

Reviewing your online pay stubs


If you have not changed your password and verified your email address, please refer to the logging into Doc E Fill instructions.

Website address: <http://odi.horrycountyschools.net/docefill/>

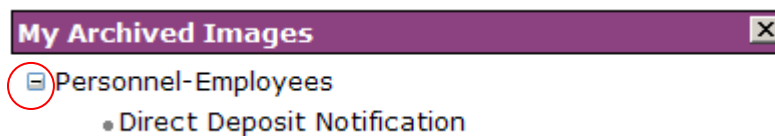
Step 1: Log into Doc E Fill with your user name and password.

Once you are logged in, a menu of icons will appear in the upper left screen.



Step 2: Select the archived images icon  to view your documents.

Step 3: Click on plus mark beside the Personnel-Employees link to expand the list if it is not already expanded (red circle below).



Step 4: Click on the Direct Deposit Notification link to view your pay stubs. They will appear in the box on the right.

Step 5: You can cycle through images by using the “Next Doc” and “Prev Doc” buttons underneath the Document panel. To search a specific document or range of documents, click on the calendar buttons next to the “From Date” and “To Date” fields to select a range of dates from the calendar that opens or you can manually enter the dates in the format mm-dd-yyyy.

Step 6: To print your pay stubs, view the pay stub you want to print and select the printer icon in the document panel.

Step 7: Log out when done: Click on the (logout) link located in the upper left corner beside your name.

