

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

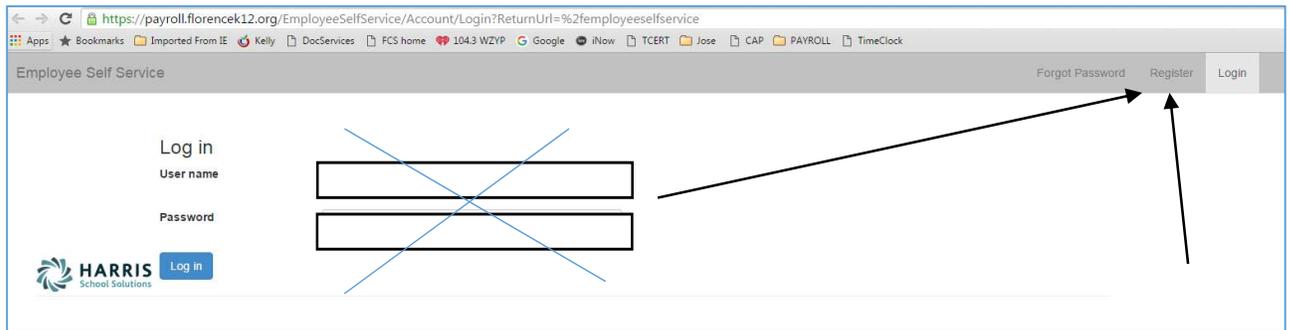
2) Go to website:

- 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"



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

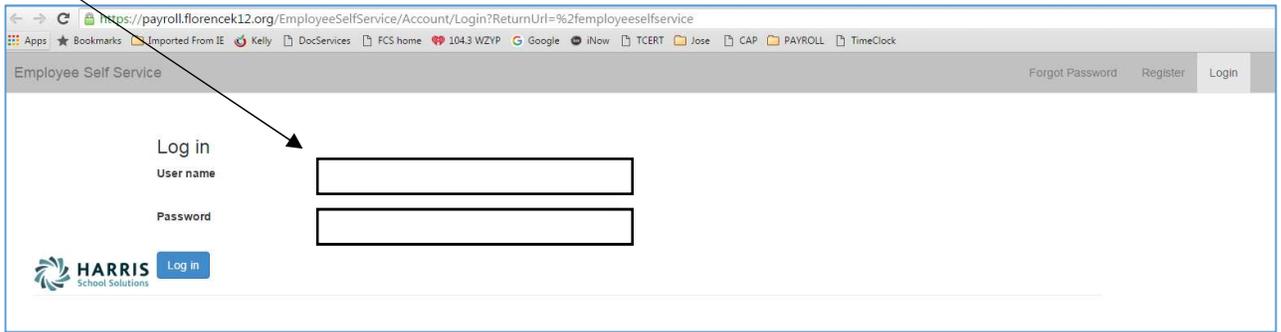
Use the form below to create a new account.

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

User name	<input type="text"/>
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Social Security Number	<input type="text"/>
Employee Number	<input type="text"/>
Password	<input type="text"/>
Confirm password	<input type="text"/>

- 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/Print paystub:

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

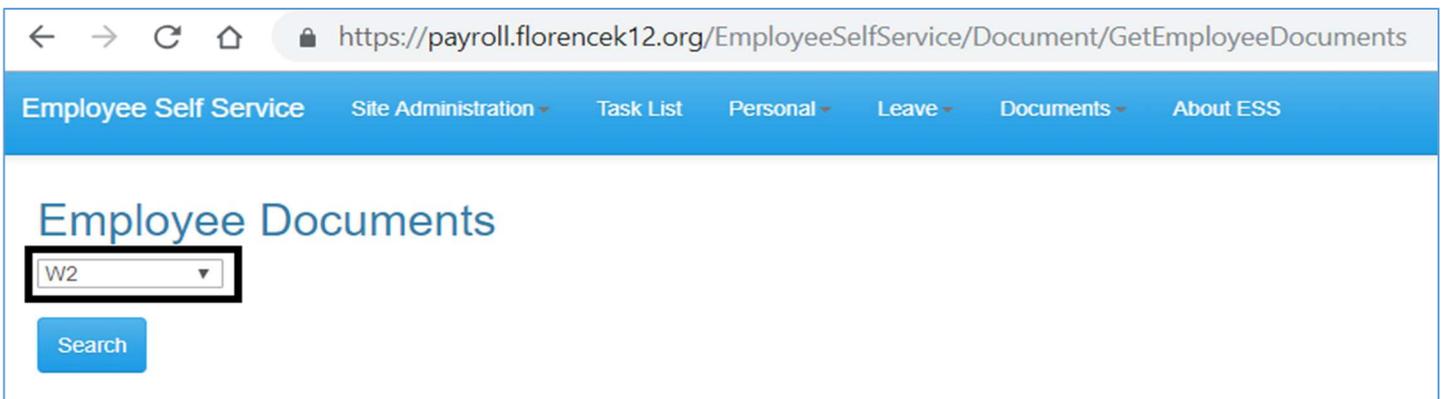
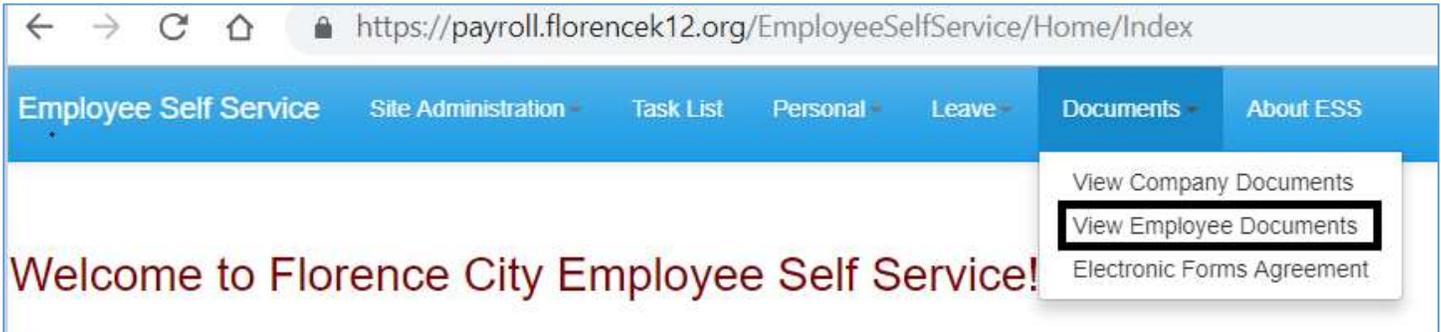


Additional options under Personal tab:

- 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.