



Introducing...

E-DOCS

The Online Window To Your Payroll Checkstub!

Using this system you can display or print copies of your payroll check stubs going back to December of 2008 and your W-2s back to 2006. You may access E-DOCS from work or from home, 24/7, and the information will be stored indefinitely. There is no need to print copies unless you wish to; you will still be able to access the system after you have retired or resigned from your school district position!

All employees will have access to the system, including substitute teachers. The database includes paycheck stubs back to December, 2008. If you were employed by the school district as of September 1, 2010 your access to the records in this system has now been granted. Employees who worked between December 2008 and September, 2010 but were not employed on September 1, 2010 will be granted access upon request (please call the Technology Help Desk at 727-8300).

The first time you access the system, it will help if you have with you a copy of your last payroll check stub or direct deposit statement, because you will need your new six-digit employee number. The system requires you to sign on using an ID and a temporary password, and then will ask you to reset your password for added security. E-DOCS uses the latest available SSL encryption technology the same technology as banks use for their online systems - to protect the confidentiality of anything you see.

To access the system, get your last payroll check stub in hand and go to the WS/FCS website. Click on the "Employees" tab; on the drop-down menu select "E-DOCS" and follow the instructions shown to log in for the first time. If you do not have access to your six-digit employee number, the Technology Help Desk can also provide this to you once your identity has been verified.