We are "Going Green"!

In an effort to better serve our employees & the environment, we will soon stop printing paper copies of Direct Deposit Notifications/Advices and start submitting some Payroll forms ONLINE using **Softdocs on Demand** (**SOD**). ALL Employees will be able to participate!

What does that mean?

Employees will no longer receive a paper copy of their Direct Deposit Notification after September 30, 2014. Instead, they will use the employee portal to see their **Payroll Stub** and future **W2** forms.

Your first electronic Payroll Stub is now available for your review. Future Payroll Stubs are available the day we process payroll.

What do I need to know to access my account?

The credentials you use every day to logon to your computer at work are the same credentials you will use to access **SOD**. Most user logins will be first initial of your first name + your last name per our payroll records or Social Security Card. If the first initial + last name is duplicated, a number will be included as shown in the examples is below.

User Type	Most Employees	Employees with Similar Names
Employee Name	Justin Case	Jason Case
Employee SSN	123-45-6789	321-65-4987
SOD Username	jcase	jcase1
FIRST TIME Password	jcase6789 (all lower case)	jcase14987 (all lower case)

Special Login Notes:

Our employee portal website address is

Welcome, Please Log In

Username: [ ]
Password: [ ]
Submit

Forgotten your username/password?

https://eforms.franklin.k12.ga.us/index.aspx

User Login Screen

Username is NOT Case Sensitive but Password IS Case Sensitive.

The payroll department does not maintain a copy of your password

and CANNOT retrieve your password information.

If you **forget your password**, you can use the "Forgotten your username/password?"

Follow the onscreen directions and your ID and/or password will be emailed to the email address on file within Doc e Fill.

USERNAME AND PASSWORD RETRIEVAL

If you have forgotten your username, password or both, please enter your SSN below and select the appropriate section.

Confirm your SSN here: [ ]

PASSWORD RETRIEVAL
Please enter your username and click continue.
Username: [ ]
Continue

USERNAME RETRIEVAL
Click continue to have your username retrieved.
Continue

docefill

How do I see my Payroll Stub or other documents?

A list of Documents will appear.

You will only see documents that have been electronically filed into your personnel file.

If you have never received an electronic contract if your personnel file does not yet have any scanned images, you will see the message:

No Documents...

or

Welcome: Justin Case (logout)

My Archived Images

- Human Resources-Employees
  - Address-Phone No. Change
  - Contract
  - Direct Deposit Signup
  - G4
  - Payroll Stub
  - W2
  - W4

Once you have successfully logged in, you will see the options below. Simply click on the words Payroll Stub or W2 (coming soon) and the image will appear in the viewer.

Employee Name:	Justin Case			Check No.	291003

Wages Earned

Pay Type	Hours	Pay Rate	YTD Hours	YTD Earnings	Current
Reg Pay	40.00	$13.00	160.00	$520.00	$520.00
Sick Pay	0.00	$13.00	0.00	$0.00	$0.00
Vacation	40.00	$13.00	160.00	$520.00	$520.00
Overtime	0.00	$19.50	0.00	$0.00	$0.00
				Current Gross Wages	$1,040.00

Tax Deductions			Other Deductions		
Tax Type	Current	YTD		Current	YTD
Fed Tax	$156.00	$653.81	Health Ins	$50.00	$200.00
State Tax	$104.00	$435.88			
FICA	$64.48	$270.24			
Medicare	$15.08	$63.20			
Total Taxes	$339.56	$1,423.13	Total Other	$50.00	$200.00

	Net Pay	$650.44

SAMPLE

	Check No.	291003
	Check Date	Feb 14, 2014

<< Prev Doc   ◀ ▶   Next Doc >>   Cancel

Search:
From Date: [____] Go Format - 'mm/dd/yyyy' or 'mm-dd-yyyy'
To Date: [____]

Your most recent payroll stub will be the first one you see.

You can print a copy for yourself, look at a previous stub (<<Prev Doc).

When available, you can also look at the next stub (Next Doc>>).

You can even pull up a group of Payroll Stubs by date range (From Date ___To Date___).

Help is also available within the portal in the form of a User Manual. Simply click on the "**?**" icon. For additional questions, please contact Cindy Jones (x11325) or Tom Porter (x11342) .