

# Employee Self Service

## Accessing your W2

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

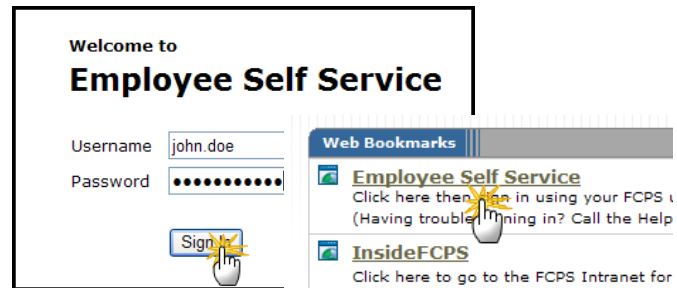


1. **Click** on “For Staff”

2. **Click** on “FCPS Employee Self Service”

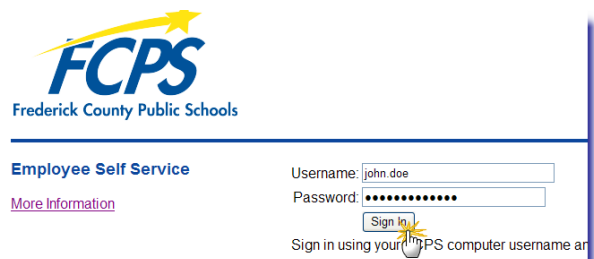


3. **Type** in your network Username and Password.  
Example: User Id: john.doe  
Password: xxxxxxx (case sensitive)  
**Click** Sign In



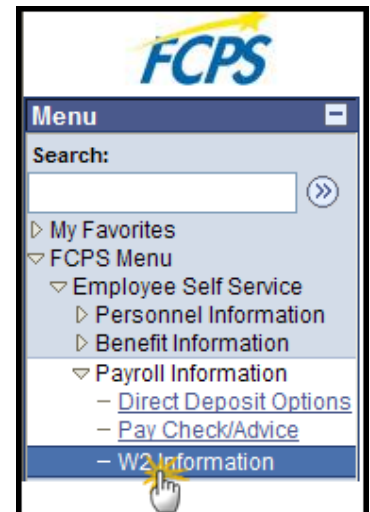
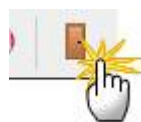
4. **Click** on “Employee Self Service “

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** >  
**W2 Information**

7. To securely Exit, **Click** [Sign out](#), **Click** on the brown door and **Close** your browser.



FCPS Frederick County Public Schools		View a Different Year		View Printable Version	
W-2 Wage and Tax Statement 2009					
7 Social Sec tips-Previous	1 Wages, tips, other compensation	2 Federal income tax withheld			
	21629.84	1861.48			
8 Allocated tips	3 Social Security wages	4 Social Security tax			
	22929.14	1421.61			
9 Advance EIC payment	5 Medicare wages and tips	6 Medicare tax withheld			
	22929.14	332.47			
10 Employer's name, address, and ZIP code FREDERICK CO. PUBLIC SCHOOLS 115 EAST CHURCH STREET FREDERICK, MD 21701					
10 Dependent care benefits	11 Non-qualified plans	12a See instructions for box 12			
		C	46.95		
13 Employer identification number (EIN) 00000000		12b			
14 Employee's social security number 000-00-0000		12c			
14 Other STPU 1269.00		12d			
		13	Statutory Retirement Third-party Employee Plan sick pay X		
15 Employee's name, address, and ZIP code John Doe 123 Main Street Mapleville, MD 21000					
16 State / Employer's state ID number MD 00000000	16 State wages, tips - state name 22929.14	17 State income tax 1609.06			
18 Local wages - locality name	19 Local income tax - localities	20 Locality name			

Informational Questions – If you question any information on your W2: Call the payroll office at 301-644-5036 or email [karen.linton@fcps.org](mailto:karen.linton@fcps.org)

Technical Questions – If you are unable to view your W2. Call Cindy Getsinger, Technology Services at 301-644-5312 or email [cindy.getsinger@fcps.org](mailto:cindy.getsinger@fcps.org)