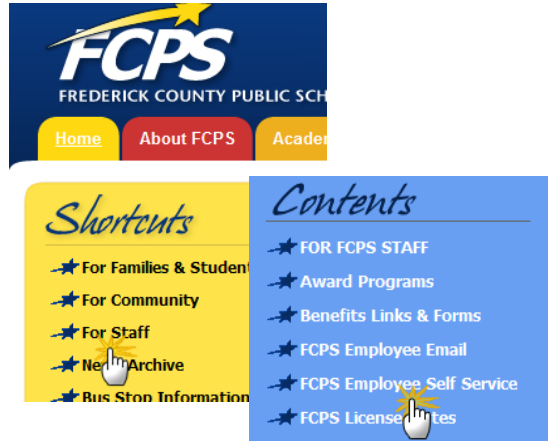


Employee Self Service

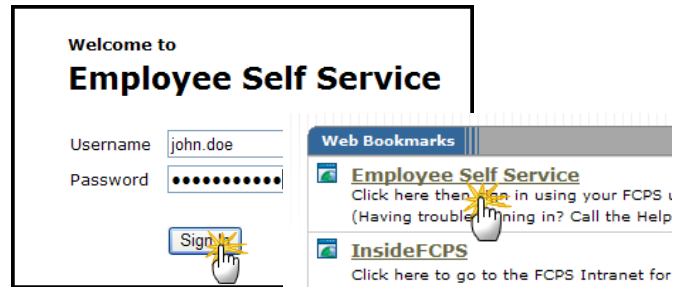
GO GREEN with Online Pay Advices

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



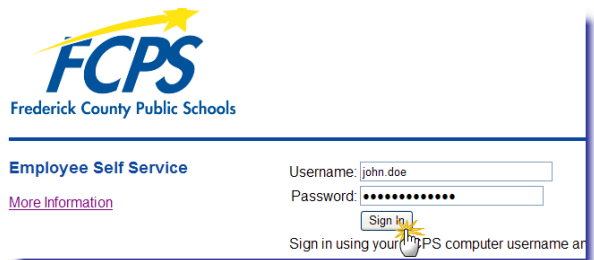
1. **Click** on “For Staff”
2. **Click** on “FCPS Employee Self Service”

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

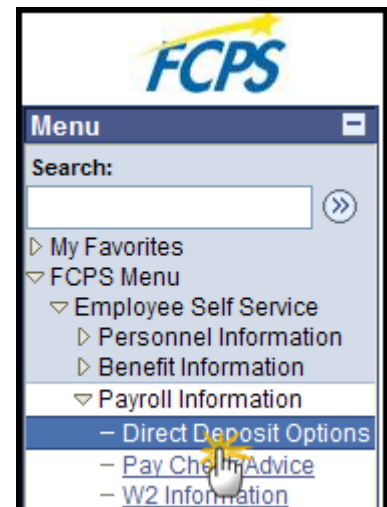


4. Click on “Employee Self Service “

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** >
Direct Deposit Options



7. Click on the radio button that says “Yes, I want to go green and paperless! Sign me up for online statements of my direct deposit pay advices.” **Click** Save

Direct Deposit Options

Jane Doe EmplID 000000
Last changed 03/17/2010

Pay Statement Printing

Yes, I want to go green and paperless! Sign me up for online statements of my direct deposit pay advices.

No, I do not want to get my pay statements online. Continue delivering paper copies.

8. To securely Exit, **Click** , **Click** on the brown door 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