

DALE COUNTY BOARD OF EDUCATION ONLINE PAYSTUB VIEWER

1) Gather the following items:

- Social security # (all numbers – no dashes)
- Employee # (different from the last 4 of your social - call Business Office for assistance)
- Email address that you want paystub reminder sent to

2) Go to website:

- dalecountyboe.org
- ESS Online Employee Self-Serve Link



3) Register

a. Click "Register"

A screenshot of a web browser showing the login page for the Employee Self Service (ESS) system. The browser's address bar displays the URL: https://payroll.florencek12.org/EmployeeSelfService/Account/Login?ReturnUrl=%2femployeeselfservice. The browser's address bar also shows several tabs and bookmarks, including "Apps", "Bookmarks", "Imported From IE", "Kelly", "DocServices", "FCS home", "104.3 WZYP", "Google", "iNow", "TCERT", "Joss", "CAP", "PAYROLL", and "TimeClock". The page title is "Employee Self Service". In the top right corner, there are links for "Forgot Password", "Register", and "Login". The main content area has a "Log in" heading followed by two input fields: "User name" and "Password". Below the input fields is the Harris School Solutions logo and a "Log in" button.

4) Enter all fields:

- All passwords are required to be a minimum of 6 characters in length
- Enter all information
- Click "Register"

Create a New Account

Use the form below to create a new account.

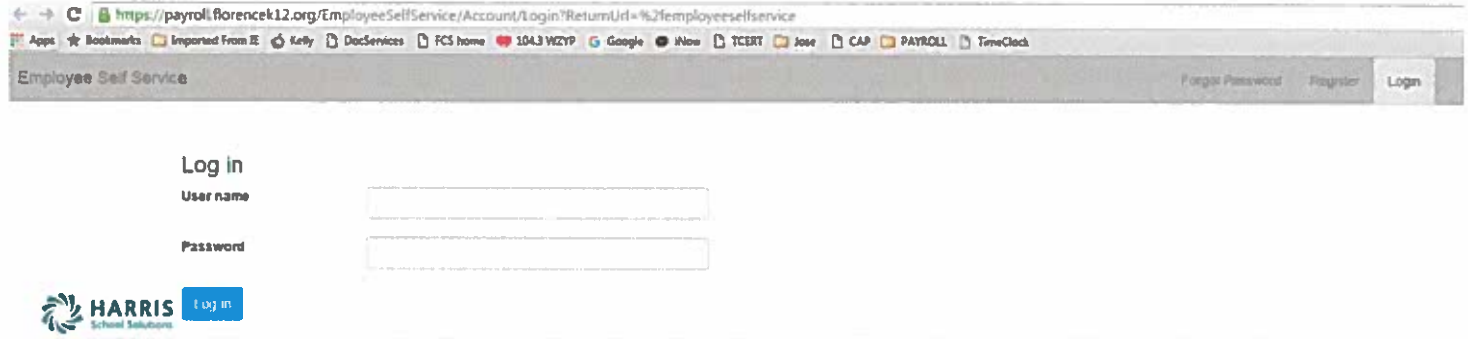
Passwords are required to be a minimum of 6 characters in length.

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="password"/>
Confirm password	<input type="password"/>

5) Go to the email address listed in Step 1.c.

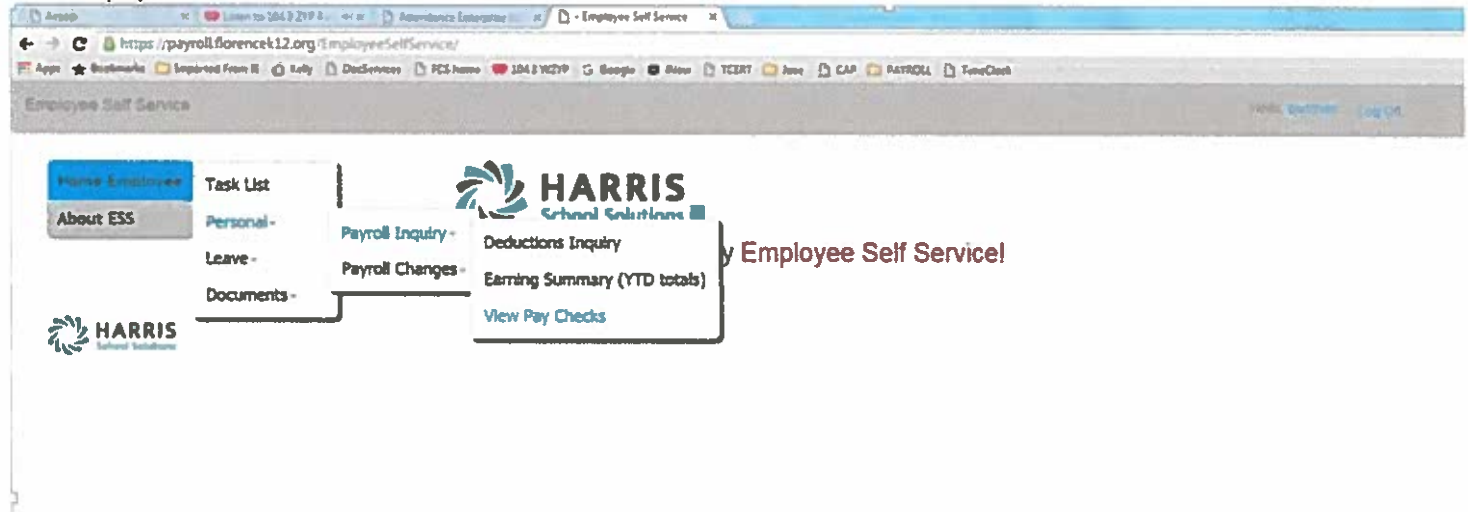
- a. Confirm registration
- b. Choose "Log In" to return to website

6) Log in



7) View paystub:

- a. Home-Employee
- b. Personal
- c. Payroll Inquiry
- d. View paychecks



8) Click on paystub

9) Print paystub

10) "X" out of paystub

11) Log Off

NOTES:

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 Payroll Office at (334) 774-2355.