

# SELF SERVICE PORTAL

Access the Horry County Schools Home page: [www.horrycountyschools.net](http://www.horrycountyschools.net)

**SELECT** Departments – Payroll – Self Service - Click here to access the login screen

The following screen should appear:



**Enter:** SIX DIGIT HORRY COUNTY SCHOOLS EMPLOYEE ID (this will always be the same number)

**PASSWORD:** The initial password will be your 6 DIGIT EMPLOYEE ID NUMBER PLUS THE LAST 4 DIGITS OF YOUR EMPLOYEE ID # resulting in a 10-digit number with no spaces.

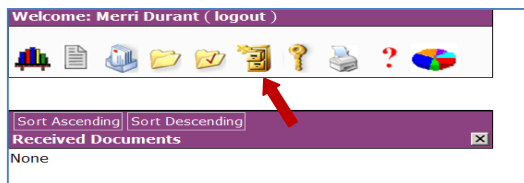
**EXAMPLE:** If your 6 digit ID # is 001234, you would enter

Six Digit Employee ID: 001234

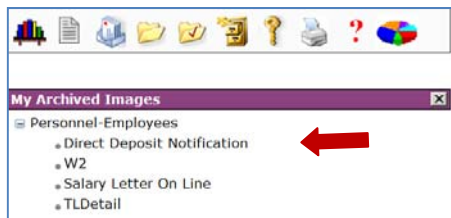
Password: 0012341234

## I. View direct deposit notices

**Click on the icon resembling a 2-drawer file cabinet**

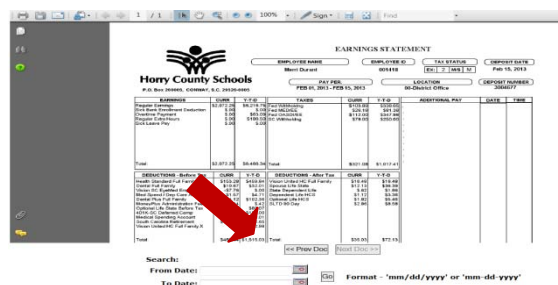


**Click on Direct deposit notification**



The last stub issued will appear on the screen.

Stubs for previous pay periods may be viewed by clicking the Prev Doc tab or Search by range of dates area.

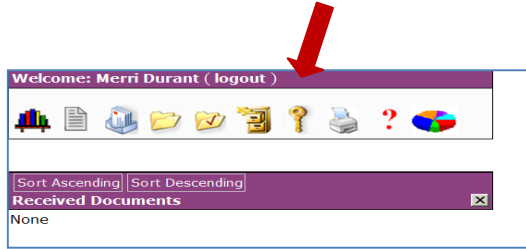


EARNINGS STATEMENT									
EMPLOYEE NAME		EMPLOYEE ID		TAX STATUS		CURRENT DATE			
Merri Durant		00110		FDI 2 (M) S2		Feb 15, 2013			
P.O. Box 10000, Columbia, S.C. 29162-0000		FEB 01, 2013 - FEB 15, 2013		LOCATION		GROUP NUMBER			
				M-DEWEE OFFICE		2004077			
BRAND	AMOUNT	DATE	TYPE	AMOUNT	DATE	REASON/PAY	WAGE	TAX	
Regular Payroll	1,000.00	02/15/13	REG	1,000.00	02/15/13				
Health Insurance	15.00	02/15/13	HEALTH	15.00	02/15/13				
Life Insurance	15.00	02/15/13	LIFE	15.00	02/15/13				
Retirement	15.00	02/15/13	RET	15.00	02/15/13				
Total	1,045.00			1,045.00					
DEDUCTIONS	AMOUNT	DATE	TYPE	AMOUNT	DATE	REASON/PAY	WAGE	TAX	
Health Insurance	15.00	02/15/13	HEALTH	15.00	02/15/13				
Life Insurance	15.00	02/15/13	LIFE	15.00	02/15/13				
Retirement	15.00	02/15/13	RET	15.00	02/15/13				
Total	45.00			45.00					
Total	1,000.00			1,000.00					

**II. Update Account Settings (This is a very important step).**

Please review your email address and update if necessary. Should you be unable to access the system in the future and request a password reset, the system will send the new password via email so it is imperative that your email information is correct. Password changes may also be accomplished on this screen.

**Click on the icon that resembles a key**



**Select the email address option to update accordingly and click Submit**

- Password Settings
- Email Address
- Archive Settings
- Location Settings
- Report Settings

**These Settings will take effect upon your next login.**

**UPDATE EMAIL ADDRESS**

Current Email Address: mdurant@horrycountyschools.net

New Email Address:

Verify New Email Address:

**If a password change is needed, select the password settings change accordingly and Submit**

- Password Settings
- Email Address
- Archive Settings
- Location Settings
- Report Settings

**These Settings will take effect upon your next login.**

**CHANGE PASSWORD**

Password:

Repeat Password:

**Close window and logout when finished**