

## FCS NEW ONLINE PAYSTUB VIEWER

### 1) Gather the following items:

- a. Social security # (all numbers – no dashes)
- b. Employee # (different from the last 4 of your social - call Business Office for assistance)
- c. Email address that you want paystub reminder sent to

### 2) Go to website:

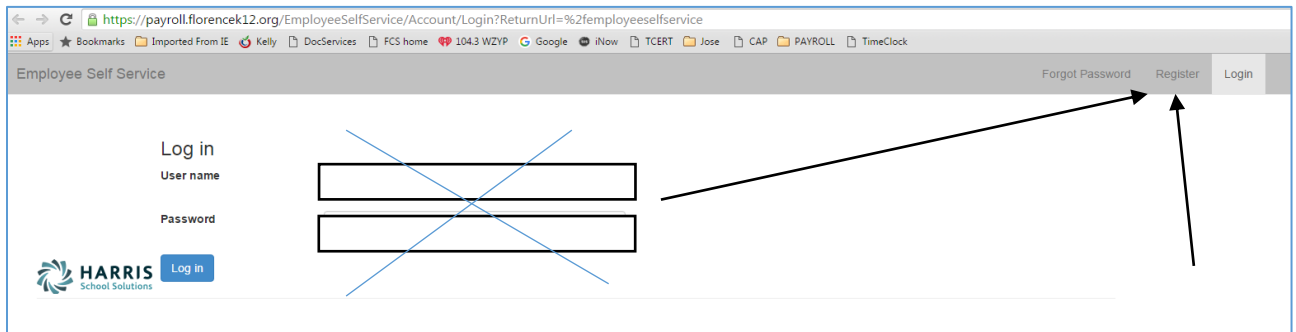
- a. Florence City Schools
- b. Staff
- c. Online Payroll Viewer

d. or see link below

<https://payroll.florencek12.org/EmployeeSelfService/Account/Login?ReturnUrl=%2femployeeselfservice>

### 3) Register

- a. Click “Register”



### 4) Enter all fields:

- a. All passwords are required to be a minimum of 6 characters in length
- b. Enter all information
- c. Click “Register”

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

User name

Email

First Name

Last Name

Social Security Number

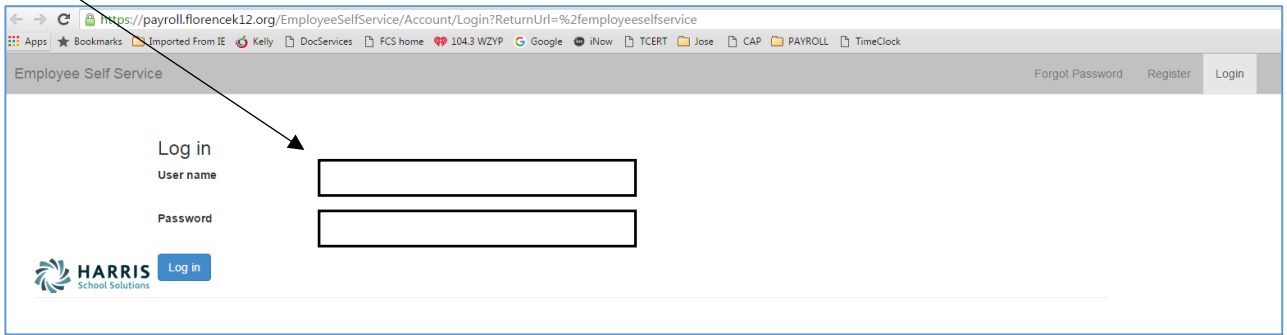
Employee Number

Password

Confirm password

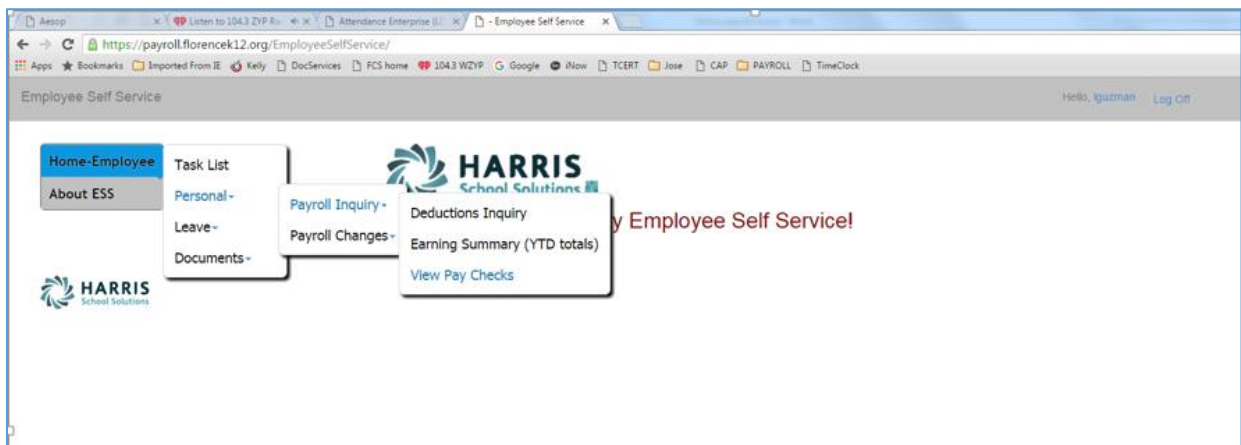
- 5) Go to the email address listed in Step 1.c.
  - a. Confirm registration
  - b. Choose “Log In” to return to website

6) Log in



7) View paystub:

- a. Home-Employee
- b. Personal
- c. Payroll Inquiry
- d. View paychecks



8) Click on paystub

9) Print paystub

10) “X” out of paystub

11) Log Off

**Note:** Check stub history goes back to 10/1/2015.

Can print W2s for past years.

Can view elected withholding, earning summary, check history, leave balance, and leave history.

Can request changes to demographics, direct deposits, federal and state tax withholding forms.

Can upload documents for demographic and direct deposit requests.

Questions? Call the Business Office at (256) 768-3010.