Payentry Cheat Sheet From the LRCS website (<u>www.lrcs.org</u>) click on "For Employees"



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

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COMMU SERV	NITY	ge. Empower. Inspire.
Home	Employee Newsletter, December 17, 2012	! - <u>click here</u>
About LRCS	Employee Benefits	/
Available Services		/
 Family Resource Center 	Lakes Region Community Service and its affiliate organizations offer their employees a benefits package second to none. The people who work for Lakes Region Community Services and its	Employee Links
 Employment Opportunities 	affiliates are treated as the organization's greatest asset and are offered a great work environment, excellent benefits and	2013 Employee Holiday & Payroll Calendar 2013 Mileage Payment Schedule
Autism Center	the opportunity to learn and grow. Listed below are the benefits currently enjoyed by full-time employees.	2013 Respite Payment Schedule Training Request Form
News	Disclaimer: The Benefits listed below are subject to change.	Current Training Calendar Employee Intesheet
Giving		Employee Paychedk Stubs - Payentry
LRCS Tax Credits		Employee Travel Reimbursement Form
Donate Now		LRCS Conference Room Reservation Online Brain Injury - A Practical Training for DSPs
 Eamily Connect 		

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

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Employee Login	
To access your account, you must first login to the system.	
Please provide your username and your password below. Your username and password have been assigned to you by your emplo	yer.
Username: cassfamily@metrocast.net	
Password:	
Login	

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

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page to view all of your	12/14/2012	0	Regular		0.00 Details 🕨		
payroll	12/14/2012	0	Bonus		0.00 Details 🕨		
information.	11/30/2012	0	Regular		0.00 Details >		
	11/16/2012	0	Regular		0.00 Details >		
Effective 1/1/13 Direct	11/2/2012	0	Regular		0.00 Details 🕨		
deposit stubs	10/19/2012	0	Regular		0.00 Details 🕨		
will no longer be mailed	10/5/2012	0	Regular		0.00 Details 🕨		
	More						

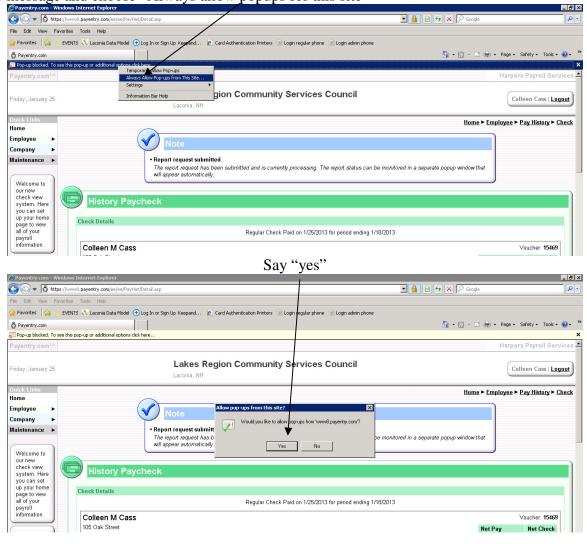
Here you can view your check details, and then print your check stub – look all the way to the bottom to see "print check stub"

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	SS-R	OASDI - Employer			0
	FITW	Federal Income Tax			8
	NH	New Hampshire SITW			0
	NHSUI	New Hampshire SUI			0
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	***9083	***8888	Checking		
	****0271	***0644	Savings		
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			Print Check Stub		

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

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Friday, January 25	Lakes Region Community Services Council		Colleen Cass Logout)
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Home Employee F Company F	Note	-	
Maintenance Welcome to	 Report request submitted The report request has been submitted and is currently processing. The report status can be m will appear automatically. 	onitored in a separate popup window that	
our new check view system. Here	History Paycheck		
you can set up your home page to view	Check Details		
all of your payroll	Regular Check Paid on 1/25/2013 for period ending 1/18/2	013	
information.	Colleen M Cass		Voucher: 15469

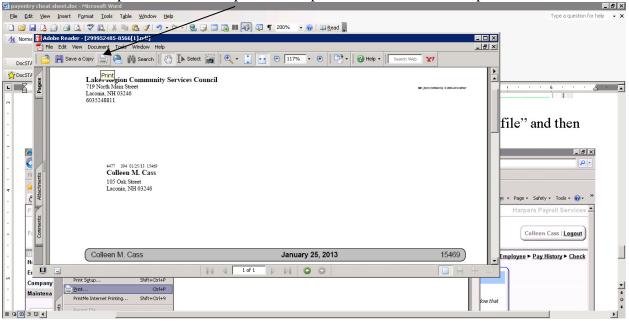
You may get a message about "pop-up blocked". You will need to allow the pop-ups. Click on the message and choose "Always allow popups for this site"



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

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all of your payroll		Paid on 1/25/2013 for period ending 1/18/2013	Voucher: 15469

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.

