IMPORTANT PAYROLL INFORMATION

DOCULIVERY

→ You will be able to access all of your payroll information on Doculivery. You may access this website at *my.doculivery.com/fccsc.* There is also a Doculivery icon on the Payroll & Benefits page at *fccsc.k12.in.us/payroll_benefits.*

→ The Doculivery system will hold seven (7) years of pay checks and W-2 information. There will no longer be paper W-2's printed.

→ You will need an email address to log in. We suggest that you use your personal email address. You have the option of receiving your payroll notifications through email or text messaging. You must enter this information under both the Pay Stub tab and the W-2 tab.

→ We strongly suggest that you change your password to 8 characters in length using both letters and numbers.

→ There is a Help tab with the User Guide. Please be sure to use this feature if you have questions.

→ Please continue reading for detailed instructions on how to log in to Doculivery and access your information.

STEPS TO ACCESS DOCULIVERY

1. Enter *my.doculivery.com/fccsc* into the address bar of your web browser.

2. User name is the first initial of your first name, your last name and the last four digits of your social security number.
   → Example: jdoe1111

3. Password is the last four digits of your social security number.
   → Example: 1111
   → Reset your password here only if you do not remember your password.

4. The next screen will have five (5) tabs:
   → Pay Stubs
   → W-2
   → Messages
   → Manage your Accounts
   → Help

5. Pay Stubs – You will see the pay dates. Click on the blue arrow in "click to view" and you will see the details of your check for that pay date. Above the FCCSC logo, on the left, are four icons:
   → Open document in new browser window
   → View document as a PDF
   → Email a copy of this document (it will be sent as an encrypted PDF which is safer)
   → Print this document

6. Messages – Messages from the payroll department will be sent to the email address or text number you enter here.

7. Manage your Account – Be sure to change your password to 8 characters in length using both letters and numbers. You may also change your email address here. Be sure to save any changes.

8. Help – Click on User Guide under Help Documentation of you have any questions.