Employee Instructions for Pay Information

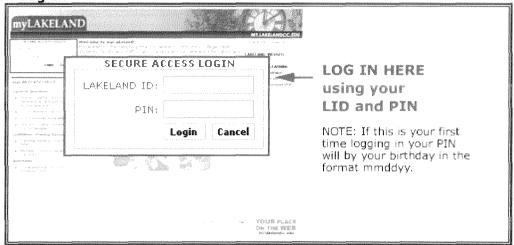
Pay stubs will be available electronically only starting with the September 15 pay date

Step 1: Go to myLakeland Homepage.

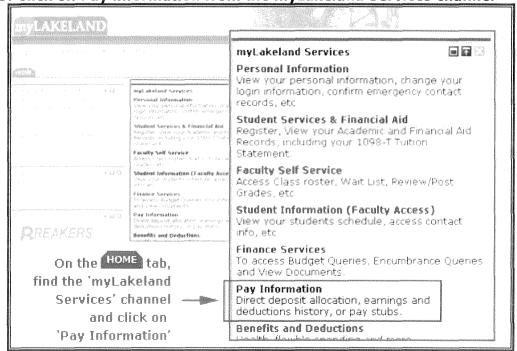
Access myLakeland from the Lakeland homepage (<u>www.lakelandcc.edu</u>) or directly at my.lakelandcc.edu



Step 2: Log In



Step 3: Click on Pay information from the myLakeland Services channel



GETTING HELP

If you need help please contact the Help Desk at 440.525.7570 (x5112 on campus) or email them at mailto:lcchelpdesk@lakelandcc.edu. Help Desk hours are from Monday – Thursday 8AM to 8PM, Friday from 8AM to 5PM and Saturday From 9AM to 4PM.

Step 4: Click on Pay Stub

Pay Information			
Direct Deposit Allocation			
<u>Earnings History</u>			
Payroll Dates - General Direct Deposit			
Payroll Dates - Part Time Teaching Faculty Pay - Sub			
Deductions History			
Release: 7,3.2			

Step 5: Choose year and click display.

You will see a list of all pay stubs available for that year.



Step 6: Click on the Pay Stub date for the pay you want to view.

Pay Stubs			
Select the Pay Stub Date to access additional information			
Pay Stubs for 2008 Pay Stub Date Pay Period Begin Date Pay Period End Date Gross Pay Net Pay Message			
· .	Aug 01, 2008	Aug 15, 2008	
Ava 15, 2006	Jul 16, 2008	Jul 31, 2008	
<u> 104 31, 2008</u>	Jui 01, 2008	Jul 15, 2008	
241.12.2008	Jun 16, 2008	Jun 30, 2008	

DETAIL YOU WILL SEE WHEN DATE CLICKED:

Pay Stub Detail Pay Stub Summary Pay Stub Date: Aug 29, 2608 Gross Amount: Total Personal Deductions: Net Amount: Total Employer Contributions:

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