Payentry Cheat Sheet
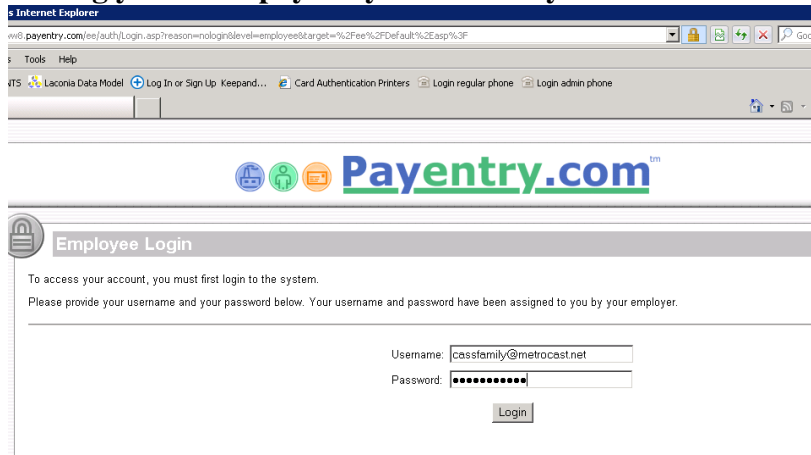## From the LRCS website (www.lrcs.org) click on "For Employees"

In the Employee Links box on the right, look for the link to Payentry and click on it

This should bring you to the payentry site – enter your user name and password.

Once on the payentry site, look for "home" on the left hand side – if you go to your home page you should see "pay history" as below – click on details to see your check

Here you can view your check details, and then print your check stub – look all the way to the bottom to see "print check stub"

Once you click the "print check stub" button you should see a message like the one below:
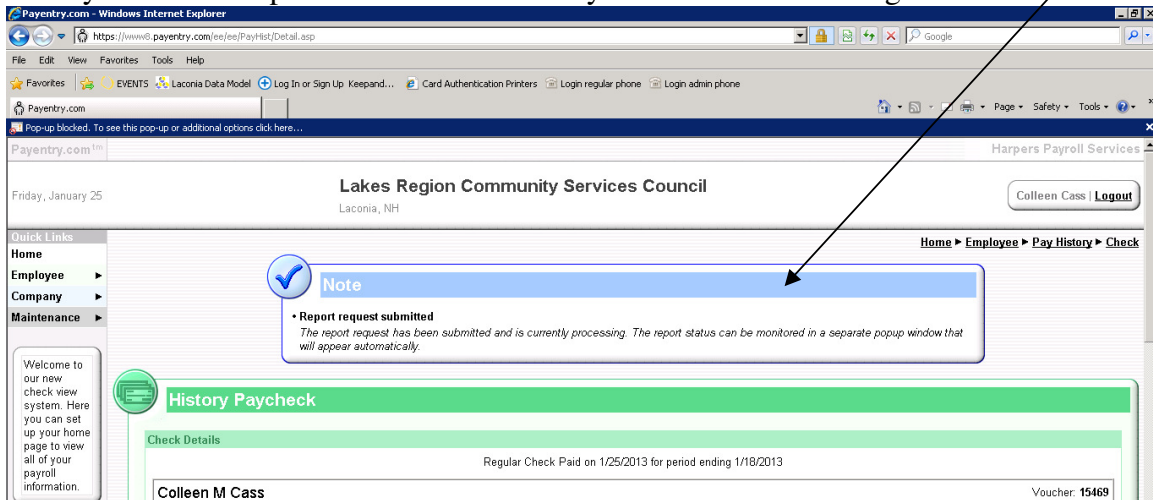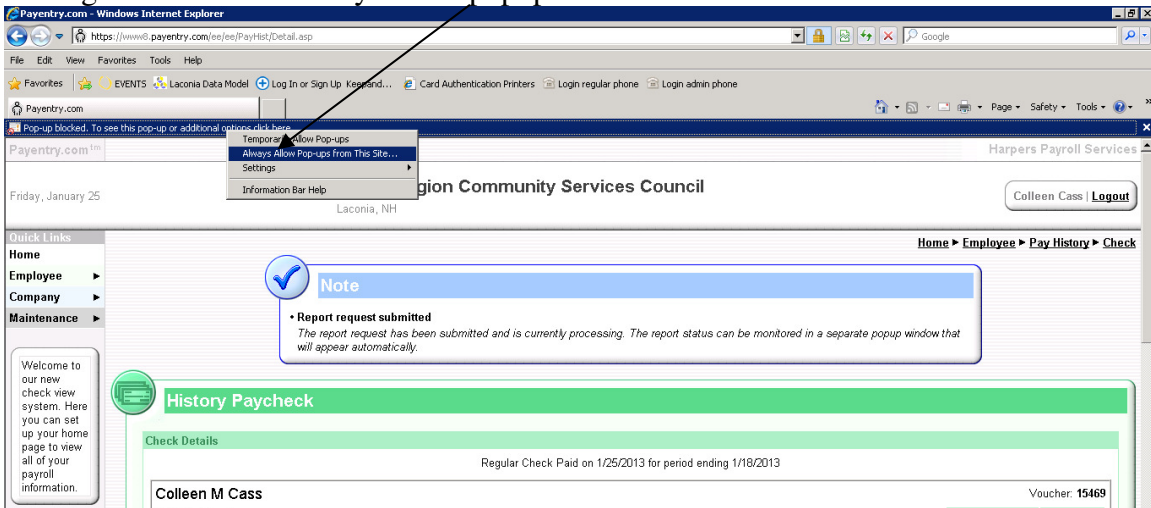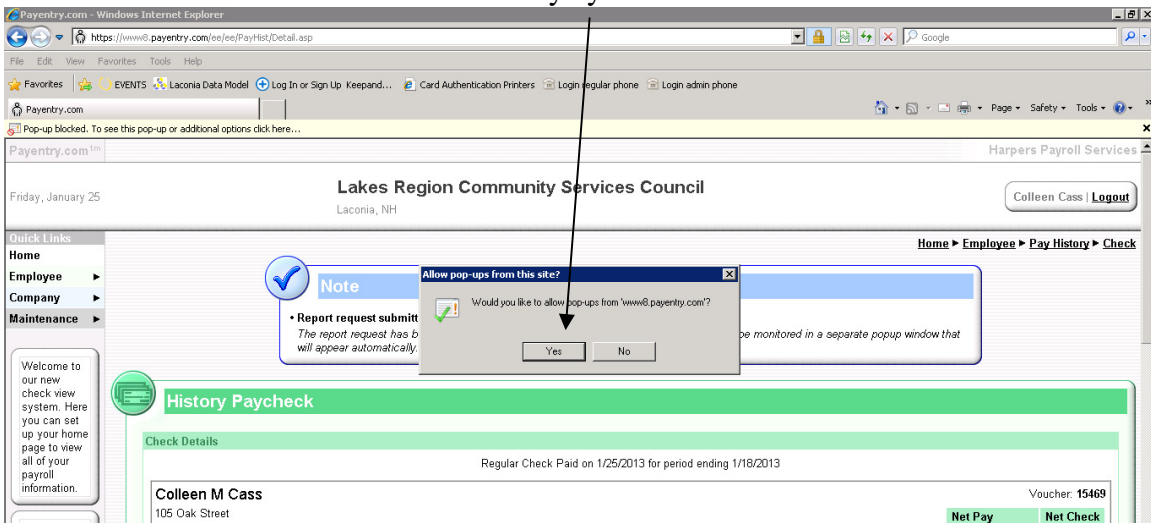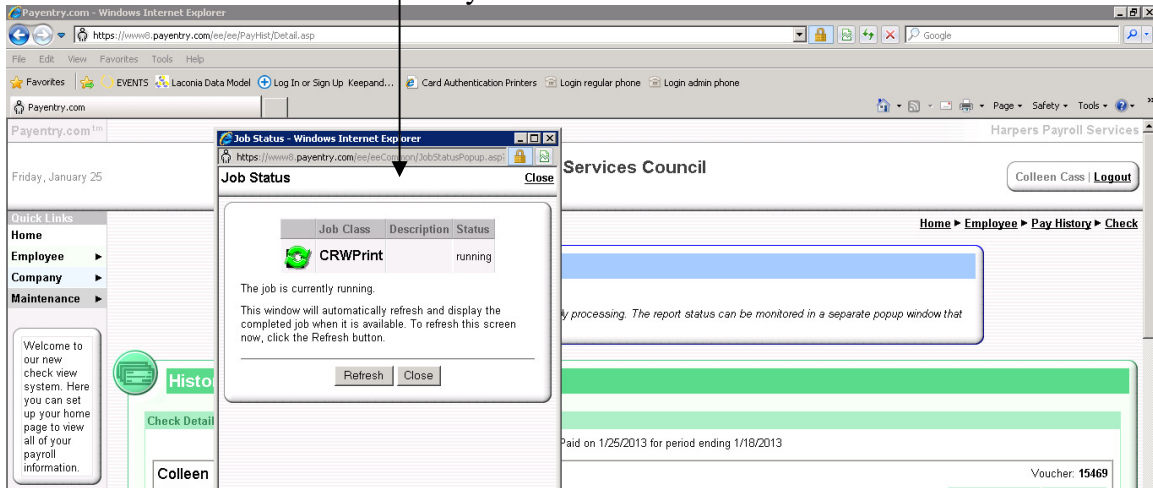

You may get a message about "pop-up blocked". You will need to allow the pop-ups. Click on the message and choose "Always allow popups for this site"
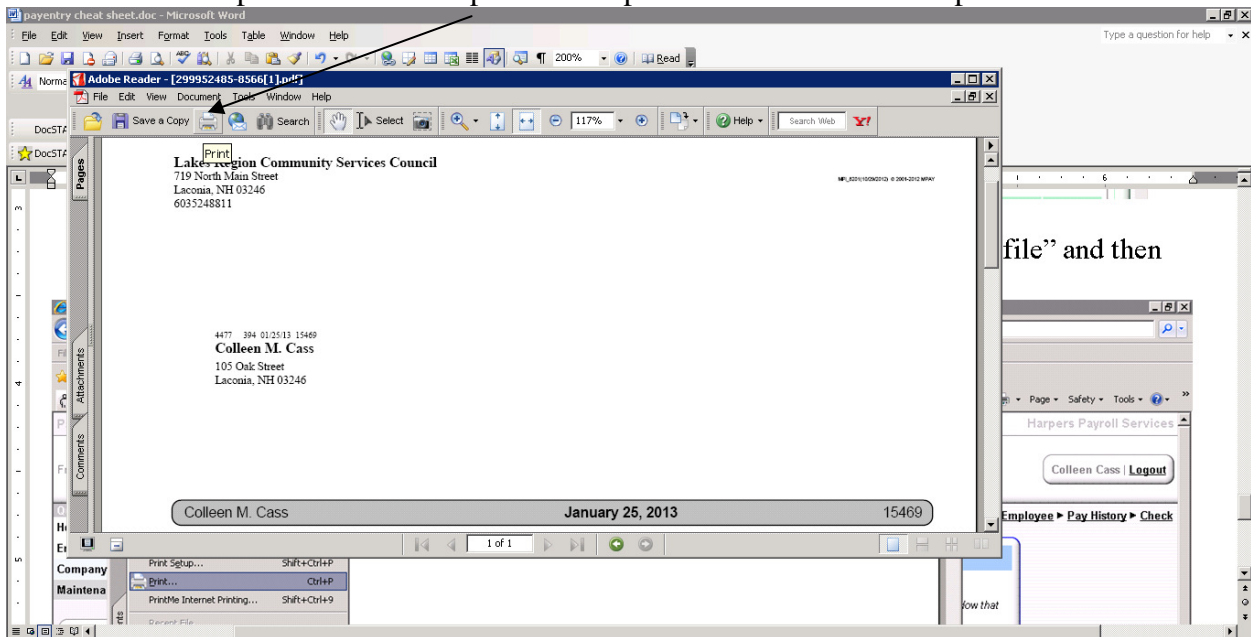

Say "yes"

You will see a message that the report is being created. The report is your paycheck stub. This may take a few minutes.

Your paycheck stub will come up in the form of an adobe document. Choose "file" and then "print". Look for a picture of a printer and click on it to "print".

From the payentry "Home" you can access many other features under "employee" including your leave time accrual.