

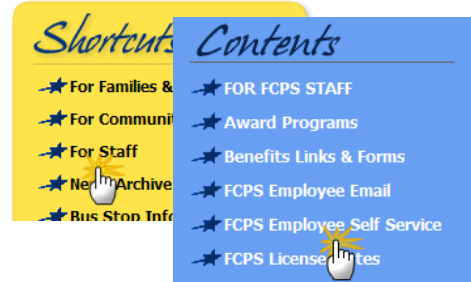
Employee Self Service

FCPS Online Pay Advice

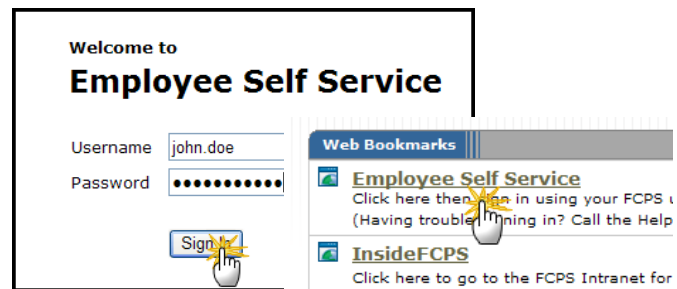
From any computer go to <http://www.fcps.org>



1. **Click** on “For Staff”
2. **Click** on “FCPS Employee Self Service”

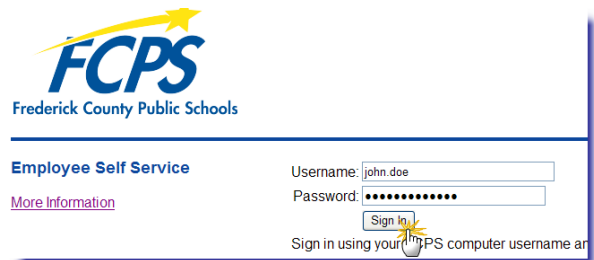


3. **Type** in your network Username and Password.
Example: User Id: john.doe
Password: xxxxxx (case sensitive)
Click Sign In



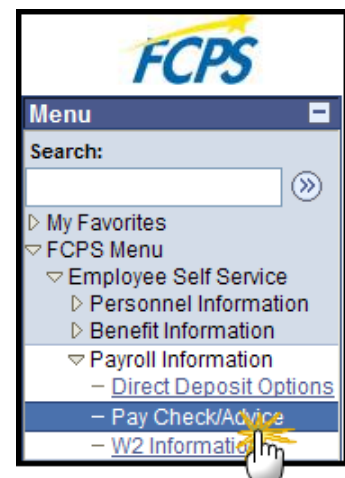
4. **Click** on “Employee Self Service “

5. You are now logged into the network.
Type in your network Username and Password again, to log into the Human Resources System.
Click Sign In



6. From the menu **Click FCPS Menu > Employee Self Service > Payroll Information > Pay Check/Advice**

7. To securely Exit, **Click** , **Click** on the  and **Close** your browser.



Informational Questions – If you question any information on your Pay Advice:
Call the payroll office at 301-644-5036 or email karen.linton@fcps.org

Technical Questions – If you are unable to view your Pay Advice.
Call Cindy Getsinger, Technology Services at 301-644-5312 or email cindy.getsinger@fcps.org