

# Instructions for accessing pay slips and W-2's on APS.net

There are two ways to access APS. You can log into the website directly at <https://socc.aps.nadcloud.net> or, if you have opted for electronic delivery of you pay slip, you can access APS through the email sent to you on pay week.

If you use the email to access your account, you are given 2 options, View Payslip or Go to Employee Online as shown below.

## Notification


Your payslip for the 3/1/2020 - 3/14/2020 pay period has been prepared.

[View Payslip](#)  
[Go to Employee Online](#)


This email is an automated notification. Please do not reply to this message. If you have any questions regarding your payslip, please contact Southern California Conference for assistance.

Seventh-day Adventist Church

When you click on 'View Payslip' you will be taken to the APS.net login page. After you sign into your account you will see your most recent pay slip. Click Details on the lower right of the page and the pay slip will appear for you to view/print.

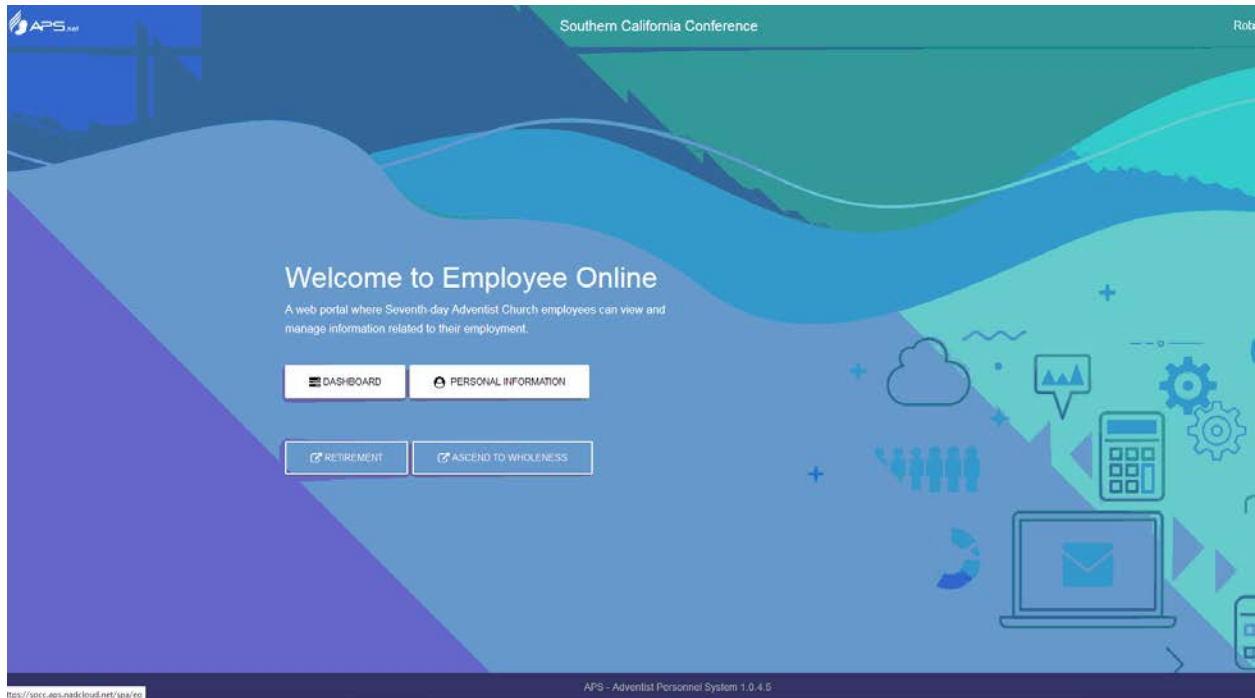
**Pay Slip** 

Bi-weekly, Regular Payroll

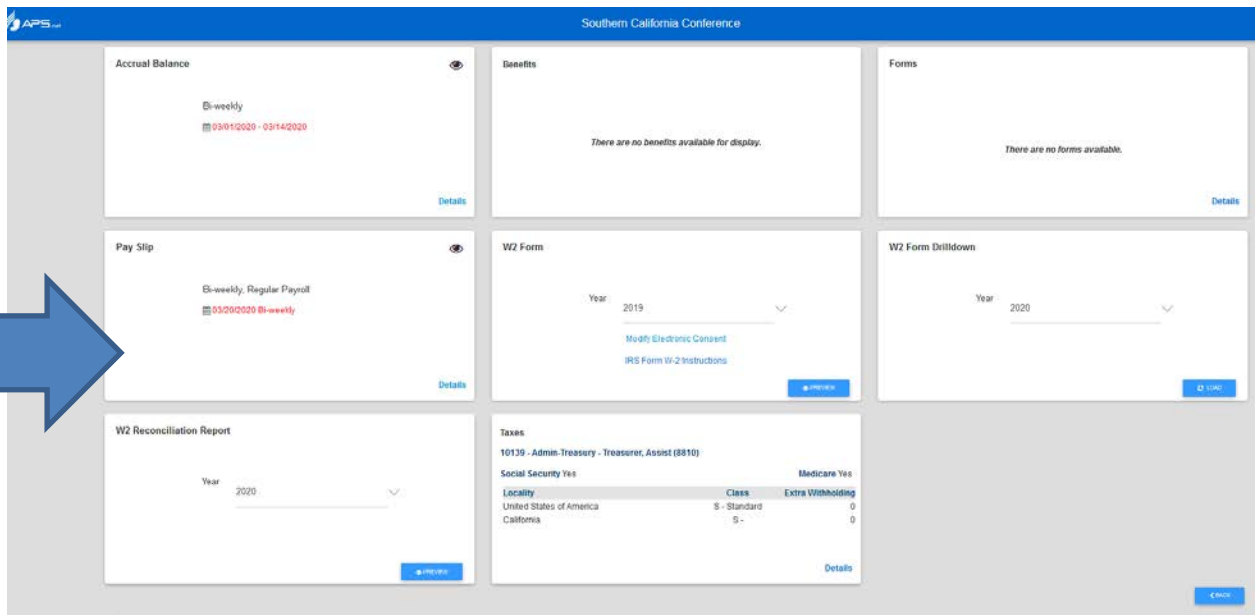
 03/20/2020 Bi-weekly

[Details](#)

If you want to view/print older pay slips or your W2 you will need to click on 'Go to Employee Online' which will take you to the APS.net login page. Once signed in you will see the Southern California Welcome page.



Click on the Dashboard tab and it will bring up the following page.

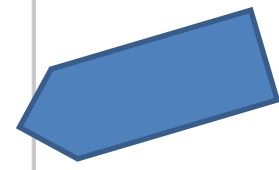


To view pay slips for 1/1/2015 to present click on Details in the lower right corner of the Pay Slip tile and then click on the down arrow on the far right of the Period.

**Pay Slip** ✕

Period Type	Bi-weekly	∨
Period	3/1/2020 - 3/14/2020	∨
Payment Type	All	∨

[PREVIEW](#)



Once you have chosen the pay period you want to view click preview to see your pay slip.

It's the same process for viewing your W2. On the W2 Form tile use the down arrow to the right of the year to choose the year you want to view/print, then click preview to see your W2.

**W2 Form**

Year 2019 ∨

[Modify Electronic Consent](#)

[IRS Form W-2 Instructions](#)

[PREVIEW](#)

W2's are only available on APS.net from 2018 on. To get older W2's please contact Payroll at [Payroll@sccsda.org](mailto:Payroll@sccsda.org).

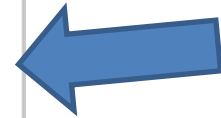
If you currently aren't receiving your W2 electronically you may choose to do so on the W2 Form tile by clicking 'Modify Electronic Consent'. We encourage you to choose electronic delivery of your W2. When you choose this method of delivery an email will be sent to you when the W2 is ready and you will log into APS.net and print your current years W2. We will not email the W2 to you.

Pastor's will need to print the W2 Reconciliation Report when they print the W2. Others may print it if they wish. The W2 Reconciliation Report breaks down what items go into each box of the W2. This can be printed by choosing the year you wish to print and then click on preview to view the report.

## W2 Reconciliation Report

Year

2019



 PREVIEW

This covers the most used tiles on the Dashboard. If you have any questions regarding these items or any of the other items on the Dashboard, please email [Payroll@sccsda.org](mailto:Payroll@sccsda.org).