VIEW/PRINT W2 DOCUMENTS

1) **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

2) **Log in**

3) **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