you will 1-hover your mouse under the top bar to activate the 2-print and download options. Select "Print".
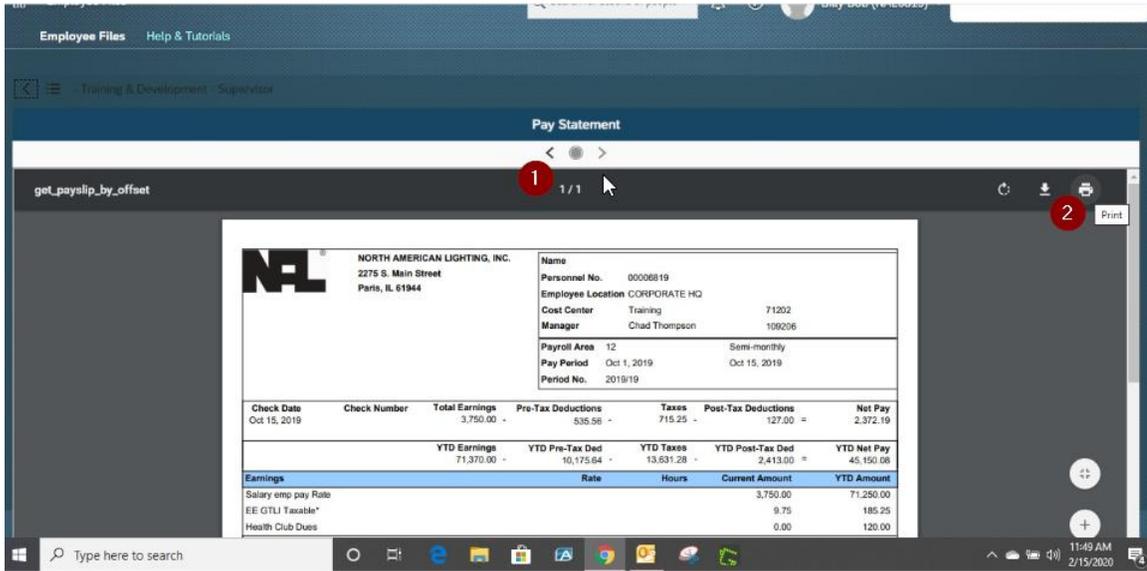
9. Select the appropriate printer, your personal printer or one that is easily accessible right after printing.
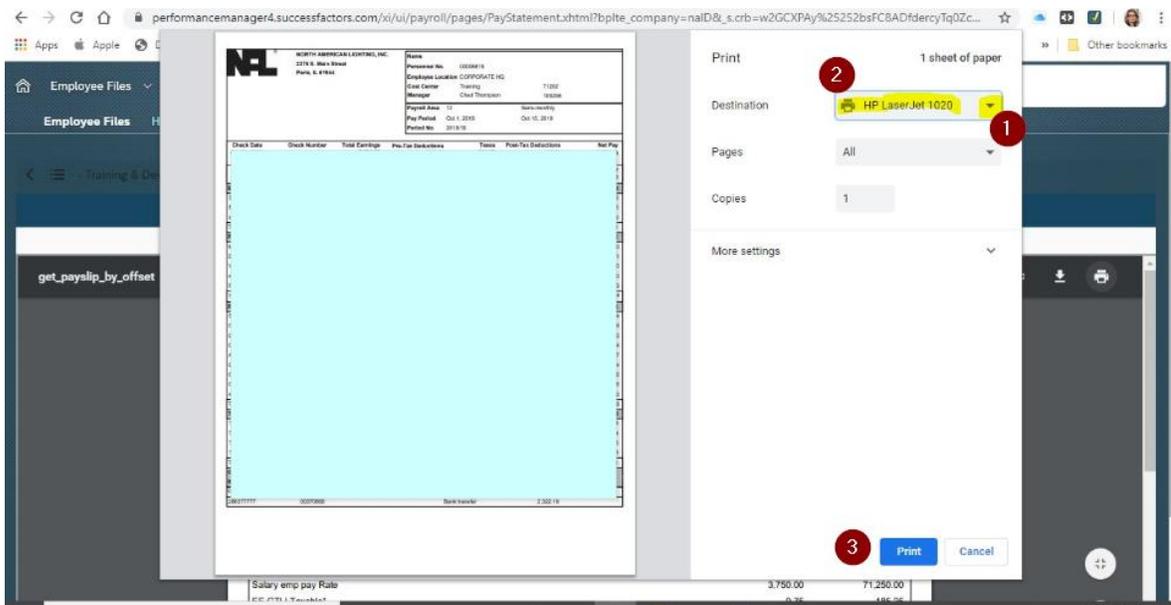
10. When selecting to download, make sure to download to a secure location and you have named the folder for easy access. Here is an example.
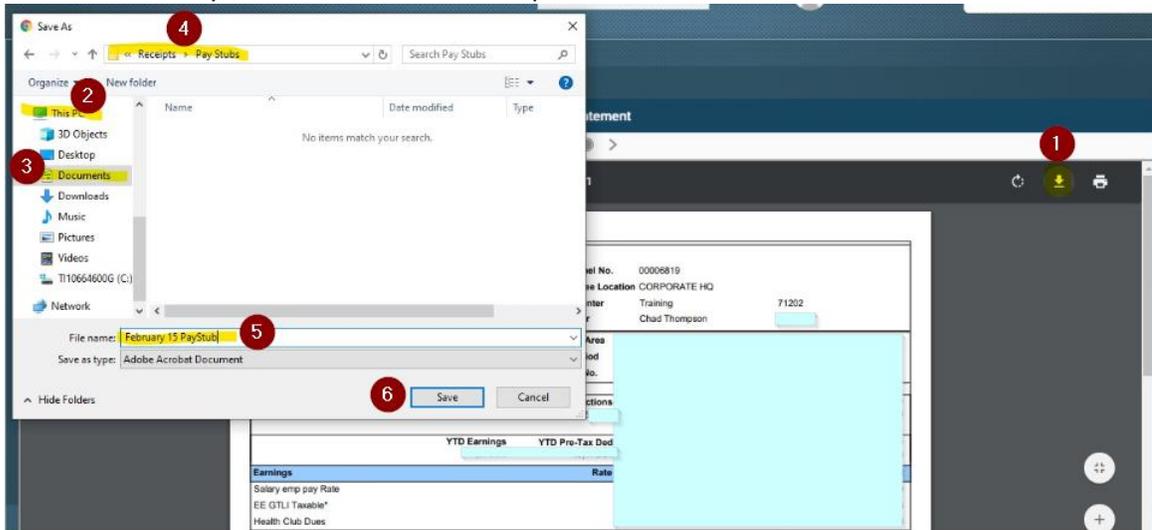
11. You can also view, download and print your W2 and Tax information by clicking on the links under their categories and activating the printing and download functions. Make sure you are downloading and saving to a private location. Make sure to print to a private or easily accessible printer. **Important Note:** W2's will become available on SuccessFactors in 2020.