CREATE YOUR ESS ACCOUNT

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"

🗄 Apps 🔺 Bookmarks 📋 Imported From IE 🏼 🔞 Ke	ly 🗋 DocServices 🗋 FCS home 🏘 104.3 WZYP Ġ Google 👼 iNow 🗎 TCERT 🦳 Jose 🗋 CAP 🦳 PAYF	ROLL 🗋 TimeClock
Employee Self Service		Forgot Password Register Login
Log in User name Password Extent Solutions School Solutions		

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			
Register Back			

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

A C A http://navrall.florencek12.org/EmployeeSelfSenice/Account/Login28eturnLid=%2femployeeselfsenice	
Apps * Bookmarks Manported From IE 🖞 Kelly 🕒 DocServices 🕒 FCS home 🏟 1043 WZYP G Google 💿 iNow 🗋 TCERT 🗀 Jose 🗅 CAP 🍋 PAVROLL 🗋 TimeClock	
Employee Self Service	Forgot Password Register Login
Log in	
User name	
Password	
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7) View/Print paystub:

- a. Personal
- b. View Pay Checks
- c. Select date range
- d. Search
- e. Click on the date to view and print

← → C ☆ https://payroll.florencek12.org/EmployeeSelfService/Home/Index		
Employee Self Service Site Administration Task List	Personal Leave Documents About ESS	
Welcome to Florence City Employee	Payroll Inquiry Deductions Inquiry Earning Summary (YTD totals) View Pay Checks Payroll Changes Demographics Enter/Edit Direct Deposit Tax Withholdings A-4 W-4	

Additional options under Personal tab:

- a. Can view current deductions
- b. Can view earnings summary
- c. Demographics use to change address information
- d. Enter/Edit Direct Deposit use to change direct deposit information
- e. Tax Withholdings use to change tax withholding information

8) View/Print W2:

- a. Documents
- b. View Employee Documents
- c. Click on the arrow to select W2
- d. Search
- e. Select year to view and print





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) 768-3040.