



# Hancock County Board of Education

"Where Excellence is the Standard!"

Dr. Charles Culver, Interim Superintendent

11311 Highway 15 North

Post Office Box 488

Sparta, Georgia 31087



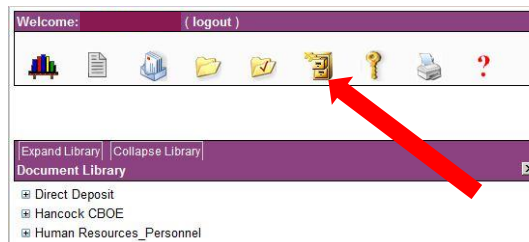
Phone: (706) 444-5775

[www.hancock.k12.ga.us](http://www.hancock.k12.ga.us)

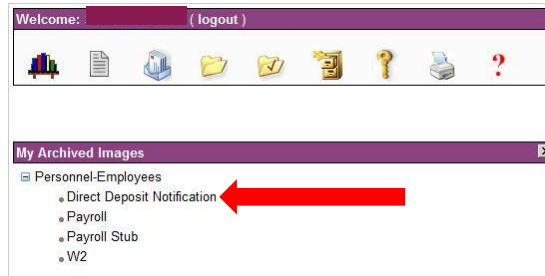
Fax: (706) 444-7026

## Accessing Your Payroll Statements/Stubs via Doc-e-Fill

1. Logon to Doc-e-Fill: <https://docefill.hancock.k12.ga.us>
2. Your username in most cases will be the first letter of your first name and your full last name, e.g. Chester Zoe would be: czoe. Your default password will be your username and the last four of your SSN, e.g. czoe0000 if Mr. Zoe's last four of his SSN was 0000. There are some cases where your username follows a different format due to multiple people having the same first initial and last name, in these cases please contact the Technology Department for your logon information.
3. If you are a new user, you will need to change the password that was emailed to you.
4. Once logged on, click the "My Archived Images" icon as shown below.



4. When on the "My Archived Images" page, click "Direct Deposit Notification" link as shown below.



5. You can view current as well as previous month's direct deposit or payroll statements in Doc-e-Fill.

## Notes

If you forget your password, the Doc-e-Fill server will email a reset password to you, just click on the "Forgotten your username/password?" link on the login screen.

If you access Doc-e-Fill on a public computer or a computer that is used by other people, make sure to log out of Doc-e-Fill and closed the web browser when you are finished with your session.

If you have any questions or experience any difficulties accessing Doc-e-Fill, please contact:

Ernest Warren

[ewarren@hancock.k12.ga.us](mailto:ewarren@hancock.k12.ga.us)

(706) 444-5775 ext. 165