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

Employee Set Service	
Login	
	×
User name	
Password	
	Forgot username or password
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

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Employ	ee Sel	f Serv	vice	Site Administration -	Task List	Personal =	Leave	Documents -	About ESS
							View Company Documents		
								View Employe	ee Documents
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