



Florence 1  
Schools  
Students first

## Welcome to Florence 1 Schools!

We're excited to have you as part of our team. Below is a quick overview of the information you'll see on your Direct Deposit Notification.

### Your Pay Schedule

All full-time contractual employees receive an annual salary that's divided equally into **24 pay periods**. You can view your specific payroll cycle on the Payroll website ([f1s.org/payroll](http://f1s.org/payroll)). Copies of your Direct Deposit Notification are also available in **Etrieve**. If you need help logging in, please reach out to **Glenn Kelley** ([gkelley@fsd1.org](mailto:gkelley@fsd1.org)) for assistance.

### What You'll See on Your Direct Deposit Notification

- **Current Pay Information** – This includes your regular pay (1/24 of your annual salary), any deductions (“docks”), gross pay, FICA, state and federal taxes, and your net or take-home pay.
- **Year-to-Date Totals** – These figures reflect your total pay from January 1 to December 31 of the current year.
- **Deductions** – All current and year-to-date deductions withheld from your pay are listed here. A full list of deduction codes and abbreviations can be found in Etrieve under Forms > Inquiry – Employee Benefits. For benefit questions, contact our Benefits Department.
- **Pay Period and Deposit Date** – The “Pay Period” shows the end date of the absence period tied to that payroll, and the “Deposit Date” indicates when your funds will be deposited into your bank.
- **Exemptions and Additional Taxes** – This section shows the exemptions you've claimed on your W-4 and SC W-4 forms, as well as any extra taxes you've elected to have withheld.
- **Leave Balances** – This section displays your available leave types and balances as of the listed date. If you had an absence without available leave to cover it, you'll see the amount docked under “Earnings.” Questions about leave deductions can be directed to our Leave Specialist in HR.

### Need Help?

If you have any questions or concerns about your paycheck, don't hesitate to reach out to our Payroll Department at [F1S\\_Payroll@fsd1.org](mailto:F1S_Payroll@fsd1.org). We're here to support you!

End Date of Absence Period

Date Pay will be Deposited

State and Federal Tax Withholding and Additional Tax Withheld

FLORENCE ONE SCHOOLS EARNINGS STATEMENT									
EMPLOYEE NAME		SSN	EXEMPTIONS				ADDITIONAL TAX		
EARNINGS		HOURS	CURRENT	YEAR TO DATE	DEDUCTIONS	CURRENT	YEAR TO DATE	LEAVE TYPE	LEAVE BAL AS OF
REG		0.00	\$1,035.62	\$14,353.68	DENTAL	\$14.40	\$216.00	AUG 02, 2025	
DOCK		-5.00	-\$654.10	-\$715.56	VISION	\$3.15	\$47.25	SICK	3.50
					RETR	\$34.34	\$1,227.48	PERB	6.50
								LWOP	0.00
GROSS PAY			\$381.52	\$13,638.12					
FICA			\$27.85	\$1,023.17					
FEDERAL			\$0.00	\$306.75					
STATE			\$5.44	\$343.01					
NET PAY			\$296.34	\$10,474.46					
SUB FOR	HRS	WRK DATE	ACCOUNT	AMT	SUB FOR	HRS	WRK DATE	ACCOUNT	AMT

Current Check Information

Year to Date Information  
Jan 1 – Dec 31

Deductions from Pay  
(Current and Year to Date)

Leave Balances  
Note: 240-260 contracts do not have personal business days, but have vacation days

THIS IS NOT A CHECK, DO NOT CASH.



FLORENCE ONE SCHOOLS  
319 SOUTH IRBY STREET  
FLORENCE, SOUTH CAROLINA 29501

NO. 1795416

DEPOSIT DATE	DEPOSIT NUMBER
Aug 15, 2025	1795416

DEPOSIT VOID VOID VOID VOID VOID VOID VOID VOID

DEPOSIT AMOUNT
\$296.34

IN THE ACCOUNT OF Employee Name  
Address

\*\* DO NOT CASH \*\*

NON - NEGOTIABLE

DIRECT DEPOSIT NOTIFICATION