

Employee Self Service FCPS Online Pay Advice

From any computer open Firefox Mozilla, Chrome, Safari, or Internet Explorer **Version 11** (if Internet Explorer is a version before 11, you will not be able to see the information below in #1) and go to <http://www.fcps.org>

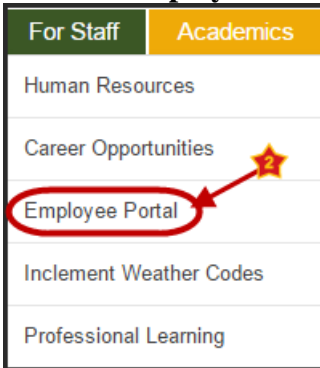
***Informational Questions** – If you have questions on your Pay Advice, call the payroll office at 301-644-5048 or email karen.linton@fcps.org

***Technical Questions** – If you are unable to view your Pay Advice, call Betsy Mullineaux, at 301-644-5098 or email betsy.mullineaux@fcps.org

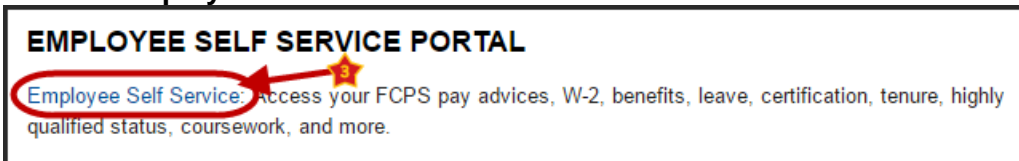
1. Click **For Staff**



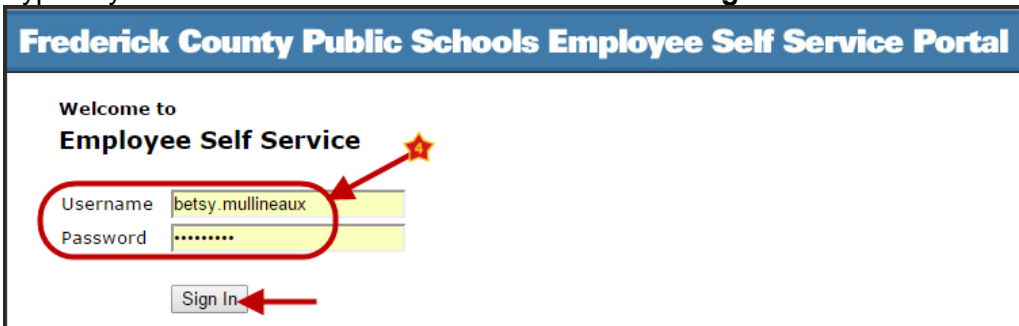
2. Click on **Employee Portal**



3. Click on **Employee Self Service** link



4. Type in your email **Username** and **Password**. Click **Sign In**



5. You are now logged into the FCPS Network. Type in your email **Username** and **Password** again to log into **Employee Self Service**. Click **Sign In**

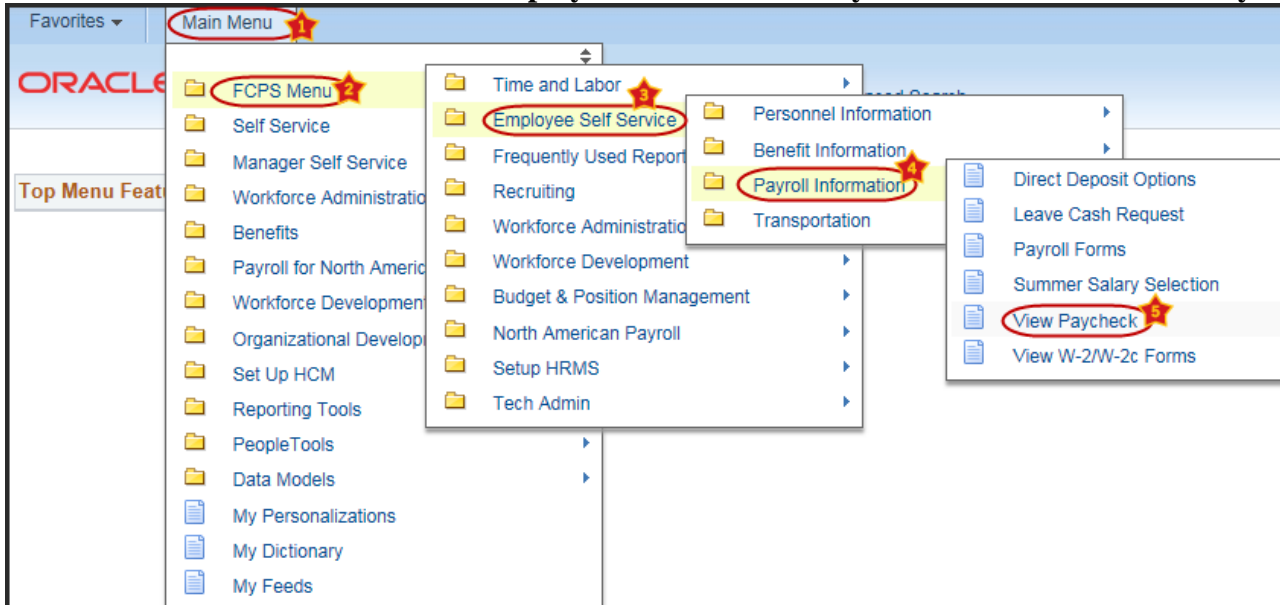
Username: Password:

Sign in using your FCPS computer username and password to access your pay advices, W-2, leave and other employee information.

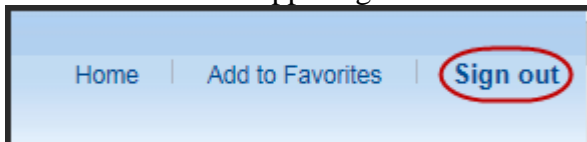
(Having trouble signing in? Call the HelpDesk: 301-644-5310 or [Email](#).)

Apple Safari and Google Chrome browsers are not supported. Please use Microsoft Internet Explorer or Mozilla Firefox.

6. Click **Main Menu > FCPS Menu > Employee Self Service > Payroll Information > View Paycheck**



7. To exit click in the upper right-hand corner of your screen



8. If you have any questions, please contact Betsy Mullineaux at betsy.mullineaux@fcps.org or 301-644-5098.