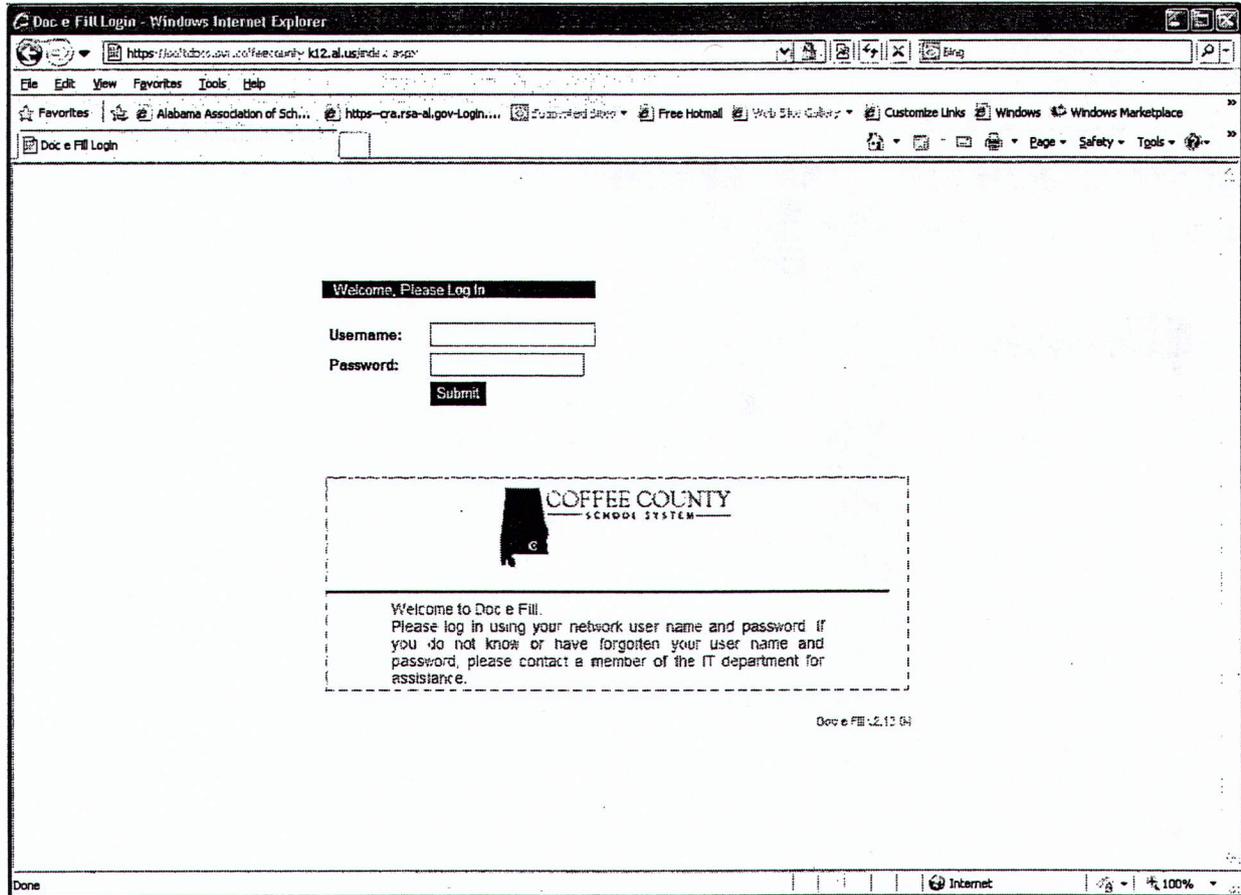


WELCOME to Softdocs Doc-E-Fill -where accessing your payroll information is now easier than ever.

The following is just a basic overview of the most commonly used payroll items.

Web address: <https://softdocs.svr.coffeecounty.k12.al.us>

Log in using your network user name and password.



After logging in, you will see your library of forms on the left of the screen. The icons on top are described in the glossary on the right of the page.

To make changes to any payroll document, click on the document and enter the changes. (Example on the next page)

Doc e Fill - Windows Internet Explorer

https://www.docfill.com/DocFill/Welcome.asp?kd2.al.us@inhabits.com

File Edit View Favorites Tools Help

Alabama Association of Sch... https://ra.rse-al.gov/Login... Suggested Sites Free Hotmail Web Site Safety Customize Links Windows Windows Marketplace

Doc e Fill

Welcome: Jane Doe (Logout)

Expand Library Collapse Library

Document Library

- Payroll Documents
 - A4 Employee Exemption
 - Demographic Change
 - Direct Deposit Authorization
 - W4 - 2014

COFFEE COUNTY SCHOOL SYSTEM

Welcome to Doc e Fill

Icon Glossary
The icons in the upper left hand corner control almost all of the functions of Doc e Fill. The following list will detail the basic usage of each button.

Icon	Function	Description
	Library	List of all documents available to you for origination
	Drafts	Documents you have saved for later editing
	Received	Documents sent to you from other users in the system
	Submitted	Documents originated by you and sent to others in the system
	Completed	Documents archived for future referencing
	Softdocs on Demand	Access to personal documents from Doc e Scan
	Change Settings	Allows changing of password, archive settings, email settings, report settings, and location
	Print	Allows you to print a document
	Help	Opens the user manual in a new window
	Reports	List of all available reports

doc e fill

Done Internet 100%

CHANGE OF ADDRESS

Once the form is filled out, press the Send button at the bottom of the screen. The form will be submitted to Payroll/HR via email.

The Comments field may be used to convey any specific instructions or additional information to Payroll/HR.

The screenshot shows a web browser window titled "Doc e Fill - Windows Internet Explorer". The address bar shows "https://sso1.docscs.gov:8080/ceffcc/school/k12.al.us/main.jsp". The browser's Favorites bar includes "Alabama Association of Sch...", "https-cra.rsa-al.gov-Login...", "Customized Serv...", "Free Hotmail", "Web Site Safety", "Customize Links", "Windows", and "Windows Marketplace". The page content includes a "Welcome, Jane Doe (logout)" message, a "Document Library" with "Payroll Documents" (A4 Employee Exemption, Demographic Change, Direct Deposit Authorization, W4 - 2014), and a "Demographic Change Form" for "COFFEE COUNTY SCHOOL SYSTEM". The form fields are: Last Name (Doe), First Name (Jane), Address 1 (123 Fake St), Address 2, City (Elba), State (AL), Zip Code (36323), Phone, and Alternate Phone. Below the form is a "History" section and a "Route - Payroll, HR" dropdown menu. A large arrow points to the "Send" button. Other buttons include "Attachment", "Save Draft", and "Cancel". A "Comments:" text area is located below the buttons. The "doc e fill" logo is in the bottom left corner, and the status bar shows "Done" and "Internet" with a 100% zoom level.

NOTICE OF DIRECT DEPOSIT

You can attach a copy of a voided check or deposit slip by scanning and saving the item and clicking the Attachment button. Once the dialogue box opens, click Browse, Attach File, and Submit Attachment. Then click Send and Payroll/HR will receive via email. (Example on the next page)

Make sure payroll receives this notification prior to the 15th of the calendar month you wish the notification to take effect. Any notifications received after the 15th will not be effective until the following month.

Doc e Fill - Windows Internet Explorer

https://softdocs.en.coffeecounty.k12.al.us/main.asp

File Edit View Favorites Tools Help

Alabama Association of Sch... https-cra.rse-al.gov-Login... Free Hotmail Web Site Gallery Customize Links Windows Windows Marketplace

Doc e Fill

Welcome: Jane Doe (logout)

Expand Library Collapse Library

Document Library

Payroll Documents

- A4 Employee Exemption
- Demographic Change
- Direct Deposit Authorization
- W4 - 2014

COFFEE COUNTY SCHOOL SYSTEM

Authorized Agreement for Direct Deposit

I (we) (Social Security Number) hereby authorize Coffee County School System to initiate credits to my (our)

Checking Savings account

indicated below and the bank named below to credit the amounts of such entries to said account. Coffee County School System has my permission to debit from my account funds that were erroneously credited. (If establishing checking or savings please note "C" for checking and "S" for savings by account number.)

A) Bank <input type="text" value="Regions Bank"/>	B) Bank Transit Routing Number <input type="text" value="021001022"/>	C) Account Number <input type="text" value="123456789"/>
Employee Signature <input type="text" value="Jane Doe"/>	Date <input type="text" value="1/15/2014"/>	

Sample Check:

NAME OF DEPOSITOR
STREET ADDRESS
CITY, STATE 101

History

Route - Payroll, HR

Comments:

Done

Attachments - Windows Internet Explorer

https://softdocs.en.coffeecounty.k12.al.us/attach.asp?type=Send

Add/Download Attachments

No Files

Internet 100%

VIEWING AND PRINTING PAYROLL DOCUMENTS



To view your payroll and W2 images, click on the file cabinet icon.

Click on Direct Deposit Notification to view your latest Direct Deposit image. To view your previous notification or payroll stub, click on the "<< Prev Doc" button.

To print the document, move your cursor over the image and click on the printer icon that is displayed on the image.

NOTE: There are no payroll statements prior to January 2014 or W-2s prior to 2013. If you need any documentation prior to January 2014, please contact Payroll for assistance.

COFFEE COUNTY BOARD OF EDUCATION
400 REDDOCH HILL RD.
ELBA, AL 36323

PERIOD ENDING	ADVISE DATE	ADVISE NO.
11/8/2013	11/22/2013	137885

DESCRIPTION	CURRENT	YEAR-TO-DATE	DESCRIPTION	CURRENT	YEAR-TO-DATE
INSTRUCTION-TEA	2,899.75	42,325.89	SDC SEC	228.08	1,587.48
			STATE TAX	194.83	1,462.28
			MEDICARE	85.42	1,014.27
			RETIREMENT	289.23	806.14
			HOSP/INDE	18.80	4,179.83
			DENTAL	45.90	45.90
			ALMA VAVOTE	28.17	493.58
			LOCAL DUES	8.00	32.00
			NAT. LABS	34.85	34.85
			DIRECT DEP	2,528.25	15,014.73

LEAVE	TAKEN	BALANCE
SICK	4	34.50
PERSONAL	0	4.88
SICK BANK	0	8.48

NET PAY: \$2,528.25

COFFEE COUNTY BOARD OF EDUCATION
400 REDDOCH HILL RD.
ELBA, AL 36323

LOC. NUM. 0005
EMP. NUM. 0089
DEPOSIT IN THE ACCOUNT LAST, FIRST MI 215 ANY ROAD

ADVISE NO. 137885
DATE 11/22/2013
DEPOSIT AMT. \$2,528.25

NON-NEGOTIABLE

<< Prev Doc Next Doc >> Cancel

Search:
From Date:
To Date:

Go Format - 'mm/dd/yyyy' or 'mm-dd-yyyy'